



*Excellence...Strengthened by Faith*

**School Advisory Committee Meeting**

**Minutes**

**Thursday, November 19th, 2015**

**6:30 PM**

**Members present:**

Betty Hollas, Amy Janiszewski, Mike Selles, Angie Coscio, Celeste Frudge, Catherine Miller, Kathleen Johnson, Heather Rosas

**Ex-Officio Present:**

Susan Leddy, Becki Kinch, Renee Nunez, Kendall Shamas

**Members Absent:**

Dan O'Neil, Father Tom Rafferty, Luz Ayre, Leigh Moorman, Rocio ~~Arano~~ Arana

- I. Opening Prayer and welcoming of members.
- II. Introduction Activity and Warm up led by Betty Hollas.
- III. Motion was made to approve minutes, it was seconded and minutes were approved.
- IV. New By-Laws:
  - a. Introduced by Renee. Changes were accepted Celeste made the motion to approve, which was seconded by Kathleen. New SAC By-Laws approved.
- V. January SAC Letter to Parents:

- a. Betty and Heather to draft letter. Angie suggested we add more to the volunteering section to entice people to volunteer.

VI. SAC Visibility/Support of School:

- a. SAC Contributions to School Fund were collected
- b. Committee signed cards for Father Tom and Renee
- c. Kathleen donated a gift card on behalf of the SAC to the school Thanksgiving Food Drive

VII. Archdiocesan School Board Handbook:

- a. Financial section has been updated for 2015-2016 Finance Committee. New copies handed out to all present members by Renee.

VIII. Reports:

- a. Administrative: Given by Renee.
  - i. Enrollment update: A few families are leaving in December due to work transfers although we may have an incoming family.
  - ii. Parish Capital Campaign: continues through the end of January. Hopefully the Annual School Fund will pick up momentum during this time. Currently at 31% family participation and 100% Staff participation.
  - iii. Accreditation Visit: December 3<sup>rd</sup> Sister Charles Ann will be visiting to run through the visit with us. There will be a accreditation visit kick-off dinner on February 16<sup>th</sup> this is currently in the planning stages, however, all SAC members are encouraged to attend. Renee motioned for this dinner to be considered our February meeting. All in agreement.
- b. SAC Subcommittees:
  - i. Advancement Given by Catherine
    - 1. CSW Postcards are being sent out soon. Reminders to families to participate on Giving Tuesday. First 15 families to participate by giving \$150 will get a pizza party with Renee at future date to be determined.
    - 2. Partners In Mission Update: What would be an appropriate gift for the school to ask for? There was much discussion on monetary figures as well as things from our school wish list. Renee suggested we put all needs no matter the cost on our wish list from now on. The discussion was then tabled until next meeting where more information could be gathered.
  - ii. Finance Given by Renee
    - 1. Updates to salary scales to match CISD @ 85% need to be addressed; we are currently at 83% of CISD salaries.
    - 2. Next fall we are introducing RenWeb. This new software will replace many of our current software systems saving us funds and making our processes more efficient. Still getting pricing.

3. Discussed school printers purchasing vs. leasing the equipment. Over the course of 5 years, the purchase of this equipment will save us considerably; between \$20,000-\$30,000. No decision made, however, purchasing appears to be the consensus thus far.
4. Currently working on payment to parish from school for parish assistance
5. Long range budget is currently being drafted. Tuition went up last year by 3%, however, this next year tuition may need to be increased further due to increasing costs such as insurance going up by 10%. Draft due to finance committee in December.

IX. Accreditation Update given by Susan.

- a. Accreditation addressed earlier in meeting. Sister Charles Ann will visit December 3<sup>rd</sup> to do walk through of visit.

X. February Meeting: Addressed earlier in meeting. Accreditation dinner to be held on February 16<sup>th</sup> will now serve as the SAC February meeting.

XI. Open Discussion

- a. Mike asked about our Strategic Long Range Plan and according to Renee it seems to be on track.
- b. Betty discussed revisiting mandatory fees or volunteering hours for families.

XII. Closing Prayer

Next Meeting: Thursday, December 17<sup>th</sup> at 6:30pm in the Office Suite

Signatures of Chair and Secretary Certifying Minutes

Betty Hollas 12/17/15  
Chair Date

[Signature] December 17, 2015  
Secretary Date