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| Sacred Heart Parish School—Board of Limited Jurisdiction |
| 11.30.2016 | Time: 5:30 pm  | Location: SHPS Multipurpose Room |
| Meeting called by | Mary started the meeting at 5:34 pm |
| Minutes | Motion to accept minutes by Pat; Colleen 2nd. All approved. |
| Facilitator |  |
| Note taker /Time | Jennifer Flores |
| Attendees | Mary Hubbell, Dr. McKenna, Katherine Bedolla, Calla Bertao, Jennifer Flores, Pat McCullough, Chang So, Fr. Robbie Sullivan, Gene Zanger, Colleen Eagleson, Tim Chiala, Mrs. Hawkins, Mr. Salazar, and Amber Lowthar |
| Update on Uniform Exchange |
| 10 minutes | Dr. McKenna |
| Discussion | Addition to handbook re uniform exchange, and the protocol. What can be exchanged and the condition of the items needs to be addressed. Erin and a parent are working on the wording and logistics.Preschool guidelines may need to be updated.  |
| Conclusions | Tabled until January meeting. |
| Action Items | Person Responsible | Deadline |
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| Update with Foundation and meeting with Community Foundation |
| 10 minutes | Dr. McKenna  |
| Discussion | Erin and Dr. McKenna had a meeting with Gary Burns and Stephanie Hicks to discuss marketing and long-term development of school. One of the ideas was for Dr. McKenna to go out into the community. She did and met with community members and former faculty members.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Special Guests with Principal’s Report  |
| 20 minutes | Dr. McKenna |
| Discussion | Mrs. Hawkins, Mr. Salazar and Amber Lowthar were our special guests. Mr. Salazar: 5th grade teacher; one project the 5th grade finished is a “how to” article, such as how to perform something. Mrs. Hawkins: project was a nativity play, and the class is acting it out. Her favorite part of teaching at SHPS is being able to teach and talk about God. She is also the SST coordinator, and she loved being able to help teachers, parents and students with any special needs or additional help. Best part is that Amber was hired to be the recourse teacher. Amber: only here four weeks, and spent a few weeks observing. Now working with specific kids identified by teachers. She is seeing improvement and use of strategies already in the students. Gene thanked them for their work and dedication. He also asked if any of them needed anything to get their job done. Tim asked them to let him know if they need anything as far as building and grounds are concerned. Mary said we need to set goals sometimes for larger things and to let us know. Dr. McKenna’s special guests will help us see how things are going around the school and see our effort come to fruition. Principal’s Report: Audit report may be needed, but nothing has been scheduled. Mary says it’s not necessary to have an audit, per the Diocese. Strategic Plan: all set to go, contract set. Monday, 12/5/16 5-9pm. Dinner to be served. Ranch Dance preparations are going well. Kristine and Erin have been working hard. Donations are coming in, and paperwork is available if someone wants to donate. Superintendent came today for coffee with the principal and superintendent. Discussed technology, and areas of growth and what is in use already. After that, there was an assembly run by student council. After that was an 8th grade vs. faculty volleyball game. Eighth graders won, and it was full of excitement and community. Kimberly walked around after and greeted her. Her observation was that there was joy in this school with the teachers, with the kids and with Dr. McKenna.  |
| Conclusions | More special guests to come! |
| Action Items | Person Responsible | Deadline |
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| Update on Strategic Plan Invitees |
| 10 minutes | Mary & Dr. McKenna |
| Discussion | Spreadsheet of people nominated as to who have been asked to join us on Monday. Board members who are able to attend were confirmed. Pre-Planning strategy documents will be emailed out on Thursday.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Finance |
| 20 minutes | Gene |
| Discussion | Passed out and discussed finance summary for period ending October 2016. Dr. McKenna has announced that the first draft of the 2017-18 budget is complete! Discussion regarding when the financial information is shared with the board, executive committee. Issues with annual report discussed, and what format and how much information should be sent out to parents.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Buidings and Grounds |
| 10 minutes | Tim |
| Discussion | Working with Men’s club; discussing the resurfacing the courts. Lights On Parade was a great event and community outreach. Float building: could it be an after school event or elective to showcase our school? Tim said he would definitely help with this. Mary suggested that the Men’s Club; Calla suggested PASS and Men’s Club.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Marketing and Enrollment |
| 10 minutes | Dr. McKenna for Erin |
| Discussion | Copies of the agenda for strategic planning made by Erin; John Brigantino provided Erin with the MLS listing and Erin made a postcard to be mailed to out to new community members. Possible prospective 5th grader tour on Monday.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Policy and Planning |
| 10 minutes | Pat & Jennifer |
| Discussion | Passed out a signed and approved copy of the Bylaws. Handbook needs to be made into a living documents and making updates as needed throughout the year.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Development |
| 10 minutes | Katherine |
| Discussion | Paving the Future Stones: goal is to reveal on May crowning, so there is a push to get more stone sold. |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Board Recruitment/Membership |
| 10 minutes | All |
| Discussion | Dr. McKenna is actively recruiting members. January 7th 2017 for new board member training. |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| PASS |
| 10 minutes | Kristine |
| Discussion | Tri Tip dinner successful (with Men’s Club). PASS is following up with donors for Ranch Dance. Next event is Breakfast with Santa on December 10, 2016. Craft fair and holiday boutique at the same time. Candy Grams on sale now. Gene asked for a list of names be provided of all those who helped. A thank you was given in the Pulse for those who helped as well as those who donated items.  |
| Conclusions |  |
| Action Items | Person Responsible | Deadline |
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| Topic Title |
| 5 minutes | Dr. McKenna |
| Discussion | It was suggested that Fr. Robbie and/or Fr. Claudio be given the opportunity to report back to the board. Pat asked about what Fr. Robbie hears. He reported that he hasn’t heard much about the school. He would like to see more involvement between the parish and the school. A big source for that is the Parish Council.  |
| Conclusions |  |
| Adjournment |
|  | Motion to adjourn: Person(s)Fr. Robbie provided a closing prayer. |
| 7:00 pm | Pat moved to adjourn the meeting; Chang 2nd. Meeting adjourned.  |