

MINUTES FOR THE SAINT ROSE SCHOOL ADVISORY COMMITTEE

7:00 P.M. December 7, 2010

Present: Greg Pizzolato, Mark Leahy, Maureen Boxrud, Will Berigan, Melissa Seebeck, Tom Thompson, Tammy Thompson, Deb Overkamp, Peggy Bakko

1. Opening prayer
2. Welcome and introductions
3. Greg's update
 - Strategic plan – there are 5 deliverables for SAC to accomplish by June this year. Comprised of setting up committees to execute the task. The timeline may shift a bit when the accreditation committee makes their recommendation, although some items can't shift.
4. Parish update
 - Lay pensions have changed from a defined benefit to a defined contribution in order to honor the commitment to those retired and retiring. Teachers will be encouraged to attend meetings held around the diocese to better understand the impact to them.
5. Budget
 - a. Thinking can budget for approximately 200 kids.
 - b. Salary savings due to retirements should allow for stable staffing numbers for the 2011-2012 school year.
 - c. Parish subsidy still to be determined
6. 5k run in planning stages to fund technology. Date to be finalized, but considering the third weekend in May.
7. Endowment – the formula is being updated. The average of the balance of the last 12 quarters will be calculated and 5% can be withdrawn as long as this doesn't fall below the historic value.
8. The development committee will put funds raised into a fund rather than in an endowment since the principle can't be spent.
9. The archdiocese will be having the meetings for parishes in structured collaborations in February. Clustering pastor assignments will be made in June/July.
10. Principal search
 - a. Committee being formed. Will be comprised of one parish council member, 2 SAC representatives, 2 teachers, the Religious Education director, and the parish administrator.
 - b. The job description will be updated and will be posted on the archdiocese website by Wednesday, 12/15.
 - c. After January 31 the staff will review candidates for interviews. Background checks will be conducted.
 - d. Principal can be hired on a probationary basis if the committee feels that makes sense.
 - e. SAC members will consider volunteering for the committee and will email Mark if they are interested.

11. Home and school update
 - a. Winter social fliers sent. Need around 200 people to attend. SAC members to attend and assist with recruiting attendees. There will be a gift card raffle.
 - b. Christmas bake sale took in about \$1,000.
12. Open forum
 - Request from Home and School to grant access to Tammy (in addition to Wendy) to update the school website as Tammy sends a lot of updates to Wendy and could save time by making the updates herself. Father will consider the request and get back to Tammy. Update – no additional access will be granted at this time.
13. Kid's sale update
 - a. Volunteers and donations needed. Still need co-lead to help Melissa with the organization and execution.
 - b. Will request volunteers from the parish.
 - c. Space is being arranged for temporary storage and sorting.
 - d. Melissa to record a school outreach message for the kid sale.
14. Marketing committee update
 - a. List of marketing ideas created. Will prioritize ideas with high impact and low effort.
 - b. Amy Barrett has volunteered to be the media contact person. She will send newsy articles to the local media on behalf of the school. Thanks Amy!
 - c. Discussing marketing tools using today, but maybe not to the full potential.
 - d. Completed a SWOT exercise, identifying Strengths, Weaknesses, Opportunities and Threats.
 - e. SAC members to review marketing idea list and SWOT and provide feedback to Mo and Melissa.
15. Development update
 - a. Need to identify and convene the endowment/fund committee before spring so the committee can meet in March/April timeframe.
 - b. Discussed the difference between endowments and development funds.
 - c. Will focus on tuition assistance and technology.
 - d. Tuition assistance is running \$50,000 - \$60,000 per year. The need is \$100,000.
 - e. Father will make a request for tuition assistance during Catholic schools week.
16. Project 75
 - a. Need to identify committee and convene first meeting.
 - b. Many focus groups conducted. Will do focus groups with parish stakeholders too.
 - c. Committee will be responsible for visioning, gathering information, providing direction to the administration etc.
 - d. SAC members to think about recommendations for this committee.
 - e. Greg to work on putting to paper what this group will be doing.
17. Lili resigned her position on SAC. Discussed replacements. Mark to reach out to Angela Warner-Bulson to see if she's willing to join.
18. Next meeting dates
 - a. 1/13 SAC budget review working session

b. 1/25 parent meeting to review budget