

Sacred Heart School Commission Minutes

Wed, Sept 12th, 2018

Present: Karen Reinke (Chair), Pauline Kenny (Vice-Chair), David Burroughs (Principal), Deacon Sam Basta, Kris Mitchke (Parent Club President), Collette McMullen (incoming Parent Club President), Heather Bradford (Secretary/Health and Safety), Carlos Gonzales (Technology), Evelyn Padrino (Marketing), Katie Goodrich (legal)

Absent: Jon Herendeen (Finance)

Minutes respectfully submitted by Heather Bradford

1. Housekeeping:
 - a. Minutes from June were approved.
 - b. Preparation to Serve on School Commission form/letter of confidentiality signed.
 - c. Facilities position: vacant
2. Strategic Plan – all
 - a. Brainstorming exercise led by Carlos occurred for SHS Strategic Plan, with goal of determining 5-10 SMART strategic goals/ideas for 3 strategic goals (Strengthening our Faith, Engaging our Community, Excelling in Academics).
3. Principal's Report – David
 - a. List of new school staff and teachers starting this Fall:
 - Laura Leach - Director of Admissions
 - Kat Kerrick - Kindergarten Instructional Aide
 - Stephanie Arildson - 3rd Grade Instructional Aide (switch from 5th Grade)
 - Ethan Granlund - 4th Grade Teacher
 - Ann Marie Huisentrut - 5th Grade Teacher
 - Joe Daly - 5th Grade Instructional Aide (switch from 3rd Grade)
 - Christopher Forczyk - Middle School Math and Science Teacher
 - Hunter Wood - Middle School Math and Language Arts Teacher
 - Becky Lucarelli - Music Teacher
 - b. New Pastoral Assistant for Children's Faith Formation, Cathleen Adams, has been hired. First communion and reconciliation will be moving back into the classroom and may be offered outside of school.
 - c. Enrollment is around 400 and still fluctuating each week.

- d. Self-study for accreditation is in process. School commission members will receive a survey. All parents will receive a separate survey.
 - e. Renovations on middle school bathrooms are complete.
 - f. Fund-A-Need ideas for 2019 auction are welcome. Ideas this far are primary school bathrooms and school roof.
 - g. Bellevue school teachers just received a 20% raise. A working group with other key organizations has been formed to discuss teacher retention and compensation.
4. Legal Report (Katie Goodrich) – no info to report.
5. Development Report – Katy Gregg (not present)
- a. Annual Report is on schedule and will be printed in time for the 11/13/18 Open House. If you have a theme idea for it, please let Katy know.
 - b. The [2107-2018](#) Annual Fund donations totaled \$235,537.21.
 - c. SHS received an Endowment gift from the class of 2018 of \$3,511.31. Katy is working to start a tradition of an Endowment gift from each graduating class moving forward.
 - d. 2017-2018 Sponsorship gross - \$23,000
 - e. 2018-2019 Sponsorship gross YTD - \$24,750
6. Finance Committee Report – Jon (absent)
- a. Finances are in the black.
 - b. Full cost of middle school bathrooms have not come through. Fund a Need dollars from last year should cover a portion of the bathroom cost, with the balance coming from the capital fund.
7. Technology Report – Carlos – no info to report
8. Health and Safety Report – Heather
- a. Heather and David are meeting later this month at the emergency bin to discard any soon to expire items. David will order to replace.
 - b. Heather will attend a Stop the Bleed Training this Fall.
9. Marketing Report – Evelyn
- a. Evelyn has been working with Laura Leach, new Admissions director on the SHS Open House, scheduled for November 13th.
10. Facilities Report – none
11. Parents Club Report – Kris – nothing to report.

12. Dates for School Commission Meetings in 2018-2019 school year were distributed and include: 10/10, 11/14, 12/5, 1/9, 2/13, 3/13, 4/3 – with Pastoral Council, 5/8

Next Meeting Wednesday, October 10th, 2018