

# Sacred Heart School Advisory Council Meeting

Minutes  
March 11, 2010  
Parish Center

**Persons Attending:** Ron Schmalz, Rick Pearce, Shelley Cargill, Tom Pulchny, Heidi Giammona, Ed Hayden, Father Gary, Amy Ebertin, Christine Csubak, , Lynn Ball, Tom Clerkin, Kathy Jain, Nicole Lecheler (guest)

I. **Call to Order / Opening Prayer** – Meeting began at 7:07 PM with opening prayer led by all.

II. **Agenda Review**  
Overview of agenda

Introduction of Nicole Lecheler – new marketing and recruitment coordinator, worked in diocese previously, very excited and happy to be here

III. **Ratification of Minutes**  
Discussion of minutes by Shelley. Motion to approve Jan. minutes by Ron Schmalz, Christine Csubak seconded the motion, approved by all. Motion to approve Feb. minutes by Rick Pearce, seconded by Amy Ebertin, approved by all.

IV. **Principal's Report**  
WASC visit – thanks for meeting with the visiting team, good visit by WASC, looked at lot of things happening in school, visited with faculty, SAC, Father, report posted on SchoolSpeak, impressed with school, great facilities, thought integration with parish and school was good, liked learning center and movement lab, asked lot of questions about formation of SAC, why and how it happened and how successful it has been, felt it was a good decision and noted it in report, good, strong report, won't know decision on accreditation until June. Team agreed with recommendations that faculty put forward and didn't put any additional ones forward, they did not see any additional critical areas to address, faculty did a lot of work and deserve commendation. Team praised student body and atmosphere of school. How do we publicize this positive report to the whole parish? Would be good to self promote the good report. The list of strengths that they cited could be used in the bulletin to promote school. School news will be in parish bulletin in future. An announcement about the positive WASC results could be made before the next school collection at mass. This should include a thank you to the faculty for all their work that got us to this point. Post the strengths on the parish and school home page.

Irish dancers – visiting for St. Patrick's Day

New applicants – 30 students, 13 or 14 pre-K students will be moving into K

Parent Communication meeting – agenda under development, WASC outcome, goals and plans for next year, enrollment recap, technology program, Gifts of Heart campaign success and plan for money raised, save tuition for question period, publish tuition schedule ahead of time

Questions/Input for Nicole – lots of options for promoting school, teamwork will ensure success, will hold another Open House with focus on primary grades, pre-K, K and 1<sup>st</sup>, advertising to parish in bulletin, advertise in diocese via Valley Catholic, branding needs to be consistent, make presence in community, banner up on Saratoga Ave for applications being accepted, give 5 fliers to each family to have them hand out

Comments: start with concentric circles, get parents involved first, reach out to alumni, planning party with 9<sup>th</sup> graders, traditionally have hosted seniors before graduation, if keep up on communication then it is easier to keep ties close, can we use a list of baptisms to try to recruit for Pre-K or K, creative strong presence of school at carnival with kids demonstrating schools strength, connect with other schools that have waiting lists

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

Carnival dates – Sept 24, 25, 26 which is Friday, Saturday, Sunday

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

7<sup>th</sup> grade – currently reading Three Cups of Tea, follow up from book drive for Awaso

Science fair – March 23 5:30-7:30, 3<sup>rd</sup> grade invited to be part of that

8<sup>th</sup> grade – Friday Holocaust Open House, video starts at 3:30 PM, reading of essays, answering of questions based on novels, all 8<sup>th</sup> grade parents and faculty were invited

8<sup>th</sup> grade 3<sup>rd</sup> trimester service project – mini Relay for Life, fundraiser for American Cancer Society, a week of celebration with a mini Relay for Life on Friday, Relay for Life video shown, 5 hour event with 1<sup>st</sup> hour being dinner and 4 hours of relay, will be held on grass area. Concept will be rolled out to school next Monday, will ask each student to sell 10 luminaries. April 19-23 will be theme week with relay on 23<sup>rd</sup> from 5 – 10 PM, students will pay \$1 per day to participate in activities during week. Dinner will be sold and provided by Armadillo Willy's. Goodie bags will be put together for student participants, promoting awareness and prevention of cancer. Top boy and girl contributors would be recognized the next week, largest average contribution for each class could be recognized as well. 8<sup>th</sup> grade will make announcement at church during weekend of March 20/21 and have table outside of church for donating, etc. Parishioners could have a team but only parishioners and school families can be involved, it

will be in the parish bulletin next weekend. There will be a survivor letter that will go out to invite them.

Asking SAC to promote the event and buy luminaries

SAC could form a team with a theme of their own

## **VII. Officer's Report**

Parent Communication Meeting – Wednesday, March 24 at 6:30 PM, support group sponsors will give 1 or 2 page of highlights (primary focus up front) and Rick or Tom will cover the information during meeting – need info by Friday, March 19

Last year gave background of SAC – this should not be included this year, highlights for year, keep short

Discernment 2010 – formed discernment committee, currently have couple of nominations, nomination process will continue through Palm Sunday. Prayer service on 4/26, see Ron's schematic for timeframe of discernment process. There needs to be a good pool of prospective members. Discussion of nomination and discernment process.

Teacher members of SAC – want to keep integrity of parent group that serves needs of principal and pastor. Need to follow protocols established by diocese for all schools which maintains between 8-12 SAC members. Teachers should not be voting members due to conflict of interest, faculty will become ex-officio members, and this will reduce the number of voting numbers to 10. Faculty will have input but no vote. This will require amendment of by-laws. The term length for teachers will be two years.

Will discern 3 new members this year – 5 people will roll off SAC this year. If 5 roll off and we bring on 3, that puts us at 8 voting members. Those rolling off have been contacted to determine if they would be willing to stay an additional year. Rick was asked by Mr. Pulchny to stay another year and he has agreed. This will allow for 9 voting members on the SAC next year. Another 4 people will roll off next year, two will be asked to serve an additional year. This can be done as by-laws allow principal to appoint persons to SAC. Three new SAC members will be discerned next year and the system of 3 year terms – 3 members rolling off and 3 new members being discerned each year – will be restored.

By laws will need to be updated to reflect these changes – 2 year term for teachers, teachers as ex-officio members, size of SAC to 9 voting members.

### **VIII. Sponsors' Report**

#### Enrichment Support Group

Discussion of communication at Sacred Heart – communication getting lost, things that are needed are not getting a response, information may be in bulletin but not being followed up on, the correct form of communication needs to be provided. Do you think hard copy will help? A communication plan needs to be prepared, e-mail is more personal than bulletin. Bulletin can be used for information and a designated class rep could be used for communication of class specific material. Some parents complain that they are getting too much info, class e-mails may be more effective. Discussion of length of bulletin, different classes could take ownership of different aspects of school i.e. 4<sup>th</sup> grade class own Read Across America, discussion of envelope mail vs. electronic mail, discussion of response to updates by committees

Odyssey of Mind – 5<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> grade team won 1<sup>st</sup> place and will move on to state competition in Brentwood

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

1. Adjournment – at 9:20 pm with prayer led by Father Gary.