



Excellence...Strengthened by Faith

**School Advisory Committee Meeting
Thursday – April 16, 2015
6:30 PM – School Office**

Present:

Members: Celeste Fruge, Dan O'Neil, Judy Spokes, Betty Hollas, Rocio Arana, Catherine Miller, Mike Sellas

Ex-Officio: Renee' Nunez, Susan Leddy

Absent: Luz Ayre, Kendall Shamas, Becki Kinch, Fr. Tom

I. Opening Prayer - Celeste Fruge'

II. Approval of February and March minutes - February minutes approved; March minutes approved.

III. Report from Administration - Renee'

- Updated 2015-16 registration shows 486 enrolled as of 4/15. PreK 3 and 4 have spaces available.
- Administration's focus is on planning for 2015-16, teacher and staff end-of-year assessments, activities, and reports to the Catholic Schools Office.
- Summer projects include updating technology, office and professional library moves, and painting of classrooms identified by facilities dept.

IV. Marketing and Development Subcommittee Report - Catherine Miller and Mike Sellas

- All attention is on the Gala - there are approx. 208 planning to attend at this time. Not as many tables were bought this year, but everyone is working hard to make our goal - to net \$205,000. We are currently at 29.41% of our net goal.
- There was discussion regarding planning for future Galas. Mike strongly advised: that we reexamine how we plan for and organize the event, that a strategic plan

should be developed and put in place that can be passed from year to year to provide a blueprint for each incoming Gala committee, that relationships between the community and school should be established and continue from year to year. Renee related that other schools seem to stick with the same fundraisers given at the same time each school year with very little change or fluctuation in revenues. Catherine commented that other schools' fundraisers continue to raise the same or higher amounts each year.

Suggestions put forward during the discussion included:

- conduct an independent survey of all fundraisers for the year.
- conduct an anonymous survey of all fundraiser chairs and coordinators as a start to formulate a strategic plan for future fundraisers - the survey would be developed by the M&D subcommittee.
- develop a manual of procedures and processes for fundraisers including the Gala.
- designate someone in administration to be in charge of the school's fundraising.
- have 1-3 selected individuals that would be ambassadors for us with area companies and large donors. They would be independent of the year to year activities of the fundraisers.
- Action Item: Marketing and Development subcommittee - develop a survey for the chairs and coordinators to get their input on Gala organization, as well as other fundraisers held throughout the year.

V. Finance Subcommittee Report - Dan O'Neil

- Impacting next year's budget: cost of internet service is increasing; a new phone system for the church and school.
- Our balance sheet shows little change from last month.

VI. Accreditation Self-Study Update - Susan Leddy

- Drafts of all domains will be completed and reviewed by the staff by the end of May and the steering committee will use the summer for review.
- The final document will be put together beginning in August and documentation will be collected.

- Sister Charles Ann will review our document and visit in the Fall to make sure all is ready for the Accreditation Committee's visit in February.

VII. Draft of 2015 Long-Range Strategic Plan - Betty Hollas

- A draft of the SP was handed out and read/reviewed by the SAC committee.
- Betty is asking for feedback from all subcommittees by next Friday.
- Note that the goals, objectives, and action plans are written for the next 3-5 years and implementation plans will include who has responsibility for each. This is a living document and will evolve over the next 3 - 5 years.
- A final rewrite will begin after all feedback is in and final approval is scheduled for May 21.
- Discussion occurred as to how to get the SP to the school and church community. Suggestions were to put it on the school's website, Facebook page, create a video and email, present it to parents at Parents' Night.

VIII. Recruiting SAC Members for 2015-16 - Celeste Fruge and Renee' Nunez

- Information was put in The Messenger, in the church bulletin, and a letter to send to those persons already identified as potential member has been drafted.
- Suggestions for making SAC members more visible to the community were to have name tags for members and for each member to spend a few hours visiting in the school during the school year. We were asked to bring in more ideas for the next two meetings.
- Catherine related that a Welcome Video was being produced for new parishioners and brought up the possibility of creating one for recruitment of new SAC members. This could be added to the school and church web site.
- Betty Hollas was asked to consider the position of SAC Chair for the next year.

IX. Parish Capital Campaign and Master Plan Report - Renee' Nunez

- The architect, engineer, and contractor met this week about parking and the multipurpose building and put forth some good suggestions/options regarding the multipurpose building.
- Construction will not start until August after the public campaign has kicked off.
- It is hoped to have more parking available, possibly by next Christmas.
- It all appears to be progressing smoothly.

X. Closing Prayer - Celeste Fruge

XI. Adjournment. Next meeting May 21, 6:30 pm in School Office.

Signatures of Chair and Secretary Certifying Minutes

M. Celeste Fruge

Chair

Judy Spohn

Secretary

5-21-15

Date

5-21-15

Date