



ST. JOSEPH CATHOLIC SCHOOL

Meeting Minutes: February 15, 2024

Meeting Started at: 6:30pm

In Attendance:

In Person: Fran, Daniel, Pat, Yung, Phil, Angela, Beth, Father Stephen

Online: Maria, Meredith

Opening Prayer

Introduction (Daniel)

- Request Volunteer for taking of minutes. – Angela agreed
- Review and approve January meeting minutes. – Phil motions to approve; Pat Seconds – January Minutes Approved
- Upcoming Events and Announcements
 - Open Enrollment
 - Parent Teacher Conferences, February 20th
 - PSIA, February 24, 2024
 - PTA Meeting, March 21, 2024
 - 2024 Auction & Gala, April 13, 2024

Principal report (Ms. Thompson)

- Enrollment/Open House, March 5th –
 - Calls are coming for tours as well.
 - 33 – 8th graders graduating therefore focusing on having that many incoming Kindergartens to replace the number leaving.
 - PreK and Kinder applications are coming in – one full day of kindergarten assessments in already scheduled.
 - Reenrollment applications for current students is currently open till 2/29/24
 - Our current enrollment is at 288.
- Grant Projects Update:
 - Furniture Project Happening Now:
 - JPII students coming on 2/16 in the afternoon to help move furniture out of the classrooms.
 - Cleaning crew will be scrubbing the floors thoroughly while rooms are empty.
 - 2/19 installers will be here to put the furniture together in the classrooms.
 - Help is needed for the furniture sale 2/19 and 2/20
 - Network Refresh
 - Happening over Spring Break
 - The entire building community is getting the refresh
 - 44 access points, cabling, routers, etc.
 - Paid for with GAPS funds – about \$200,000 worth



ST. JOSEPH CATHOLIC SCHOOL

- Security Project:
 - Waiting for official quote for cameras, badge swiping items, other security system items.
 - Probably cost around \$300,000 – Not yet submitted to GAPS for approval
- GAPS funds left to use till June 2024 – around \$700,000
 - Possible plans for those funds – Film on windows in and around doors so we can see out, but others can't see in and Shatter proof glass.
- After School Tutoring Plans
 - Receive Federal Title I funding from Learn It platform to pay teachers who wish to help with tutoring.
 - Tutoring for students scoring under 40% in Math and Science will receive tutoring starting March 4th and can continue through the end of June.

Finance (Phil)

- Overall looking great.
- Favorable variance mostly because of EDP participation has been higher than budgeted.
- In Expenses: favorable in compensation and benefits because more was budgeted because we didn't know what would be able to be paid for with GAPS. Many projects we able to be pushed through GAPS
- Also, favorable in insurance because budgeted for all staff, but not all take the insurance
- \$422K favorable overall in budget
- \$607K in Rainy day fund – might want to look at moving some of this to endowment.
- Technology Replacement schedule will be updated again after Spring Break
- Bathroom Updates: Currently getting updated bids. Currently have \$95K set aside for the project. If more is needed, will need to determine where those funds will be pulled from to cover expense.
- Parking Lot fixing is being discussed on the church side at the moment

Pastor report (Fr. Stephen)

- Installed new lighting control system in the church. Can now do more customization with the lights. Adjust for adoration, Baptisms, etc. Cost of lighting ended up being lower than expected.
- Fall planning is happening for more ways to support families through events, family fun days, etc. – Focus to get families more involved.
- St. Joseph feast day is coming up – All School Mass in the morning and large parting in the evening.
- End of February is the Parish Mission with Franciscan Friars of the Renewal coming to say all Masses the weekend before. Then the mission on Tuesday, Wednesday and Thursday. Child care is available. Tried to make the mission more family friendly and allow flexibility for families to leave in the evening when best works for them. It's expected to be a dynamic



ST. JOSEPH CATHOLIC SCHOOL

- few nights. Hoping to also get the Friars over to visit the school during the school day at some point in the week.
- Financials – Phase II loan is officially under \$1M. Looking for opportunities to have various church groups and school groups to help with the debt reduction. Women's Guild is talking about doing a bake sale.
 - o Some ideas suggested the school could possibly do:
 - Dress Day for debt reduction
 - Dodge Ball game event
 - Chores at home or for neighbors to raise money
 - Bake Sale

Community Vitality

- Parent Engagement (**Beth**)
 - o Parent Craft Night for auction – 3/1 – Bring side dish and wine and enjoy crafting
 - o Looking for a Chess Club Liaison parent. Several kids are interested, just need and parent to help lead the group
 - o Confirmation Groups (Yung) – Pair the 8th grade confirmation students with the church Confirmation students to meet each other and agree to pray for each other during confirmation.
 - School Confirmation: April 25th
 - Parish Confirmation: April 18th
- Virtual Tour Video (**Maria**)
 - o Working to schedule a time to record Father Stephen this Spring while the weather is nice for his footage on the video.
 - o Need to replace a section of students with mask on
 - o Need another teacher to discuss PSIA to replace the section of the video as well.
- Community Engagement (**Daniel**)
 - o March 5th Open House Banners
 - o Social Media Reviews
 - Complete Reviews on Niche and Private School Review
 - Families we know who have used this to find St. Joseph are ones who moved here from out of state. Very helpful for those who don't currently have a word of mouth connection to the area.
 - o May 5th is another Community Sunday at the Church

Around the room – Highlights/head-ups feedback

- School Furniture Sale on the 19th & 20th. (**David**)
- Things brought up for clarification or just something to think ahead about:
 - o Parking Lot fixing is being discussed on the church side at the moment



ST. JOSEPH CATHOLIC SCHOOL

- Current 6th grade class is huge, need to keep in mind possibility of growing pre-school to help with enrollment to offset the size of that class when they graduate.

Closing prayer

Adjourned: 7:50pm