

**School Advisory Council**  
**March 5, 2019**  
**Faith Formation Suite**  
**6:30-8:00 PM**  
**AGENDA**

Office Contact  
651-429-7771

Location of Meeting: Faith Formation Suite

In Attendance: Barbara O'Brien, Patrick Gallivan, Ken Jensen, Elyse Sienko, Rebecca Conroy, Melissa Gacek, Aubrey Bork, Father Talbot, Father Joe Bambenek, Heidi Hughes, Kelly Ennis, Sue Schmidtbauer, Erin DaRosa

Unable to Attend: Coralie Kroll, Dave Bendel

Activity	Actions
<ul style="list-style-type: none"> <li>Opening Prayer</li> </ul>	
<ul style="list-style-type: none"> <li>Approval of minutes from previous meeting January, and February 2019               <ul style="list-style-type: none"> <li>Approved January: First Barbara O'Brien, Second: Heidi Hughes</li> <li>Approved February: First Melissa Gacek, Second: Kelly Ennis</li> </ul> </li> </ul>	<b>5 min</b>
<ul style="list-style-type: none"> <li>SAC Business: Open Forum- none</li> </ul>	Discussion <b>5 min</b>
<ul style="list-style-type: none"> <li>Board of Directors' Updates –MOU               <ul style="list-style-type: none"> <li>Some questions sent</li> <li>Reviewing budget</li> <li>Expecting no cuts (staff, program), plan to provide raises</li> <li>Meaningful donations being made</li> <li>Aiming for 20% contribution from Parishes</li> <li>Requiring full \$500 from each family</li> <li>Ideas:                   <ul style="list-style-type: none"> <li>Write letters to help explain to families</li> <li>Important to show non family donors that our families are fully contributing</li> <li>Position budget gap as 'scholarship fund' with families</li> <li>Fundraising evaluation needs to be done to address what happens when families do fulfil fundraising commitment.</li> </ul> </li> <li>ACTION for group – SAC members will act as advocates to reassure families on school sustainability regarding MOU</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>SAC Standing Committees –Updates, Next Steps               <ul style="list-style-type: none"> <li>Pastors – Administrative                   <ul style="list-style-type: none"> <li>Endowment Meeting:                       <ul style="list-style-type: none"> <li>Initial communication targeted in April</li> <li>Building protocols, policies, foundational requirements, etc – targeting June</li> <li>Committee role (volunteers) working on making sure the work gets done...work on finding others to help spread word out/make it bigger</li> <li>23 Amazing Ways Catholic School Benefits currently on our web page (potential reference)</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Discussion Information Sharing <b>15 min</b>

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ First two years expected to be targeted toward supporting cost of campaign – sustainability</li> <li>▪ Today: St Mary’s database, prior Frassati families, St Pius list(s); Tomorrow: tool allows to build connected contacts over time and data gathering</li> </ul> </li> <li>- Tuition/Fundraising: none</li> <li>• Principal – Administrative <ul style="list-style-type: none"> <li>- Open House: SUCCESS! <ul style="list-style-type: none"> <li>▪ Good PR, 2 weeks in advance</li> <li>▪ Good turnout based on tour traffic</li> <li>▪ Mostly younger families</li> <li>▪ Sycamore set up to allow tracking of attendees</li> <li>▪ Positioned as “Early Bird” registration</li> <li>▪ Enrollment currently (much higher % enrolled compared to usual) – 10 new students; 177 current students <ul style="list-style-type: none"> <li>Pre School 3yr olds (Barry): 6</li> <li>PreK/4yr old (Follmer): 17</li> <li>K: 18 (3 new)</li> <li>Grade 1: 15</li> <li>Grade 2: 30</li> <li>Grade 3: 16</li> <li>Grade 4: 24</li> <li>Grade 5: 21</li> <li>Grade 6: 22</li> <li>Grade 7: 14</li> </ul> </li> </ul> </li> <li>▪ Follow-up – Pastor will follow up, letter from K teachers,</li> </ul> </li> <li>- Grade 8 School Garden <ul style="list-style-type: none"> <li>▪ Use existing gardens to tie into curriculum, 3 Sisters Garden with squash plants, flowers, for younger grades</li> <li>▪ Use native garden by preschool to teach kids about pollinators, biology and environmental factors, for older grades</li> <li>▪ Next step to brainstorm during break via small committee and meet again to get going</li> </ul> </li> <li>- CSCOE leadership conference <ul style="list-style-type: none"> <li>▪ Gross Academy: Principal Gaivan to write grant to reach across all students on Literacy Activity and Learning Lab, coaching and development (for 2019-20 school year)</li> </ul> </li> </ul> <p>SAC Sub-Committees:</p> <ul style="list-style-type: none"> <li>- Fundraising- <ul style="list-style-type: none"> <li>▪ Gala update: <ul style="list-style-type: none"> <li>▪ Meeting planned after spring break</li> <li>▪ Students told about raffle tickets at lunch March 4</li> <li>▪ Looking for sponsors and silent auction items</li> <li>▪ Discussing communications for registration</li> <li>▪ If you haven’t fulfilled your fundraising requirement, you register for Gala and get billed (try to be more proactive in collecting the fundraising requirements)</li> </ul> </li> </ul> </li> </ul>	<p>15</p> <p>Discussion <b>30 min</b></p> <p>10</p>
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- Barbara O'Brien
  - EMPOWER event - March 2nd
    - Small volume of attendees but strong event
    - Motivating for girls to be able to speak up
    - Positive Affirmation activity, notes exchanged by girls, journaled, EQ, encouraged to build support network, Yoga to refocus mood, decision making platform
- Strategic Planning
  - Wellness Committee:
    - Policy emailed 3/5
    - Added pieces on staff wellness, food service training
    - Tried to keep changes minimal to make easier to update, try to make Addendum where change is captured
    - Doesn't include emotional and mental wellness (incorporated in discipline policy)
    - Next Step is to be approved by SAC for recommendation to Board in April; then handbook
    - Need to complete by June according to Strategic Plan
    - Survey available to send after policy finalized for next round of policy review
  - Code of Conduct Committee:
    - Meeting after Spring Break with Principal Gallivan about addressing social and emotional learning
    - Goal to finalize for 2020
  - Annual Report: Board reviewed recommendation
    - Looking for direction from Board on objective of this year's report
    - Last year versus this year versus timing of report
    - Fund Development and What does my child get from Frassati (cost of educating)
    - 4-8 pages
    - Promotional piece to market Catholic Education/Why?
    - NEXT STEPS - Two pieces to create two objectives:
      - THE ANNUAL REPORT: Endowment giving (strategic, on point with other organizations) - to be done in Fall
      - THE MARKETING PIECE: Enrollment marketing piece to be worked on Kate this spring
- Co-Curricular:
  - Spirit wear items to be donated to Gala (done last year)
  - Elyse Sienko makes a motion to have SAC donate spirit wear: Approved: Rebecca Conroy; Second: Kelly Ennis
  - Mother/Son event: early April
    - Recommendation for creation of Policy for Handbook Uniform: Cycle for handbook (Barbara O'Brien)
    - To be completed by: April 2
  - ACTION NEEDED\_ Open Discussion:

- Motion to Adjourn Meeting:  
First Motion: Kelly Ennis, Second: Ken Jensen
- Closing Prayer – Fr. Talbot

Discussion  
**5 min**  
**Next Meeting:**  
**April 2nd**  
**2019**  
**6:30-8:00**