

Sacred Heart School Advisory Council Meeting

Minutes
December 3, 2009
Parish Center

Persons Attending: Rick Pearce, Shelley Cargill, Amy Ebertin, Tom Pulchny, Michelle Perone, Kathy Jain, Father Gary, Lynn Ball, Tom Clerkin, Heidi Giammona, Terri McClenahan, Ed Hayden

- 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. Tom Clerkin moved to approve the minutes, Kathy Jain seconded the motion, approved by all.
- IV. **Pastor's Report**
Continues to visit classrooms – visited 8th grade other day, 3rd grade tomorrow, kids are engaged and Father is enjoying it, weekly masses going well, kids are praying mass better and are more responsive.

Father has made some calls regarding development director position to see if anyone knows of someone who would be good. School needs to put together a job description as soon as possible.

As of last night, we can call the debt dead, Father has raised \$182,000.00. Most of money will be secured by the end of year with remaining \$20,000.00 coming in early next year. This will allow organizers to market gala with a direction of where the proceeds from the goal will go. Would be good to direct money from this year's gala toward something that is visible to all. Communicating that the debt has been paid down will be great for parishioners and school. This would be nice to hear after the beginning of January. Pre-K class could "write" thank you notes to donors who helped pay down debt.
- V. **Principal's Report**
Gifts of the Heart – brochures went out in Tuesday envelope, this is the beginning of the piece of the puzzle to start building the technology program, runs from now to 1st of Feb, want to ramp up enthusiasm, should communicate that this campaign only runs through Feb. 1 and let people know how the campaign is going each week in the bulletin, each family encouraged to donate \$250, counting on each SAC member to help drive donations.

Tuition – no decisions regarding next year's tuition have been made, no decisions will be made before early part of next year.

Pre-K, K Open house – 26 families visited, 1 new student already enrolled in Pre-K, good event that went well, most people indicated that they knew about it due to word of mouth or sign out front.

New student starting in 4th grade on Monday, lost one student in Kindergarten – enrollment did not change, there are a couple of students (one 7th and one 8th grader) who are returning to the school.

Los Gatos Christmas Parade – the school will no longer be able to participate due to fact that parent who was leading the effort is no longer available.

PSAS forms – tuition assistant forms – now available.

WASC – spoke to chairman yesterday, he will be back in January with visitation team, 6 members on team – one principal and teachers, chairman is retired but was involved in catholic education all his life, positive meeting, he will want to meet with SAC, Tom will provide us with a copy of the self study before the meeting, WASC accreditation visit is in Feb.

Advent Reconciliation occurring tomorrow – 5 priests will be available, students in 3-8 grades will participate, teachers are included.

Christmas Program – Dec. 16 at 7 PM, need to include a blurb in the bulletin next week, music spirit team will be involved and will start with a Christmas carol, each class will do 2 songs, whole school and music spirit team will wrap it up, program will be under an hour, cookie donations have been solicited.

Discussion on volunteer hours for baking vs. purchasing cookies – if you donate baked goods you get a volunteer hour, there is no policy on the books that \$10 of cost is equal to a volunteer hour, if you donate baked goods or similar items that require prep time then you get an hour.

Communication meeting – discussed with Rick, so may occur just before catholic school's week.

School Speak – new communication portal, this will be one venue where you get homework and grades, new passwords/logins will be distributed to families in the next few days, this program will allow volunteer hours to be logged on line, and many more possibilities, can use portal to disseminate bulletin and get a tally of who opened e-mail.

Development – 2 people?, endowment person, recruitment and retention person, David Bruce sees this as 2 different skill sets, priority is recruitment and retention person, have not started looking for a person in either position yet, get job descriptions first, many people asked if we would consider hiring someone from within the school, discussion of securing funds from outside sources such as family foundations, request help in the bulletin for a team of individuals who could help out.

Vice-Principal position – Tom has not had any thoughts about it yet, with no VP it allows Tom to have his fingers in all aspects of the school, currently there are other priorities, would like to have more aids in classroom before a VP.

VI. Faculty Report

Teachers feel that they are being directed well, don't see a problem due to no VP.

Teachers met with David Bruce – positive meeting that gave food for thought, reinforced some things the teachers already knew.

Service projects/programs – have ramped up, 7th grade did great with food drive, 8th graders gleaned fields in Salinas and Watsonville, 8th grade reflected on the experience in class, 8th grade is going to Campbell Fire Station where they will donate their time on Dec. 17 & 19, they will provide books and gifts and will help sort gifts and package gifts for each family, would like SAC to help get the news out about what all the grades are doing to help with retention, this will allow students to know what they can look forward to in future years, students are building confidence and self esteem in different areas.

Discussion of contributions to newsletter – should room parents help? Tom is concerned about document being too long b/c fewer people will read it. Could it be presented as a “Did you Know” connected to a link. Tom wants to be realistic about what can be accomplished. This would be great information for the website. It would be great if the kids wrote about it in their own newspaper. Could have a student section in the bulletin where the kids could write about their own experiences.

VII. Officer's Report

Sponsors – thanks for the updates for the website.

Are there any needs for chairs, volunteers, etc.?

Lynn needs people for publicity, media, marketing, most that have helped in the past are looking to have a break, there was an article in Valley Catholic last month. Lynn is looking to have an article on 8th grade Yosemite / gleaning for the Valley Catholic.

We are missing opportunities for publicity because we don't have anyone to help out. Could we set as a goal that we would have a job description

for a recruitment and retention person by Jan meeting? We really need this person now. Tom and Michelle will meet to work out a description. Must look at the financial aspect to fund the position.

Parent communication meeting – week of January 25, tentatively Wednesday, Jan. 27 from 7 – 8 PM – the week before Catholic School's week

What would Tom like to cover? Cover the vision forward, the focus for the next few years using David's suggestions, David would probably be willing to come and talk to the parents too.

Potential agenda item: service focus of school, how active classes have been in service, Christian Living could gather photos of kids participating and have a short presentation to allow parents to see what is going on. This could be used for open house as well. Touch base on Gifts of the Heart since this could be final rally. We may be able to make a statement on tuition for next year. Short but sweet -- get everyone out within an hour. Offer daycare.

Academic enrichment – no chair, Kathy is helping when needed.

Dance class had 8 students for the first meeting.

Laurie Hayden made little over \$3000 at book fair, sold \$7000 worth of books, Laurie would like a chair to run book club, this would be 3-4 communications and then something around holidays/special occasions, Reading Across America on Tuesday, March 2nd, Laurie would like members of SAC to volunteer to read.

VIII. Summary, Next Steps & Adjournment

1. Adjournment – at 9:03 pm