

Sacred Heart School Advisory Council Meeting

Minutes
February 11, 2010
Parish Center

Persons Attending: Ron Schmalz, Shelley Cargill, Tom Pulchny, Heidi Giammona, Ed Hayden, Michelle Perone, Father Gary

- I. **Call to Order / Opening Prayer** – Meeting began at 7:09 PM with opening prayer led by all.
- II. **Agenda Review**
Overview of agenda
- III. **Ratification of Minutes**
Discussion of minutes by Shelley. Shelley moved to defer vote on January minutes until next meeting due to the fact that they were only sent out 1 day ago, Michelle Perone seconded the motion, approved by all.
- IV. **Principal's Report**
Open house /Observation days - 3 since last meeting, 35 new people visited open house associated with Catholic School's week, fewer school families visited open house, 15 new families came for school tours, interested in different grades, application season is picking up, couple of changes to make pre-K more accessible to more families, currently 5 half-days, will continue to offer half-day program as pre-K, will offer a full day option from 8-3, will be same morning program with addition of afternoon session, afternoon will be more than daycare, will offer another option with morning session and stay for 3 afternoons a week, will also offer extended care for preschool from 3-6 PM, this will require having a preschool certified teacher for extended care. There will be a teacher for afternoon with overlap with extended care. Discussion of possibility of having a program for 3 years olds. Cost for full day until 3 PM would be same as rest of school. Would be good to put information into the parish bulletin to disseminate information. Discussion of many Catholic schools opening preschools.

Replacement of Christina Parra – front office assistant, last day Friday, March 12, have hired Karin Hughes as new administrative assistant, interviewed number of candidates, in process of interviewing for this position also interviewed someone who could be a marketing/recruitment coordinator, she will come on board March 1, has worked in development in diocese office, has worked in Catholic school system, offered position as part-time for rest of current school year, she currently works for Notre Dame high school on part time basis, appears to be good fit for this school.

Gifts of Heart – campaign has ended, approximately \$35,000 raised, big portion was a large donation from one family, don't know the percent participation yet but not a great showing, discussion of how to get more people involved, discussion of making it obvious that the purchased equipment came from this campaign, ex. put heart on things purchased or created by monies from campaign.

WASC – ready for visit, faculty feel ready, how does SAC need to prepare? Be honest, frank and helpful during discussion about how to help us be a better school. Tom feels that we may be led toward resources and retention of students. Be familiar with school and document which was sent to Rick. Tom will resend to rest of council. Did David Bruce create a report and is that available to WASC? His recommendation would be available. Would teachers be a part of the board meeting with WASC? No, just parents who are board members.

Mustang Classic – went well

V. Pastor's Report

Mission on Sabbath living to be held Monday morning and evening as well as Tuesday morning and evening. Can attend all or just one session.

Delivery of crucifixes – 60 people trained to do so, hope that this brings some people back to parish

Parish directory will be published this year – would like to have one in hand by Dec.

Carnival – Sept, to bring more money to parish

VI. Faculty Report

Teachers are ready for WASC

8th grade will do Relay for Life for American Cancer Society for 3rd trimester project on April 16. Sacramento trip next week.

VII. Officer's Report

Parent communication meeting – in past years SAC has helped prepare for this meeting, SAC is still willing to help but needs guidance on what is desired. Need to message meeting so everyone knows when it will be held.

Tom indicated that PCM should be done in March and be no longer than 1 hour long with day care offered. People would like to hear what we plan for the future. It would be nice to hear from finance committee about future finances and tuition. Perhaps support groups could give update on what they are doing and what the future is for the different groups. Tom would like to discuss volunteer hours. SAC can give input on clarification of volunteer hours. Tom doesn't think that we should equate volunteer hours with dollars spent. For some families it is difficult

to get hours in. There needs to be meaningful options for service hours. There is confusion regarding fundraising vs. regular hours. Perhaps perennial needs of school could be donated, people could volunteer to make these donations in exchange for volunteer hours. Do not want to equate a dollar value to each service hour. Want to monetize in a different way. Once this is worked out then it can be presented to parent community. Through school speak school could have a list of opportunities for service hours. Parents could then enter service hours on-line.

A request for questions to be answered at PCM will be sent out in school bulletin before meeting. Tom could prepare a FAQ sheet with answers to questions to hand out at meeting so time does not go over 1 hour.

Support groups should have 1-2 slides with information for Tom or Rick could cover.

David Bruce is willing to come and speak as well.

Discussion of opening PCM to new families – not what Tom sees, Tom would like to have a meeting for new families to go through handbook, have father talk, hook up with mentor families, etc.

Discernment – people nominated, those nominated called by the Discernment Committee Chair and asked if they would be interested, meeting that Rosheen will oversee with prayer service where they decided if they wanted to be discerned, discernment committee worked to make decision. Rosheen has agreed to do her part again this year. Schedule needs to be drafted so this can be finished by April or May. This year there would be 4 people to rotate off SAC, but ideally would have a change of 3 each year. Perhaps one person would be willing to stay for an additional year. Need to look at rotations over next couple of years. Discussion of need for 12 vs. 9 members on SAC.

Dinner Auction – parish fundraiser, money earned goes to parish and school benefits from the gain in parish money, this is no change from past years

Strategic planning – question of whether this is an activity that is needed to prepare for next year or has WASC prepared school for future. SAC has support groups to help execute objectives school sets out. SAC would facilitate mobilization of “hands” to support goals. Discussion of whether this planning would happen at SAC meeting. Wait to see outcome of WASC and use that as stepping stone. April or May meeting could be mobilizing meeting for strategic planning.

VIII. Sponsors' Report

Strategic Planning –

Stakeholder satisfaction: analysis of tuition in surrounding areas

Academic excellence: Odyssey of Mind teams

Marketing person: hired now

IX. Summary, Next Steps & Adjournment

1. Adjournment – at 8:45 pm with prayer led by Father Gary.