

# Sacred Heart School Advisory Council Meeting

Minutes  
November 12, 2009  
Parish Center

**Persons Attending:** Rick Pearce, Shelley Cargill, Amy Ebertin, Ron Schmalz, Tom Pulchny, Michelle Perone, Christine Csubak, Father Gary, Lynn Ball, Kathy Jain, Tom Clerkin, Ed Hayden

- I. **Call to Order / Opening Prayer** – Meeting began at 7:25 PM with opening prayer led by all.
- II. **Agenda Review**  
Overview of agenda
- III. **Ratification of Minutes**  
Review of minutes by Shelley. Ron Schmalz moved to approve the minutes, Amy Ebertin seconded the minutes, approved by all.
- IV. **Principal's Report**  
Conferences went well, great feedback from parents, morning conferences met needs of some families

Pre-K, Kindergarten Open House this Saturday – Lynn Ball has done a good job of promoting the open house and school, explored new avenues for getting word out about school, decided not to use a mass mailing this time, developed power point presentation for open house

Meeting with David Bruce over last month - David will give report later in meeting.

Thursday morning mass is going well, Patrick still talking couple of times a week at assembly, Father speaking on Fridays at assembly.

School website – working to make things easier for parents

School Speak is going to be used in second trimester – going to test teacher component this year – grade book, assignments, report card etc will be centrally located in one spot.

This also has ability to allow sign up for scrip, etc

No change in enrollment numbers – 207 total

WASC evaluation – working on documents, faculty had final meeting yesterday, will send documents for diocesan review tomorrow, Feb 24 - 26 will be dates of team visit, all of the team will come in Jan for a pre-visit

Gifts of Heart – brainstorming on how to position this event, targeting toward technology enrichment for the school, hopefully this will help get people interested and help everyone to see where the money is going

#### **V. Pastor's Report**

Has been making visit to classrooms – visited 5<sup>th</sup> & 6<sup>th</sup> grade

Promoting school in all avenues, including to parents who are preparing for baptism of children

Development/Fundraising – been thinking of new avenues of income – dinner auction/gala every year is the same old thing “pay down debt”, in last 2 months goal has been to pay down debt, hosting dinner at Father's house to raise money to pay down debt, has commitment for \$122,000 already, this will be a large morale boost for parish as a whole, this will make it easier to promote dinner auction/gala

#### **VI. Faculty Report**

No faculty present

#### **VII. Special Presentation – David Bruce**

David met with many parents including some people who had left school. After all interviews, David is still unclear why school is not full

Five action items that are recommended for immediate implementation – see hand out distributed

1. Hire development director to coordinate parent and staff efforts – job descriptions are critical, should hire one part time person for student recruitment, student retention and fundraising, another part time person for development
2. Articulate and implement 3-year technology plan that includes introduction of one-to-one initiative in 6<sup>th</sup> through 8<sup>th</sup> grade – stepped approach to bring in technology with teacher training, technical support for updating and maintaining infrastructure
3. Increase linkage between K-8 and Pre-K programs – provide full day option for Pre-K, increase cost of Pre-K to same as school tuition with increased day length
4. Create financial plan that demonstrates tuition stabilization for 2010/2011 while focusing existing fundraising and development gifts; using reserves in the short term; while enrollment and giving increases.
5. Communicate plan to staff and parent community asking for support in current fundraising and development efforts.

Number 2 – technology – is the stumbling block, the more technology the greater the increase in enrollment, technology is the key

Keep tuition the same without increases for the next year or so to jumpstart enrollment

Discussion of the possibility of reducing tuition as well as the financial impact and impact on enrollment of reducing tuition. Discussion of reducing registration fee. No advice was given nor was any decision made by the appropriate parties regarding this discussion.

**VIII. Officer's Report**

Check roster and e-mail Shelley with any changes

Discussion on whether teachers are voting members. Tom will check

Discussion of whether to hold parent communication meeting in December, don't know if can pull it off on short notice. Decided to move it to Jan/Feb/March when can report on how school is progressing on David's proposed goals

Gifts of the Heart – Kick off technology plan with this fundraising event. Need everyone behind it so we can get plan off stronger, better, faster. School is putting money into technology and with Gifts of the Heart money we can accelerate the technology plan implementation.

**IX. Summary, Next Steps & Adjournment**

1. Adjournment – at 9:15pm