



Excellence...Strengthened by Faith

**School Advisory Committee Meeting
Thursday – May 21, 2015
6:30 PM – School Office**

Present:

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

ExOfficio: Renee Nunez, Susan Leddy, Kendall Shamas, Becki Kinch

Ed Council Liaison: Luz Ayre

Absent: Fr. Tom

- I. Opening Prayer - Celeste Fruge
- II. Approval of April Minutes - Approved
- III. Administrative Report - Renee Nunez
 - Report tabled until next meeting
- IV. Marketing and Development Subcommittee Report - Catherine Miller, Mike Selles
 - Annual Fund - As of 5/13/15, we have 74% participation
 - Leadership Society reception - Save the Date cards will be mailed out the last week of school; invitations will be mailed out August 21; handouts will include old 2014-15 wish list and new 2015-16 wish list. Preparations are in hand regarding location, caterer, music, name tags.
 - Gala recap - In spite of the loss of the gala chairs and the transition to an online system, we raised over \$150,000 (93% of last year's). We increased the no. of table sales, had a successful launch of our on-line bidding, and increased our overall auction and donation amounts year over year.
 - 2015 Fundraising Chair Survey results -
 - 55% of respondents felt their work had a great deal of impact;
 - all felt that their actual events on the day of worked very well;
 - most felt that policies and procedures could have been made clearer and that their events were not well marketed to the school and church;
 - most felt that support from the school was inconsistent and disorganized;
 - Annual Fund chairs felt that having a framework and timeline made things run more efficiently;
 - Improvements suggested included creating and maintaining manuals for each event that covered procedures and timelines, as well a knowledge base and

history of past events, provide clear direction as to the chairs' responsibilities vs the school's responsibilities, and that all chairs should serve on the committee of an event for 1-2 years before chairing the event.

- 44% were satisfied overall with their volunteer experience
- Celeste commented that the results were not unexpected and that in past meetings, we have discussed the need to have a manual for each event.
- Renee' explained that the new Strategic Plan proposes guidelines that will address many of the survey's negative responses. Implementing these may take another year, however. In addition, administration is in planning stages to reorganize, restructure, and possibly move the Advancement Office to a better location within the school. She also said that we have experienced chairs for next year's Gala which gives us a little cushion.
- SAC committee members thanked Mike Selles for stepping in to co-chair the Gala and congratulated him on doing an excellent job.

V. Finance Subcommittee Report - Dan O'Neil

- Dan reported that Amy Leslie, Instructional Technologist, gave a presentation to the Finance Committee on expanding the pilot Chromebook program into a permanent program. Under the plan, the pilot program will continue for the next two years until fully implemented in 6th, 7th, and 8th grades.
 - Ultimately, a student entering 6th grade will receive a Chrome Book and will keep the same throughout the 7th and 8th grades. The student will then take it with him upon exiting.
 - The program should be self-funding by 2019.
 - The decision to move the program forward was based on positive survey responses from teachers and students regarding the use of the Chromebooks in 8th grade over the past year. Increased productivity, organization, and instruction were all noted as results of the program.
- Gala numbers were good. The on-line bidding was big success.
- We will hold a PreK 3 & 4 Open House next week for prospective parents. We have several openings in PreK 3 & 4; filling these openings will help maintain next year's budget. Parents will be able to watch a class, and after students are dismissed, teachers will be available for questions.

VI. Accreditation Self-Study Update - Susan Leddy

- The faculty has finished giving feedback to the committee regarding the domains. The committee is now tweaking them; the steering committee and Sr. Ann will then spend time this summer reviewing them.

VII. Approval of Long-Range Strategic Plan - Betty Hollas

- The plan was approved unanimously.
- SAC was shown a video posted on the school's web and Facebook pages. Betty and Amy Leslie created the video to explain the Strategic Plan. It was suggested that it be posted on the church website as well. Luz Ayre, Education Committee liaison, was asked to check into this possibility.

VIII. SAC Membership for 2015-16

- Renee' received 6 responses from parents and/or parishioners indicating interest in joining the SAC - three were from the invitation letters she had written and three from the appeal on the parish website.

- Betty will call those who responded to give them more information and to invite them to our June meeting.

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

- Master Plan - Latest revision of the Master Plan changed the orientation of the athletic fields and the multipurpose building was changed from three floors to two. The Outreach Building will possibly be built toward the front of the site. The athletic fields will take an entire year before they are ready for use, but our existing field can be used until then. Construction is planned to begin Sept 1st, starting with the Outreach Building, the athletic fields, and parking lots.
- Capital Campaign - The silent phase is in progress now, while the public phase is scheduled to begin in the Fall (date TBD).

X. Closing Prayer - Luz Ayre

XI. Adjournment. Next meeting June 18, 2015 (to be held at Rico's)

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Signatures of Chair and Secretary Certifying Minutes

M. Celeste Ingei

Chair

6/18/15

Date

Judith Spoken

Secretary

6-18-15

Date