

Sacred Heart School Advisory Council Meeting

Minutes
January 21, 2010
Parish Center

Persons Attending: Rick Pearce, Ron Schmalz, Shelley Cargill, Amy Ebertin, Tom Pulchny, Kathy Jain, Tom Clerkin, Heidi Giammona, Terri McClenahen, Janice Thornburg, Christine Csubak, Father Gary

- I. **Call to Order / Opening Prayer** – Meeting began at 7:07 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, Ron Schmalz seconded the motion, approved by all.
- IV. **Principal's Report**
Gifts of the Heart – campaign continues, will end during Catholic School's week, raised just short of \$10,000 so far, the money will be used for technology no matter the level of funds that are raised

Open House – ads in local papers, there has been interest with calls to office, observation days (Feb. 2 & 9) will be held and a few families have already scheduled their tours, Mrs. Arena has stepped up to fill gap of Open House preparation while Lynn is out, there is interest in the school and people are comparing our school to other public and Catholic schools, request that SAC members come and help answer questions if available, student ambassadors will help as well, banner out front has Nov. date which is distracting people because they may not read down to lower date, this date can be peeled off, discussion of 5th grade size and ability to accept any more students as that grade enters 6th grade, ceiling for 6th grade is 35 students (for all grades)

Catholic Schools week - opens on day of Open House, theme is "Dividends for Life"

Mustang Classic starts during Catholic School's week – Pep rally on Wed of that week, trying to get interest for student attendance

Grandparent's Day – Thursday, Feb. 4, mass at 11:15 AM, allows time for breakfast, tours before mass

Development Director – 2 different positions – one as a recruitment / retention person and one as a development person that would be more fundraising. Tom talked to HR person in diocese about this and they said job descriptions for these types of positions are all over the board. The HR person also agreed that 2 different people would be good as the skill sets are different. Tom is working on the job descriptions. We could hire one position this year.

Front office person – currently interviewing for new front office person

WASC – first visit occurred, documents were completed, most of the self study was done by faculty before Tom started at school, discussion of different chapter content and how team will look over the information and school, Ron asked for soft copy of the paperwork which Tom agreed could be done, team would like to meet with SAC at 6 PM on Feb. 24, Christine wondered if there were any concerns about us not getting full 6 year accreditation, Tom felt that the team may possibly give a 3 year accreditation due to enrollment issue, the visit after 3 years would be a shorter 1 day visit, not felt to be an issue if enrollment is only reason for them to give shorter accreditation time, there are positives to only having 3 year accreditation and faculty and staff should know about those positives, SLES (Student Learning Expectations) section (chapter 3) should be reviewed and shared so that everyone is aware of this component of education, team makes final report to school and recommendation to WASC, then a different team reviews all the information and makes the decision, final decision is done around June

Tuition – moved discussion of next year's tuition earlier in year than in past, this allows current families and prospective families to know tuition information Christine's report of finance committee meeting – don't have the benefit of guidance from diocese for salaries and benefits increases, included development position as well as increase in technology spending, will have a decrease in enrollment if graduate 30 8th graders and gain 25 Kindergarteners, have discussed moving to a 2 tier tuition with participating in-parish families in one tier and non-participating families in another tier, committee feels that we are making moves in the right directions putting funds into a development director and technology, discussion of letting everyone know we are investing to improve school and programs, discussion of increasing day length of pre-K, discussion of tuition level in comparison to surrounding schools.

V. Pastor's Report

Parish Mission on Feb 15 & 16 – on Sabbath living, where God is included in your life every day, would like SAC to come to mission

VI. Faculty Report

Heidi reported that book effort for Ghana has gone well, Mrs. O'Donnell did advent activity with upper grade students, 8th grade doing Relay for Life evening

in 3rd trimester, 8th grade activities made it into Valley Catholic, Holocaust survivor came and talked to 8th grade last week

VII. Officer's Report

Lynn forwarded a few notes – article in Saratoga News and Valley Catholic about 8th graders

Parent Communication Meeting – postponed until March

Discernment 2010 – process takes a while, would like to see it concluded between April and May, this would give new members chance to come in for last meeting or two, would like to see process like last year, Ron has volunteered to lead process, will recruit and discern 4 new members for next year, discussion of smoothing out number of members leaving during given year, would ideally have 3 rotate in and out every year

Kathy Jain – please send in RSVPs for dinner auction

Parish Center – drawings of vision to make wheelchair accessible, this is phase 1, this will make the entrance more inviting, next step is to draw up full documentation, pick building material, then go to city

VIII. Summary, Next Steps & Adjournment

1. Adjournment – at 9:00 pm