



Excellence...Strengthened by Faith

School Advisory Committee Meeting

Minutes

Thursday, October 15, 2015

6:30 PM

Members Present:

Betty Hollas, Mike Selles, Angie Coscio, Celeste Frudge, Catherine Miller, Kathleen Johnson, Dan O'Neil

Ex-Officio Present:

Susan Leddy, Becki Kinch, Renee Nunez, Kendall Shamas

Members Absent:

Father Tom Rafferty, Luz Ayre, Amy Janiszewski, Rocio Arano, Leigh Moorman, Heather Rosas

Meeting opened in prayer.

Minutes from September meeting were approved.

Business for October 2015 meeting:

- I. Follow up on SAC visibility
 - A. Activities complete since last meeting
 - 1. "SACs" given out at parent info nights
 - 2. Teacher treats given out at conferences
 - 3. School mass on 10/23
 - B. Upcoming activities
 - 1. PTO Golf tournament hole sponsorship
 - a) *Discussion focused on giveaways, attendance, and activities at sponsored hole*
 - b) *\$30 each collected to complete sponsorship*
 - C. "Dot voting" from warm-up activity reviewed.
 - 1. Attendance at prospective parent night considered important by many
 - 2. All agreed that group contribution to School Fund is important
- II. Volunteer Program update
 - A. List of opportunities was created and distributed
 - B. Report created by Raptor can track total volunteer hours based on check-in
 - 1. Misses car-line volunteer hours
 - 2. Check-in at front desk now distinguishes volunteers
 - C. Focus group for volunteer issues discussed at prior meeting. PTO forum is a platform for encouraged participation and discussion of these issues.
- III. By-law changes recommended, to be reviewed and updated at next meeting
 - A. M&D committee to be renamed Advancement Committee
 - B. Agenda for SAC meeting can be sent out within 48 hours of meeting rather than prior 7 days
- IV. Positioning Statement or "tag line"; has been Excellence Strengthened by Faith
 - A. Goal of a new statement is to evoke emotion
 - B. We worked in groups to create possible new positioning statements.
 - C. Staff participated in a similar exercise
- V. Administrative report
 - A. Enrolment update
 - 1. One new PK4 enrolment
 - 2. Possible loss of 3 families at semester break
 - B. Wish-list reviewed by finance committee with approximately \$20K in purchases going forward

- C. Registration dates for next year have been finalized and posted
 - D. Capital campaign continues until early December
- VI. Advancement report, lessons learned from Partners in Mission Conference
- A. Monthly report will be presented by Advancement Committee
 - B. Stewardship change – donors will be touched 7 times
 - 1. Flowchart for donor contact was distributed
 - 2. Spreadsheet documenting implementation of donor contact plan distributed
 - C. Golf tournament discussed as next fundraising event
 - D. Discussion on potential advertising venues including Guadalupe Radio Network
- VII. Finance Committee report
- A. High dollar items
 - 1. Back-up server
 - 2. Security cameras for back of school
 - 3. Playground fences (complete)
 - B. 2014-15 surplus. Surplus needs to be at least 10% and we have a little more this year
- VIII. Accreditation Update
- A. November 15th all committees should have documentation complete, compiled by November 20th
 - B. December 3rd walk through to review records and documentation
 - C. February 16th will be dinner, SAC will be invited
- IX. III. Closing
- A. Closing Prayer
 - B. Next meeting November 19, 2015

Signatures of Chair and Secretary Certifying Minutes

Patty Nollas

11/19/15

Chair

Date

[Signature]

11/19/15

Secretary

Date