

## **Minutes from SAC meeting 3-21-2017 6:00pm**

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:** Jeannine

**Welcome:** Karen

**Parent Visit:** Two parents represented their 8<sup>th</sup> grade daughter. The parents read a letter of concerns regarding a situation that occurred in their daughter's class on February 16. Their letter outlined many concerns and several suggestions regarding the sharing of sensitive subject matter. The committee retained a copy of the letter and will review the suggestions and resources cited for policy and protocol updates for the next school year.

One member of the SAC agreed to follow up with a thank you note to the parents and a brief outline of how we will follow up on their recommendations.

After the parents left the meeting, discussion focused on the content of their concerns. This is a continuation of discussion from the February SAC meeting regarding the uniform policy.

Moving forward the SAC will complete the following:

- Update the uniform policy with regards to leggings and yoga pants
- Procedure for staff when Administration is out of the building. Protocol for a designated Administrator of the Day.
- Policy/protocol for staff sharing sensitive topics of information with students.

**Approval of minutes from February:** Jeannine

Moved: Monica

Seconded: Kate

**Dates for meetings:** 4/19, and 5/17

**Father Pederson:**

•Made an announcement to SAC members of the retirement of Mr. Rollie Brouillard on April 30. Rollie has worked at a variety of Churches since 1972. With this retirement and one other there will be a little restructuring of the Parish business responsibilities. For example a Director position will be created to oversee the daycares. This will give Karen one less responsibility away from the school.

•Father also spoke of a '*fog of crisis*'. Several meetings have been held to regain control of the school and to regain parent trust in Sacred Heart. We also reviewed the role SAC has regarding staff concerns. After much discussion it was agreed by all members of SAC that staff concerns would not be brought to SAC. All staff members have a staff handbook containing procedures for resolutions of concerns or conflicts.

**Principal report:** Karen

•Quiet Bags were created and are now available for parents to use during Mass. The bags are adorable and will have a small stuffed toy and two books to assist toddlers' attention during Masses. They will be returned to a stand outside of the Nave.

•Second grade: we recently had twins girls shadow a day of experience at Sacred Heart. We are excited as they are currently in the second grade and we are looking to build this class and create more balance between the numbers of boys to girls.

•Third grade enjoyed a birdhouse building activity.

•Fundraisers: as we look to reduce to the number of fundraisers we have received information the Catholic United Financial has invited Sacred Heart back to participate in next years raffle.

•Formal Observations are starting for all the teachers at Sacred Heart. Karen Bursey completes all the observations.

•Lunch Audit MN Dept. of Ed

•Essential 3 code of conduct update: there is a new component for everyone to complete, a 22-minute video.

•Overview of tuition: Rollie gave a brief overview of the current debt of non-payment for tuition. All the families have been contacted. Several have increased their payments. The parish is working with a few families regarding extenuating circumstances.

### **Teacher Satisfaction Survey** Monica and Kate

Staff completed their surveys as they were given time on a recent Professional Development Day. Staff questioned why the survey was coming from the SAC. They were reassured it was task assigned to SAC by the Strategic Plan that was created a year ago. Staff members stated it was a constructive opportunity for self-expression. Father Pederson, the Trustees and the co-writers all reviewed the results. After a quick glance at the completed surveys it was agreed they contained great responses. A follow up meeting will be set soon to identify action items and key initiatives from the staff suggestions on their completed surveys. Also a share with SAC will occur at our next meeting.

**Nomination Committee** Julianne and Kris will head up the committee. We are looking at two members to replace.

At this point it is 7:35 PM

SAC members are asked to review the by-laws and the wellness document emailed earlier in the day.

**Roll call for SAC for 2017-18** Julianne, Paul and Jeannine will step down from SAC as their term expires this year.

**Review of SAC By-Laws** tabled for next meeting

**New Business-What's the Buzz** tabled for next meeting

**Closing Prayer: Karen**

Meeting adjourned at 7:38 pm.

Attached:

March. Agenda

February Minutes

•Wellness policy on line

•SAC By-Laws

Minutes completed and respectfully submitted by Jeannine McDonald.