

St. Joseph Catholic School committee minutes.

February 5, 2026

Attendance: Kimberley Bayer, Tricia Bons, Jay Boucher, Sara Quates, Mike Reger, Sarah Tolliver, Bryanna Van Vreede, Monica Warren, Bart Wolf.

Meeting began at 6:35pm

1. Catholic Schools Week:

- a. **Open House.** Next year, we will clarify that the Open House is not solely a recruitment event and current families are encouraged to attend. Most teachers were present in their classrooms.
- b. **Hochhaus tournament.** The tournament was very successful. The teams performed well.

2. Teacher's report. *Bons.* The faculty enjoyed the special events for CSW. Much of the staff was out due to illness on Friday but the week was still a success. Staff was very appreciative of the parents and the kids enjoyed all the special events.

- a. **Running records.** Mid year assessments are being conducted to evaluate student progress. Instructional groups for targeted support will be formed in February.
- b. **Teacher involvement in committees.** Faculty are actively participating in Accreditation, Sustaining the Mission, and Lent committees.

3. Principal's report.

- a. **Administrative assistant.** Margaret has been hired as the new administrative assistant. Mr. Barth will assist in training her.
- b. **4K retention.** Improving 4K retention is a top priority.
- c. **Enrollment update.** Registration is currently open. We have 73 students enrolled, with three new families

already registered for next year. Several prospective families have inquired about Confirmation, Baptism, and membership in the church. Two families reached out through the website and have since enrolled. Discussion was held regarding strategies to retain interested families. Discussed the things that make the school unique: specials in 3K, Spanish, technology.

4. **Pastor's report**

- a. **Parish HR updates.** Interviewing for director of liturgical music
- b. **Full time DRE posting just posted.** The adult formation position will be eliminated as of March 1. The goal is to hire one person to oversee all formation efforts.
- c. **Professionalism training.** A general professionalism training is being developed for staff.

5. **PR/Marketing.** The current PR/Marketing committee structure does not align with overseeing school marketing per the bylaws. A comprehensive marketing plan is needed. Piecemeal efforts do not present a unified or professional message. A budget may be necessary.

- a. **Parish Marketing discussion.** David Niles oversees marketing on the parish side. Andy Smith, who serves on Buildings and Grounds and has a marketing background, has also been assisting with things like marketing of the men's group.
- b. **Margaret.** Margaret holds a degree in communications and has relevant experience. With appropriate resources, time, and training, she could contribute effectively to marketing efforts.

- c. **Next Steps.** A meeting will be scheduled with Andy, Margaret, and other relevant individuals to discuss a cohesive marketing plan and determine an appropriate budget. Father indicated funding may be available.

- 6. **St. Joseph's Day.** Kids are making invitations. School committee families are passing them out after Masses on the weekend before, March 14-15. There will be announcements the three weekends prior, starting on February 28/March 1.

- 7. **Home and school/Parish updates.**
 - a. There should be another promotion of the Sweetheart Dance.
 - b. Mother-Son Bowling is March 15.
 - c. High Interest Day will be held all day, beginning with an illusionist and concluding with a school pep rally. Activities will include faith/service, STEM, and cooking.
 - i. K4-Grade 2: All students will rotate through the same four activities.
 - ii. Grades 3-5: Students will select two activities and participate in those sessions.
 - d. Home and School is able to assist with field trip funding, including the opera program. The status of "Raise the Paddle" funds was discussed; Bree will investigate.

- 8. Monica is assembling the school committee auction basket.

Meeting adjourned at 8:00 p.m.