

ST. MICHAEL SCHOOL ADVISORY COUNCIL

Meeting Minutes- March 1st, 2017

In Attendance: Mike Holman, Annette Bahn, Stefanie Griffith, Chris Heck, Deacon Mike, Kathy Laird, Anne Brehm, Dave Mueller, Doug Trenkamp, Meg Farmer Guest: Ann Karhoff

Mike opened the meeting at 7:02 with a prayer.

Minutes: Kathy motioned to approve the minutes from the February 1st, 2017 meeting. Chris seconded, motion approved and carried unanimously.

Pastor Comments: None

Old Business:

- A. School Safety & Security Install Update – Deacon Mike and Anne have been busy learning the programming for the key cards and doors. They've successfully programmed individual doors to lock and unlock automatically at certain times. Deacon Mike passed around a School Safety Inspection update with some take-aways from the walk through with Findlay Police Officer Brian White, Fr. Mike, Anne, and Deacon Mike. The update is attached to these minutes.
- B. Survey Update – Doug and Stefanie passed around a handout outlining the survey results collected as of today. They are very pleased with the Parent Engagement Survey participation, with nearly 50% of school families responding. They were also impressed with the good input and feedback. The handout included summaries from that survey and outlined the timeline with the other 2 surveys that are currently still open. Annette will follow up with Bill Y. to extend the deadline for the staff survey through March 5th and send a final reminder as less than half of the staff has responded. The handout is attached to these minutes.
- C. Principal Search Committee Update – Chris handed out an update on the timeline for Surveys and Principal Search/Hire. The committee is up to date on the timeline for both. The committee met and drew up the job description. They posted the job opening online through multiple dioceses, as well as church bulletins. Four applications have been received to date: 2 from out of state, 1 from the Cleveland area, and 1 local. The timeline update is attached to these minutes.
- D. Sign-Up Sunday (March 12th, 2017) – Mike emailed the shifts times available and will follow-up with members to finalize the schedule.

New Business:

- A. SAC Member Nominations – To date, the committee has received 2 applications: Brian Whitta and Amy Koomen. With 3 spots to fill, the request for member applications will go out to the general public through the March Monthly Happenings, Anne's email calendars, and the bulletin.
- B. 8th Grade SAC Award – Meg will facilitate the collection of the essays from Shelly and the distribution of the essays to the SAC members again this year. She will contact Shelly Fox with the question that the 8th graders will base their essays on and set-up the timeline with Shelly for the essay compositions and collection.

Committee Reports:

- A. Research-Covered in the survey discussion.
- B. Public Relations/Marketing-Anne mentioned that Bonnie Shindeldecker is requesting more Baptism cards as she is out.
- C. Finance-No new report.
- D. Technology- No new report.

Principal's Report: The up-to date enrollment numbers for 2017-2018 are attached to these minutes. Anne gave a brief re-fresher on how to fill out the Tuition Contract. She will also give a refresher at Sign-Up Sunday before each shift.

Guests Comments: Ann mentioned that she is very excited about the new computers in the Primary Lab. She is wondering if some of the old computers that are still in good condition can be placed in the Extended Day Room for easier access for those students, and to ease the wear and tear on the new computers. Anne and Deacon Mike will inquire about this suggestion with Bill Y.

Upcoming Events:

- A. Right to Read Week – March 6th – 10th
- B. Sign-Up Sunday, Science Fair, Book Fair, Grandparent’s Breakfast, and Bake Sale – March 12th
- C. Grade Cards Home – March 24th
- D. Next SAC Meeting – April 5th

Mike closed the meeting at 8:09 p.m. with a prayer.

Respectfully submitted,

Annette Bahn, SAC Secretary