

Sacred Heart School Advisory Council Meeting

Minutes
October 8, 2009
Parish Center

Persons Attending: Rick Pearce, Shelley Cargill, Amy Ebertin, Ron Schmalz, Tom Pulchny, Christine Csubak, Janice Thornburg, Michelle Perone, Teri McClenehan, Lynn Ball, Heidi Giammona

- I. **Call to Order / Opening Prayer** – Meeting began at 7:03 PM with opening prayer led by all.
- II. **Agenda Review**
Overview of agenda
- III. **Ratification of Minutes**
Review of minutes by Shelley. Rick Pearce moved to approve the minutes, Christine Csubak seconded the minutes, approved by all.
- IV. **Principal's Report**
Gifts of the Heart campaign - Met with Michelle regarding details

Progress reports come out 10/9/09 – electronic submission by teachers, parents will get hard copy, little different format than previous years

David Bruce – has met with father, Janice, faculty, and finance council, he is currently doing some research for us including preschool research. There was a list of people generated for David to talk to individually, families of children who have left the school, families who are parish members and whose children go to public school, families who are parish members and whose children go to other catholic schools, families with 9th grade students who attended our school. Letter indicated that it would be David and Tom meeting with them. David's plan is to report back by end of November.

Three new students since our last meeting – 207 students currently enrolled

First open house will be Nov. 14 – focus will be on Preschool and Kindergarten programs. Lynn is working on publicity for this event. Heidi wondered about targeting different grade areas with an interest toward targeting 5th graders to enter junior high. Tom thought this group could be targeted during Catholic Schools Week. Is this a good time to target 5th graders? Maybe David Bruce could help us determine this. Ellen Roeckl may know this information as 5th grade interest was evaluated last year. Heidi suggested that we could use banners out front of school to help plant the seed into minds of current 5th grade public school

parents. Terri suggested that a small brochure with interesting information that junior high participates in to distribute outside church, etc. Heidi wondered if we need to have a “dry run” to make sure the right presentation is given. Tom indicated that we want to make a “quick and dirty” impact so parents are not kept too long. Terri indicated that it is nice to have children present so perspective parents can see “happy kids” even if this adds a little chaos to the experience.

Bay Area parent education fair – attended by Tom and Mary Beth, most parents had 2 year olds or Kindergarteners

One Heart Week went well

Tom and Bruce visited a school in Fremont to see interesting technology implementation being used there.

Collecting items for victims of flooding in Philippines

Comcast funds plus matching funds used to purchase 16 new laptops that went to the teachers. Teacher laptops are being updated / upgraded and will be used for students. A 2 day teacher in-service called “Technology Infused Learning” was purchased as well and will be scheduled for a future date.

V. Faculty Report

Terri indicated that faculty are happy. The progress reports are different and more simplified this year.

Heidi indicated that from the junior high perspective, the progress reports are more detailed with comments on way to help improve targeted areas, are more comprehensive, and are clear about which area is the issue. Parents should find this helpful.

Wednesday morning technology workshops led by Tom, teachers enjoy them and he has a full house.

Rick asked if the teachers can think of ways that the council can support the teachers more directly? Tom would like to have the teachers goals drive the goal making for the future year. Heidi suggested that feedback be targeted in a positive direction to Tom who can channel that feedback to the appropriate person.

VI. Officer’s Report

How do parent comments to SAC get directed? If someone comes to a SAC member with a concern about the school then our position is not to take that message and carry it to the appropriate person. The SAC role is to listen then refer them to go to the individual that they have the concern with. It is not SACs

role to carry the message to the appropriate person. It is the role to listen to the concern but refer the person with the concern to the appropriate person. We are not a representative body, we are an advisory council.

In that vein, a topic came up in a meeting with Lynn, Michelle and Tom – a representative from diocese said that everyone on SAC should be bringing a perspective family to the open house, Lynn never thought of this as a responsibility of SAC members. Rick indicated that it is not a responsibility but an opportunity of a SAC member. It is in our best interest to bring families and help the school.

Strategic Planning

Starting Strategic Planning next spring for next year – this year's cycle is to get ready for this new planning schedule

It does not make a lot of sense to make a lot of decisions now because we are waiting for David Bruce's comments

There will be a parent communication meeting but won't include so much goals but information that needs to be distributed, for example from David Bruce, etc.

Goals and Objectives from last year can be used this year with some modifications – please make sure that your goals and objectives are consistent with what Tom has in mind

Circulate these G & Os to SAC and this will get us through to spring when decisions for next year will be made

Tom would like to see a simplified goal setting procedure that takes place in a shorter period of time – in late winter/spring start thinking about it, take month or 2 to get them worked out, then have it done before summer, start academic year with everything set so can proceed smoothly

In past it has taken so long is because SAC was trying to make goals from a variety of information. In the future Tom and the teachers will direct goal making so they direct what they would like to see in the school.

VII. Sponsor's Reports

Public Relations – Lynn revised goals and has met with Tom regarding these goals

Tom is being interviewed by Saratoga News tomorrow – highlighting new principal

Valley Catholic – possible articles include information on Yosemite trip and Christian Living

Will also approach Saratoga News regarding Yosemite trip

Lynn would like to put together a binder with past newspaper articles to be housed in the office. Where can she find older articles – check website for Saratoga News, does anyone have scrapbooks of this, Ellen Roeckl, Evelyn Johnson's mother may have something, put request in school and parish bulletin

Beth Burch is going to research opportunities in the community – this will allow us to try to participate in more events to get the Sacred Heart name out there

Development – Michelle and Lynn working together on putting goals together

Fundraising – Michelle is working more on this right now,
Gifts of the Heart – planning for this year's campaign
Wrapping paper – good turn out on percent of participation, lower amount of funds raised but good participation, did gaining fundraising hours help with sales? Unknown
List of opportunities where help is needed – Michelle will share this list with SAC

Catholic Identity – looked at goals from last year and passed them by Patrick, made few changes that Christine will pass by Tom before sharing with SAC

Operations – meeting with Tom about facilities, discussing science room

VIII. Summary, Next Steps & Adjournment

1. Adjournment – at 8:34 PM with a prayer led by Tom Pulchny.