**Minutes from SAC meeting 8-23-2016**

SAC Members present: Paul Finley, Kris Gates, Julianne Laue, Jeannine McDonald, Monica Thibault, Sara Worthington, Kate McNeil, Becky Trujillo, Missy Voronyak, Eric Conzemius

Ex Officio Members present: Father Pedersen, Karen Bursey, and ~~Rollie Brouillard.~~

**Opening Prayer:** Julianne

Introductions of all members of SAC as we begin our new 2016-2017 school year.

**Back to school fund raising packet**

Due to time commitments, we started with the update on the Holiday Greenery Sale. Mr. Heifort, a parent at SH agreed with Mr. Gorgos to organize our first annual sale. Materials were distributed to committee members for review. We will be communicating by school website, written announcements and a flyer packet. A suggestion was made to clarify the pick up process. This sale will include an opportunity for auto-ship. We can make sales to be shipped to any address. There is an added cost for the shipping. The sale will begin immediately when students and families pick up the information at the Open House. Our turn in date is October, with the pick up dates of the weekend of November 18. Families will be responsible for the delivery of their sales. We will have students selling in the Gathering Space after Masses. We are hoping to have those sales picked up after Masses on the weekend of November 18.

Volunteers will have opportunities to complete their hours with the distribution of the wreaths. We are so grateful for all the work Mr. Heifort and Mr. Gorgos has completed to organize this new adventure.

**Approval of minutes from May**

**Moved:** Monica

**Seconded:** Paul

**Review of the meeting dates. We** will keep Oct 19. And we switched to 2/22/17 from 2/15/17.

**Review of the SAC Member’s roles and responsibilities.** Julianne reminded all members we have By-Laws to outline our purpose. And we will conduct ourselves with a professional level of confidentiality and discretion. Most of our discussions are time sensitive and we will define the times to share information outside of the SAC meetings.

Parent concerns should be brought forward in writing to the SAC. This will assist us to get the details defined.

Our greatest role is that of Advisory. SAC does not set policies at Sacred Heart School.

Karen presented an invitation to the SAC members. We need one member to be a liaison to the School Finance Counsel meetings. This member would attend Finance Counsel meetings and report back and forth between the groups.

Sacred Heart School Staff meetings are on Wednesdays, from 2:15-3:00. We could also use a liaison to check in with school staff to explain our role.

**Principal Report**

•Currently, our student is 176, with one more student possibly completing necessary paperwork this week.

Our combined total for the 3, 4 and all day pre-K is 35.

•We have two new teachers. Both were introduced in a parent letter.

•CSCOE-Their role is to drive enrollment of the Catholic Schools. Currently they are using a magazine. CSCOE will pay for two Facebook ads for Sacred Heart. The ads are considered ‘right rail’ ads that allow users to view our ads while using Facebook.

•We will have a Marketing Host- squad leader, Mrs. Finley. The first task will be to plan to have a room parent for each classroom. Members also reviewed materials titled Marketing Plan. The plan included strategies to increase our marketing over the next year.

•CSCOE asked for a 3-year plan. Under this plan the first strategy is to develop a plan that would maintain the enrollment of the middle school.

•The second strategy is a focus on the Preschool

Preschool had an open gym night and it was well attended and enjoyed by all.

•CSCOE has created Faithful Beginnings- to help parents find Catholic pre-schools.

•Staff are getting new laptops at the cost of $10,000. This price covered only 10 laptops. Karen applied for and additional grant and received an additional $14,000 from CSCOE for technology.

•This year, our 6th graders will have Chrome books to support their schoolwork. Our 7th/8th will continue to use the Ipads as the teachers have curriculum loaded on those Ipads.

•Internet reception was upgraded in the gym, Gathering Space and the Parish Office.

•Teachers completed their 3rd CSTEM class this summer, outdoor science. This fall our middle school students will now have the opportunity to complete a pond study. Our students will walk to Crystal Lake for water samples. Part of the project will include interactive data sharing with two CSTEM schools.

H2O4LIFE will allow all three of the schools to raise money for a well in Sudan as our students study water conditions here at home and around the world.

**Metro ECSU**- will cost $700. For a membership that will include STEM Link, Author and Creativity conference.

**Emergency Procedures** were updated for staff. Information regarding the need for a building lockdown will be created to share with parents. Staff and students will practice the lockdown procedures through out the school year.

•A suggestion from a member was made to celebrate the staff for all of their time commitments and work this summer with their CSTEM accreditation. We would like a staff photo this week to add to the current Sacred Heart Facebook page.

A SAC member agreed to write a thank you note of behave of the SAC members to acknowledge our teacher’s commitment.

**Marathon Information**

Suggestion was made to invite the Pre-K students and family as guests to the Marathon. They could participate in the walk or enjoy the activities at Sandborn Park.

We will have dri-fit shirts this year which are very popular among the students. The shirts will be red with white lettering.

Prizes of the Marathon will consist of gift cards.

A question was raised regarding the distance of the Marathon. The planning committee of the Marathon has worked on adding activities at the park to increase participation.

**Change in Mass at School**

Students will attend Mass on Fridays this year. Father Pederson suggested students attend the first Friday of the month Mass. This is the Mass that celebrates the Sacred Heart of Jesus. Mass days were discussed and it was decided it would be easier on the school schedules/consistency to move the Mass day to all Fridays. Students will have non-uniform days on Wednesday.

**GROW Strategic Planning- Paul**

Briefly due to time, we have a working document as the result of lots of data. The survey to parishioners and Parents helped to prioritize the measurable activities.

Lots of careful time and planning has been put forth.

This document is to assist us and other groups within the Parish and the school. To bring to action with a time line toward a desired outcome.

Final items on the agenda will be saved for our next meeting.

**MNSAA-MN Nonpublic School Accrediting Assn.**

**Improvement plan**

**Self study**

**New Business-ABSOLUTELY NOT**

**Closing Prayer:** Paul

Minutes completed and respectfully submitted by Jeannine McDonald.