

SJF School Board Agenda 11/12/19 @ 7 PM in the Faculty Lounge (Notes in Italics)

1. Principal Update (Maura, 5 Minutes)
 - *Maintaining high pre-school enrollment is a top priority. Maura is seeking support and input from parent organizations on tactics to attract new students during Catholic Schools Week. Two ideas discussed: One: Revisit/refresh block captain idea led by Women's Club to increase our visibility to new parishioners/families. Two: Parent Org led welcome event (2-3 annually) to welcome and connect parents with young children to community. Other efforts underway led by Maura and team.*
2. Pastor Update (Fr. Ken, 5 Minutes)
 - *Annual Financial Report will be shared Sunday 11/17 at Church*
 - *Improving church attendance continues to be a priority particularly with Renew My Church Program. Current status of Sunday attendance and collections are not meeting goals.*
3. Administrative Updates (Carrie, 5 Minutes)
 - Follow-ups from last meeting (all complete):
 - Faculty roundtable completed October 30th
 - Four committee meetings completed in October in place of full board meeting
 - SAB Website Updates Completed (About us Section and Intros)
 - Nov Goal: Update 2019/2020 Goals and include it plus intros in Bulletin
4. **Strategic Planning Committee** (Joe, Joan, Katy, Tim, 15 Minutes)
 - Report out on progress towards goals of communicating SJF strategic plans in February 2020 including:
 - Ongoing benchmarking and goal-setting efforts:
 - SJF Parent and Parish Organization interviews (largely complete). **Notes:** *Next step: Share update and seek additional input on strategic plan (target January)*
 - Local high school feedback (complete). **Notes Summary:** *High remarks on SJF students including involvement, leadership, academic excellence and ability to balance. Opportunity to increase focus on service.*
 - 5 Essentials Survey feedback (review ongoing)
 - Peer grammar school operational data (review ongoing)
 - Gather examples of other schools' strategic plans (review ongoing)
 - Initial plan writing and related branding work
 - Initial cost estimating and fundraising goal-setting work
 - Report out themes/update on "Faculty Feedback" roundtable sessions held October 30th focused on the following: **Notes:** *Excellent detailed feedback shared to be included in strategic planning. Highly engaged faculty interested in partnering with school leadership, school board and parents to help SJF move from good to great. Consistent themes/hopes shared as parents/community.*
 - SJF's strengths, weaknesses, opportunities, and threats (SWOT)
 - Specific needs, wish list items, and goals related to professional development, teaching success, relationship strengthening, job satisfaction, community involvement/investment
5. **Fiscal Management Committee** (Carrie, Joe, John, Molly, 10 Minutes)
 - Grants: Update Board on grant applications, timing, and goals (Molly). **Notes:** *Two grants completed: Meemic foundation (school 10k) and Reiman (library). Researched Westerman as strategic plan is finalized. "Teachers pay Teachers" is option for teachers in private schools. Molly Condon following up with instructions for SJF teachers to consider. "Empower Illinois"*

- Financial Report: Update board on finance meeting with Emmett to work towards producing Annual Financial Report (Carrie and Joe) **Notes:** More detailed financial report in progress to include in strategic plan with transparency as main goal. *Draft outline includes: Financial Statement, Enrollment trends, Fundraising analysis, Savings and Investments.*
6. **Communications and Marketing Committee** (Sara, 10 Minutes)
 - Share progress on SJF School Website Updates and social media plans/rebranding efforts. **Notes:** *Spring 2020 Goal to create 60 second video to create awareness of the many strengths of our school.*
 7. **Mission Effectiveness Committee** (Kathleen and Mary, 10 Minutes)
 - Provide update on early ideas aimed to help SJF school meet vision/mission/identity.
 - Connect parish and school efforts and communities (ie: communication reaching all stakeholders). **Notes:** *Goal updated Mission, Events, Directors on SJF website for all parent orgs. Second, re-establish alumni database.*
 - Focused efforts to ensure SJF school culture welcomes new families and students. **Notes:** *Goal Connect new parish registrants to school leadership to trigger “welcome package.”*
 8. **Board Closed Session Working Session on two topics** (30 Minutes): **Notes:** *No time permitting. Moved to next meeting.*
 - Share/Finalize SWOT for Strategic Planning Comms (Joe, Joan)
 - Discuss/plan for next steps on fundraising recommendation (John)

Please email Carrie Nowicki at sjfsab@gmail.com if you have an agenda item you would like to add or if you plan to attend so we can ensure we have an accommodating space. **All are welcome!**