

## Sacred Heart School Commission Minutes

Thursday, March 14th, 2018

Present: Karen Reinke (Chair), David Burroughs (Principal), Mary Ciaramello (Parent Club President), Pauline Kenny (Legal), Heather Bradford (Secretary/Health and Safety), Carlos Gonzales (Technology), Evelyn Padrino (Marketing), Kris Mitchke (incoming Parent Club President), Katy Gregg (SHS staff)

Absent: Father Steve Sallis, Jon Herendeen (Finance), Todd Fitzgerald (Facilities)

Minutes respectfully submitted by Heather Bradford

1. Minutes from February were approved as amended with marketing report inserted.
2. Principal's Report – David
  - a. Registration for 2018/2019 is underway. Deadline was extended to 3/20/18.
  - b. School mass and assemblies will move to Wednesday next year instead of Fridays so increase possible Sunday mass attendance of school students (separating the days).
  - c. Our sister school priest Fr. Kubicki will be visiting the school and parish over the weekend and next week.
  - d. Accreditation prep/self-study work will begin by school staff and teachers this Friday (no school for students).
3. Finance Committee Report submitted via email from Jon
  - a. Overall: After 8 months of this fiscal year, school Net Income continues to be ahead of budget.
  - b. Revenue:
    - We continue to see the benefit of additional school enrollment vs. budget
    - Annual Fund - We are ahead of budget year to date, but still short of annual goal
  - c. Expenses:
    - Total expenses remain 3% favorable to budget compared to February.
    - Program Expenses & Subsidies are 15% unfavorable to budget mainly driven by Tuition Assistance.
    - Operations and Maintenance expense continues to improve but is currently 10% unfavorable to budget. March incurred some larger charges for landscaping and maintenance

- d. Other:
  - Currently working on 2018/19 budget with school and parish administration. First draft is close to completion. We will see larger increases in medical premiums (9.5-14%) and P&I Insurance (8%) next year for Archdiocese programs. Archdiocese annual assessment to schools based on student enrollment (per student basis) will remain fairly flat.
- 4. Technology Committee Report – Carlos
  - a. No updates
- 5. Health and Safety Report – Heather
  - a. No updates
- 6. Marketing Report – Evelyn
  - a. Katy Gregg and I executed a Focus Group session about Fundraising and Annual Fund in February. See more information in the PowerPoint file attached.
- 7. Annual Fund Update – Katy
  - a. Several focus groups occurred in homes over past few weeks which was successful. Lesson learned that more families need education on what the Annual Fund is.
  - b. 1 day drive - March 20<sup>th</sup> has been designated as “Fill the Heart for SH Annual Fund”. Heart cookies will be provided to all students at lunch. Need 65K to get to goal of 225K. Flyers will go home in backpacks from Pre-K to 3<sup>rd</sup> grade, as well as posts on Facebook.
  - c. Individual letters will go to those who have not donated yet to the Annual Fund.
  - d. From the Heart will also include a broad reach for donations. A banner will also be displayed.
  - e. Pledges for the Annual Fund for the 2018-2019 will go out at the end of the school year (separate from March registration).
- 8. Facilities Report – Todd
  - a. Overview of school and church projects planned and their timeline was reviewed.
- 9. Parents Club Report – Mary
  - a. The development office will be carrying out the "Fill the Heart" Annual Fund one-day drive on March 20, with assistance from Parents Club. This is the final fundraising event of the school year.
  - b. Distinguished Teacher and Staff Awards nomination forms will be posted after Spring Break.

10. Smart goals for SHS Strategic Plan were discussed.

- a. Themes: community, faith, academics
- b. Ideas were generated. Jon submitted his ideas electronically in a PPT.
  - Service project for each grade
  - Gallery night spotlighting student's work
  - Increase in school participation in the sacraments
  - Increase in connection by grades or by zip code. Ideas generated: map where families live at Back to School Night, grades meeting before or after mass, Girl Scouts engagement

Next Meeting Wednesday, April 18th, 2018 at 6pm (new DATE AND TIME)