

School Advisory Council – Meeting Minutes October 25, 2017 6:00 pm

SAC Members present: ~~Monica Thibault~~, Reedus Berry, Kris Gates, Sara Worthington, Kate McNeil, Becky Trujillo, Missy Voronyak, Eric Conzemius, ~~Kelly McDyre~~

Ex Officio Members present: ~~Father Pedersen~~, Karen Bursey and Mary Daughterty



ACTION ITEMS:

1. **Karen** to ensure all C-STEM flags are taken down due to Robbinsdale ordinance.
2. **Mary** to submit for flag permits during key times of year.
3. **Missy** will reach out to Breaking the News on KARE11 to promote the pumpkin drop.
4. **Karen** will coordinate pumpkin drop outreach to the local newspaper and north metro TV station.
5. **Kate** will make revisions to the athletic waiver form and add to the next SAC agenda for policy approval
6. **Karen** will share the revised, proposed mission statement with Fr. Pedersen and teachers for further review.
7. **All** please be prepared to give input on tuition increases and budget drivers
8. **Becky** will research mother-son event activities

MEETING MINUTES

1. Opening Prayer

2. September Minutes

The committee reviewed and approved minutes.

3. Principal report: Karen

A. C-STEM Flags

We purchased four C-STEM flags and they were placed in the following areas: 2 West Broadway, 1 in front of school, 1 at the back of school.

City of Robbinsdale stopped in and told us to remove flags or pay a fine. We need to apply for a permit. Cost: \$50 for 10 days and you can apply twice per year. The committee discussed applying for the permit twice a year during high traffic times, such as Open House, Catholic Schools Week, etc. **Karen** will ensure all flags are taken down and **Mary** will submit for permits in the future.

B. Pre-K Paraprofessional

As many of you are aware, we have eliminated our Pre-K paraprofessional in the four-year-old half-day program. The decision was based on the following:

- The Department of Human Services has set the teacher-to-student ratio at 10:1. If programs have *more than* 10 students, then a paraprofessional is required. We have been licensed for over 10 years and we have followed this guideline for the last 10 years.

- National Association for the Education of Young Children (NAEYC) accreditation also has a teacher student ratio at 10:1 for accredited programs. Sacred Heart has been accredited for 2 ½ years, and we follow their guidelines.
- Each year, we follow our usual budgeting process for Pre-K by not budgeting for paraprofessionals until our class size is over 10. Once this occurs, we allocate funds for a paraprofessional as needed and Pre-K tuition covers this added expense.

We are in the process of gathering information from other Pre-K programs to see what their best practices are regarding paraprofessionals in preschool. We did accommodate the four-year-old program by allowing a paraprofessional in the classroom for the first two months of school so the children could adjust to the routine and structure of the day.

C. CSCOE Convention was October 18th

All teachers and staff attended the CSCOE Summit at the Convention Center. Over 2000 Catholic staff attended. The day included:

- Celebrating mass with Archbishop Hebda
- Staff choosing two break-out sessions of their choice
- Staff gathering with others of same job description such as 1st grade teacher, office staff, development, principals/pastors

Keynote speaker: Jonathon Doyle Topic: What it means to be a Catholic educator. It was an awesome day planned by CSCOE.

D. 2nd annual Pumpkin Drop-October 31st 10:00 a.m. Front of school

Classes will begin planning their engineering project to protect their pumpkin from the fall. Two parents donated our pumpkins.

Other STEM activities planned: We will once again go to the Creativity Fair, gr. 3-4, STEMLink, gr. 5-6, STARBASE, gr. 4-5, Pond Study, gr. 7-8, STEM Fair, gr. 3-8

The group discussed media outreach, based on our great turnout last year. Missy will reach out to Breaking the News on KARE11. Karen will coordinate outreach to the local newspaper and north metro TV station.

E. Marathon

We have collected pledges just under \$30,000. Our goal is \$33,000. Letters were mailed on October 17 to remind families to turn in their marathon funds. It was a gentle, kind reminder to turn in funds by Oct. 30th.

4. Finances/Budget Planning – Mary Daughterty

- Mary provided a school financials budget update through 9/30/17
- Mary will begin providing monthly budget reports to Karen for financial planning
- There will be renewed emphasis on raising parish and school fundraising/revenue
- Mary would like the group to give input on tuition increases and budget drivers for 2018-19 - ALL

5. Mission Statement Revision – All

- There were multiple revisions of the mission statement draft the committee proposed at the last meeting by Fr. Pedersen, teachers and individual members of SAC along with Karen.
- SAC reviewed all of the revisions and propose a few minor edits to include moving “disciples of Jesus” to the end and removing “around them” from the last sentence. The new proposed statement:

Sacred Heart Catholic School is committed to instilling high moral standards rooted in Catholic teachings. We are dedicated to educating the whole child through an integrated C-STEM curriculum. In collaboration with our families, parish, and local community, we maximize individual potential to ensure students are prepared to meet the challenges in the world *as disciples of Jesus*.

- **Karen** will share the proposed statement with Fr. Pedersen and teachers for further review. Eventually a proposed draft will be shared in the parent newsletter for input.

6. Athletic Waiver Revisions - Kate

- SAC task force members Monica and Kate made suggested edits to the waiver and reviewed edits with the committee.
- The waiver was revised with the philosophy of being more flexible to hear requests for allowing students to play sports for schools other than Sacred Heart.
- Key additions to the policy is to include the Athletic Director in the decision making process and provide more clear direction surrounding timelines.
- **Kate** will make revisions based on discussion and put on the agenda for the next SAC meeting for policy approval

6. SAC Workshop by the Archdiocese – Kate

- Kate, Kelly, Becky and Karen attended this workshop and learned tips to share with the group regarding asking people to review materials in advance, provide allotted time periods for discussion to help the group stay on task
- It was clarified that purpose of our group is to advise Fr. Pedersen and Karen on issues

7. Fundraising – Karen

- We are close to our marathon goal, children are still bringing in money
- The wreath fundraiser is going well, forms are due on Friday
- There was an exception made for selling wreaths at the Men's Club Dinner
- Discussed additional fundraising ideas

8. New Business

- None

9. Closing Prayer - Kate

Minutes completed by Missy Voronyak