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| Sacred Heart Parish School—Board of Limited Jurisdiction | | | | | |
| 1.25.2017 | | Time: 5:39pm | | Location: SHPS Library | |
| Facilitator | Mary Hubbell, opening prayer by Mark Lema | | | | |
| Note taker /Time | Jennifer Flores | | | | |
| Attendees | Mary Hubbell, Jennifer Flores, Dr. Rachel McKenna, Kristine Avidano, Calla Bertao, Chang So, Colleen Eagleson, Tim Chiala, Mark Lema, John Brigantino, Gene Zanger.  Minutes approved by Chang So, seconded by Calla | | | | |
| Update to Parent Handbook re Uniform Exchange & Preschool Licensing | | | | | |
| 5 minutes | Dr. McKenna | | | | |
| Discussion | Met with uniform exchange coordinator Adriana Ferry, met with the preschool director, and met with teachers for uniform changes.  Uniform Exchange: problem with donations coming in not in clean condition  Preschool changes: per licensing for preschool, if changes not added, they will need to fill out field trip permission slips for anything outside of the classroom.  Uniform changes: mainly due to the cold weather. | | | | |
| Conclusions | Vote taken to approve as written. Motion made by Gene. Colleen seconded. All voted in favor. Motion carried. | | | | |
| Action Items | | | Person Responsible | | Deadline |
| none | | |  | |  |
| Special Guests | | | | | |
| 10 minutes | Dr. McKenna, Mrs. Quinn, Mrs. Andrade, Mrs. Tiller | | | | |
| Discussion | Mrs. Quinn: 3rd grade teacher. Adopted Go Math program. Kids are learning math the new way! Showed a video of the different ways kids learn math.  Mrs. Andrade: 6th grade homeroom, Junior High religion and social studies teacher. 8th grade worked in groups for a Saints report. They prepared a power point presentation with music.  Mrs. Tiller: 4th grade teacher. Step Up Writing program. Asking kids to do more complete paragraphs supported by three facts. Explained the process of writing a complete paragraph. | | | | |
| Update on Strategic Plan | | | | | |
| 5 minutes | Gene Zanger | | | | |
| Discussion | Please check folders for any assignments that are outstanding. Focus groups set for 3/6/17 and 3/7/17. Timeframe pertains to each specific focus group for each individual. | | | | |

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| Ranch Dance Update | |
| 10 minutes | Dr. McKenna |
| Discussion | Yay Ranch Dance!!! The awesome people who have stepped up are Kristine Avidano, Erin Gonzalez and Sharlene Herrington. We have a lot of donations, more than last year. Everyone is excited. Teachers have given items this year. There is a lot of variety. If there are any last minute donations please get them to Erin ASAP!!  Dr. McKenna: This event requires A LOT OF WORK. It requires the help of a lot of people. We may need to rethink the structure of how this is planned and put on. Do we need to hire someone, do another event, etc?  Mark thinks there are plenty of people who want to help to the set up, etc., but no one who wanted to take on planning of the event. |
| Diocese Board Training recruitment @ Sacred Heart School Salinas 1/26/17, 1/301/7 | |
| 2 minutes | Mary Hubbell, Dr. McKenna |
| Discussion | Gene and Pat are going to attend. |
| Principal’s Report | |
| 30 minutes | Dr. McKenna , Mark Lema |
| Discussion | Registration packets to be sent out by 2/8/17. 3/31/17 would be deadline for early registration and cost would be $450. After that date fees increase to $550. This allows administration to avoid the rush in the summer, and helps Dr. McKenna be able to extend employment contracts to the teachers by knowing her needs sooner. Price will go up to $650 after 6/2/17. 2/7/17 to 5/5/17 is the period for financial aid application process open through FACTS. FACTS enables the entire process to be done through them, without the school having to be involved. Financial aid awarded by 5/31/17. Registration fees would be returned to those families who decided they could not pay the reduced rate after they were awarded financial aid.  New student registration: about 7 prospective new families. Applications due for new students by 3/31/17. Testing and screening by 4/26/17. Notification of admission by 5/17/17. Rolling registration will be open through the summer.  Open house in March 2017. This year it will be at the church with all the church, inviting prospective new families to come tour the school during the week. Dr. McKenna asked for feedback from the board about an open house.  Colleen recommended moving the 5/5/17 date up. She also suggested guarantying the award before the fees are due. She also suggested a preview day before the first deadline to get the kids excited about their next classroom.  Mark is passing out fee sheets for current year, and for next year. Increases are necessary to get the programs we want in the school. Dr. McKenna noted that there were increases in insurance and FICA for the teachers and those who have benefits. Teachers are also taking a step up this year as far as an increase. It is a proposed 2% increase for preschool and TK – 8th grade.  Chang asked if the $75 building and maintenance fee could be bundled into the registration fee. Mark said the diocese wants it to be transparent about where the fees go.  Technology fee is a line item in the budget. Calla asked if it needed to be separated out. Mark said in the past it was for the Junior High kids, but said everyone was acceptable with it being bundled. Spartan Sprint offset that technology fee, per Gene. Dr. McKenna also said technology is used throughout the school, not needing a separate fee, and that can be off set by the Spartan Sprint. Gene suggested highlighting the new deadline date of 3/31/17, as the forms look similar. |
| Conclusions | Vote taken to approve the tuition and registration. Motion made by John and seconded by Gene. All voted in favor. Motion carried. |
| Committee Reports | |
| 10 minutes | Person(s) |
| Discussion | Pass: Grandparents day 2/3/17. Gifts made. Ranch Dance 2/5/17.  Finance Committee: Report handed out for period ending December 2016.  Principal Report: new student update. Discount given for registration fee if you recruit a new family. Diocese looking to help with marketing. |

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| Adjournment | |
| 7:01 | Motion to adjourn: Chang moved to adjourn the meeting, Jennifer seconded. Meeting adjourned at 7:01 pm. |
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