



**SCHOOL ADVISORY COUNCIL**  
Thursday, January 21, 2010  
7PM, Faculty Room

6PM, Development Advisory Council preceded this meeting in the 8<sup>th</sup> Grade classroom.

- I. CALL TO ORDER at 7:07PM. *Thank you, Dave Reynolds, for the evening's refreshments*
- II. INTRODUCTION OF GUESTS—  
Members present: Jeanette Hudson, Jim Masner, Kristina Ryan, Dave Reynolds, Catherine Lowney, Scott Higgins, Michael Dowd, Alisa Fernald, Lawrence Garibaldi.  
Guests introduced: Cathy Broch, Trina DeMare, Heather Watts, Martin Orradre. Karen Skahill  
Administration: Christa Hanson (Principal), Vicki Campanella (Development), Shelley Webb (Finance)
- III. FAITH SHARING—Prayer for Earthquake Victims in Haiti, written by diocesan employee and read by Christa
- IV. ACTION ITEMS  
A. Approval of November 19, 2009 minutes: J. Masner moved to accept the minutes as written; and second to the motion was made by J. Hudson
- V. REPORTS  
A. Principal's Report (C. Hanson)  
Coordinated Plan and Vision—Follow up Reports
  - Thank you to Nancy Robinson, Erica Dowd and all those who made the Holiday Boutique a success.
  - Congratulations to Shelley Webb - we got notification that we received 100% of FACTS collections last school year!
  - Congratulations to Kristina Ryan and SCRIP committee for large increase in SCRIP sales.
  - Enrollment: 278, one kindergarten family moved to Napa during Christmas break. 4<sup>th</sup> grader started; enrollment is back up to 279

#### Curriculum/Technology

- We have just completed the second quarter of the school year with Awards Assembly on January 27.
- The third session of the teacher after-school tutoring program has begun.
- Paperwork for Catholic high school applications and recommendations is underway. Most paperwork is due early February. About half of the class is applying to Catholic high schools.
- Intents to Return went out. Kindergarten Open House: number of our parents who came w/incoming Kinders some of whom were SMS alums, representing 25 families. Oakwood School will have a significant increase in tuition; may bring some from Morgan Hill to SMS. Smallest class is graduating class of 26; if you fill K, will have 34 and an automatic increase of 6. Some interest in enrolling 6<sup>th</sup> graders. We are all working very hard to increase enrollment.
- Catholic Schools' Week begins with a 5 PM Sunday liturgy on January 31. The theme of CSW is "Catholic Schools: Dividends for Life." There are a number of activities planned, including the second Family Art Night organized by Sheryl Cathers (Feb. 3).
- Planning continues for the Washington D.C. trip, which will take place during Easter/spring break.
- Mary Johnson is serving on WCEA/WASC visiting team for St. Patrick School in downtown San Jose.
- The 6<sup>th</sup> Grade and Mrs. Johnson left for science camp in the RAIN!.
- Students are studying for the Academic Junior High Decathlon is underway. The actual event is on Saturday, March 6 at Archbishop Mitty High School.
- Registration of new students will take place on Saturday, February 27 (with courtesy Registration for already enrolled families on Friday, February 26.)
- There is one opening in the diocese so far for a principal position, Resurrection School in Sunnyvale.
- There is concern in the Dept. of Ed about the salary for administrators. The current salary scale is barely 70 percent of public schools, and we have even slipped in relationship to the Dioceses of Oakland and San Francisco. At this time it looks like salaries will again be frozen this coming year. Steps for teacher salaries may even be frozen.
- Next year, we'll be back from Easter vacation on May 2, the latest Easter will be. We don't have the calendar yet, but they are asking us to take Holy Week off instead of the week after Easter. At this point we will probably be in line with GUSD and other local Catholic high schools.
- Five teachers attended a Rebecca Sitton spelling workshop last week.
- Jasmine Fernandez, 8<sup>th</sup> graders, was a 1<sup>st</sup> place winner in the Elks American Essay contest.
- Activities and field trips: Gr. 2 to History, San Jose, Gr. 6 to Rosicrucian Museum, Gr. 3 to De Anza Planetarium; Gr. 3 to Chictactac Park.
- We will have winter week off February 15-19.

## Catholic Identity

- First Reconciliation for Gr. 2 students is coming up in February.
- Cecile Mantecon and Christa are still on the Religion Committee for the Department of Education.
- The pajama collection for the Advent Project was very successful.
- The Advent Program was well received. 8<sup>th</sup> Graders did a fantastic job.
- ACRE testing took place this week in Grades 5 and 8.
- Gr. 5-8 had a peace and justice liturgy before the Martin Luther King Jr. holiday.
- Catholic Schools' Week begins with a liturgy on January 31<sup>st</sup>.
- The Diocese is having a special prayer service at the Cathedral on Monday morning, February 1<sup>st</sup>. Each school is sending 8-10 culturally diverse school representatives. One of our students will be reading some of the petitions in Spanish. Andrew might be a violinist at the prayer service. Each student is making a bookmark depicting the school's theme. We are proud to be well represented at this event.
- By the time we meet again, Lent will have begun!

## Safety and Other:

- Diocesan asbestos inspection took place. Everything was found to be good.
- No point of information forms this month.

### B. Mothers' Guild Report (K. Ryan)

Walk-A-Thon Results--\$34,269 (\$10,000 is the annual commitment to the school)

Possibly looking at doing WAT in the spring

There was no meeting in December or January (social)

Net proceeds from December events: Poinsettias, \$1,044; See's Candy, \$990; Holiday Boutique, \$4,443

### C. Men's Club Report (M. Dowd) Christmas social was held in December at old VW dealership; By-Law Revision status—No update, though it is currently under revision.

### D. Auction Committee Report (C. Broch, Chair)

- Auction website is up with items and descriptions; finalized menu; working on invitations being printed and in the mail; sponsorships coming in nicely; procurement coming along; online Auction begins mid February. Only one response from Grandparent solicitation mailing.
- Is there a liability with school hosting our own bar? The committee is obtaining all necessary city and county permits. There is no more liability than there is with any other event, i.e., Spaghetti Dinner where liquor is served.

## VI. OLD BUSINESS

### A. Finance (S. Webb)

- Finance Meeting was held last Wednesday; reviewed 2009 budget and answered questions; Christa mentioned upcoming items to help budget. Unknown pensions, health, etc, about 75% of budget.
- Kristina talked about Scrip. Lengthy discussion about clubs/auction and some changes that need to be made re: record keeping, reporting, cash handling. Audit scheduled for January 26 along with 11 other schools/parishes. Expects major changes with club finances that will come about as a result of audit findings.
- Made clear that \$350 Registration fee per student due on May 1; last year could be paid in two installments. Will not be an option this year. Clearly expressed this on Letter of Intent—pertained only to Letter of Intent NOT tuition.
- Does diocese have access to our books? Every year we send financials and answer lengthy questionnaire where they ask specifically about clubs and we answer that records do not go through our books. All club money belongs to the school; it is an asset of the school, therefore it should be recorded on the books. Reporting and record handling also protects those who are volunteering to do the work.

### •Scrip Committee Update (K. Ryan)

Attended Finance Committee meeting. Sales have slowed down since the holidays. 40% of school families are participating monthly. October was a big month because of incentive. Talked about software program, manpower needed to run the program. Maureen Wall is filling orders; has been huge asset to the program; Jill Higgins is doing marketing. How do we get everyone to participate? Is Scrip going to be mandatory? What will limits be? What is the buy-out? There are still a lot of questions. Biggest challenge is to educate people. Manpower is needed here, but more people are working; need to find people who are willing to help.

**Recommendation from Finance Committee to SAC (Darren Longworth):** to request approval to move forward with a mandatory Scrip program, giving families a 6-month grace program. Formal start will be July 1, 2010. Rationale: everyone's tuition would have to be raised; or give families a chance to keep tuition down by purchasing Scrip or participating in the "Buy Out" plan.

Dave R. made the recommendation to adopt this recommendation; seconded by A. Fernald: motion passed unanimously.

•Kristina wants to begin a mandatory program in "baby steps" with smaller amounts. The committee is also looking into the possibility of online purchase. New software we are looking at is linked to the company from which we are purchasing Scrip.

M. Dowd: are we getting the return of money from people; technically we are putting in another fundraiser. At next Finance meeting, we will develop more specifics to bring back to SAC.

S. Webb: we are looking at funding the general fund. Scrip is NOT a fundraiser; you are not spending extra money unlike a fundraiser.

People as resources, are at a premium; Michael wants to ensure we understand people resources we are expending.

Shelley: we are spending this year looking at all of the questions being asked about the Scrip program after deciding not to make Scrip mandatory for school year 2009-10. After a mandatory program is instituted we will continue to evaluate and determine its effectiveness.

Scrip is in the budget at \$20K; that money won't change. There will now be an additional \$20K brought in. Finance is also looking at the credit card's cost to the program.

H. Watts: perception of people may be that we are asking "one more thing." It's all in the marketing. Don't set the bar lower and then raise it quickly. It's in how it is presented.

B. SAC Goals, 2009-10 (tabled from 9/09 and 11/09) SAC would like to adopt a Long Range Facilities plan in conjunction with the parish. Membership should also include: Ian Abell to come from the diocese (Christa); Debbie from the Parish (Shelley); Larry Kent from the school (Vicki will contact him).

C. SRO Review (M. Dowd/C. Hanson)

•Many schools require a certain number of hours allocated toward fundraising; some have a fundraising commitment. Schools tell new people coming in they need to allocate XX hours to fundraisers (portion of hours dedicated to fundraising)

•Catherine/Shelley: *For the school year 2011-12, it is an expectation that parents will work a minimum of 20 hours on the major fundraising activities of the school (Auction, Spaghetti Dinners, Walk-A-Thon, etc. (spell out specific fundraisers) in anticipation that this will become a mandatory requirement in 2011-12. [This information will be added to the SRO forms, tuition agreement and handbook.]*

Could classes be assigned to an event? This would require more tracking.

Could the Wednesday envelope with box at the bottom to have *parents* calculate fundraising 20 SRO hours spent on fundraising activities? This still requires manpower; currently Emily reviews, tallies and reports SRO totals to parents. The Front Desk is NOT conducive to project work, due to constant student interruptions—a priority!

## VII. NEW BUSINESS

A. Fundraisers, 2010-11

With the financial success of Walk A Thon, some ideas on how to spend the money have surfaced:

Combine 6<sup>th</sup> grade cookie dough w/WAT

Absorb 8<sup>th</sup> Grade D.C. trip? \$2000/child; this year only about one half are going

Auction Chairs met to bring the following suggestions and information to SAC:

Auction:

Led by Mothers Guild and Men's Club

-know the school history and parents

-one meeting a month to attend

-split the committee positions in half

At other schools it is a paid position, someone from the staff "run" the event, or they have

dropped it altogether.  
Chair is in place for two years  
Venue

- school vs. a “country club”
- extras that you need at the school site verses a country club (for Eagle Ridge they only charged us for food - \$27.00 per person, and they let us use all decorations that they had). We just added a center pieces.

Incentive to chair the event (other schools have used:

- tuition discount
- perks

\* Suggestion to combine WAT and Auction

- after the walk a thon have a family fun night with food, games, and the auction
- only one time a school year that you will be asked to really give
- not asking Grandparents and local sponsors to give twice

Committee members state that the Auction is “exhausting.” According to last year’s report: 2600 hours spent; this year only 16 families are working on the Auction sharing the burden of that same workload. Events need to be mixed up to keep events interesting

A committee of the SAC will be led by C. Lowney to come up with some suggestions for the future of our fundraisers. A report will be made to SAC at the March meeting, allowing for results of Auction to be studied with enough time for April calendaring for 2010-11. Others that will be asked to join this committee are: Vicki Goicovich, Alisa Fernald, Cathy Broch, Erica Dowd, Heather Watts, Michael Dowd, Kristina Ryan, Emmett McCarthy, and Tammi Blundo.

B. Development Advisory Council Report (V. Campanella) Members present at earlier DAC meeting: Greg Ryan, Catherine Lowney, Martin Orradre, Michael Dowd, Scott Higgins and Dave Reynolds. Luis Vaca, Denise Garibaldi and Lisa Weiby were excused.

It was agreed by the SAC that the minutes would be included here instead of reported at that time, so there was no discussion on the following items:

- Communications ROADMAP for Recruitment and Retention of Students was presented to the DAC in its final form, courtesy of Denise Garibaldi. This document will serve as a guideline for further Development efforts and will be updated annually.
- The ANNUAL FUND is at 87% of its goal (\$20,000). The next appeal will begin in the summer. Will determine from which publics what percentage of money is coming from. Our largest audience should dictate how this mailing is prepared in the future. The all publics database needs review and additional names added. Enlist Class Agents for decades for the past 60 years.
- WEBSITE: under constant review and update with addition of teacher profiles this year.
- RECRUITMENT: Emily phoned every new family that attended Kindergarten Open House asking them if they had any questions and if there was anyone else they knew that might be interested in SMS. Suggest a SUPPORT A STUDENT drive to the parish [letter is written annually by Christa asking for this assistance.] How can we better market to middle school parents? Stress middle school model in upcoming Sunday bulletins. Put information into Religious Education monthly newsletters.
- LEADERSHIP DEVELOPMENT WORKSHOP (late August 2010): DAC suggests posing a problem and spending entire session to work on it, i.e., Sustainability of the Auction, asking past chairs to return to chair discussion groups.
- M. Dowd: put our school’s “brand” out there so that people *want* to be associated with our events. [Sponsorship package discussion]

C. Pastor’s Report --the pastor was not present; there was no report.

VIII. COMMENTS FROM THE FLOOR--None

IX. ADJOURNMENT AND CLOSING PRAYER: Christa led the closing prayer. The meeting was adjourned at 8:57PM

Respectfully submitted,

*Vicki Campanella*