

School Advisory Council (SAC) Meeting Summary

March 24, 2010

Present: Sr. Joanita, Rick B., Jeryl B., David C., Jim D., Stephanie L., Susan Mc., Susan M., Lynn R., Colleen R., Jeff S.

Absent: Jada D., Gary R., Nicole S., Ginny S., Amy V., Fr. Dorsey

Items highlighted in orange represent action items

1. SAC Succession Planning

- **New Members** – Chuck Fitzgerald has agreed to act as liaison between the SAC and the St. Ursula Parish Finance Council. Other families will be offered a personal invitation to attend the May 19th SAC meeting. This meeting will be a small reception and information session for the prospective members.
- **Open Positions** – **The position of president is open for 2010-11.** We encourage any current member to consider taking on this important roll next year. Current duties can be transferred to another member to lessen the workload. Please contact Susan McKee if interested. **We also are looking for a volunteer to manage the fundraising/SAC check book.**

2. EITC (Educational Improvement Tax Credit)

- We received over \$40k in 2009-2010 from many generous donors under the EITC program. This enabled us to give nearly full scholarships to over 15 students. We have had commitments of \$4500 for 2010/2011. This is significantly lowered and could affect our ability to retain families and attract new ones. The EITC monies stay within St. Ursula School if we have enough families who qualify for aid.
- Susan McKee sent out the EITC application to all SAC members. **Each member should ask at least one local business to donate under the EITC program.** Eligible companies fill out a one page application. Even \$2,000 from a company makes a difference.

3. Festival Booth

- Ginny S. has generously agreed to be the school contact for the festival committee. The school booth will change this year to try to make more money. Susan McK and Ginny have several ideas for a booth-
 - Dunk tank - can rent one and have students, parents, or even Fr. Pat from St. Catherine's in the tank
 - Are you Smarter than a St. Ursula Student? Suggested by David Colner
 - Old-fashioned picture booth
- The SAC also discussed using the festival to showcase the school and our students – have a night where students attend wearing St. U logo clothing, have the cheerleaders attend and do cheers, have the musical cast perform a few songs at the spaghetti dinner, etc.

4. Teacher Web Pages

- **Lower grades** - SAC will work with the teachers to have the homeroom parents assist the teachers with keeping the teacher pages current. Homeroom parents may be able to help post updates on class projects, parties, etc.
- **Middle School** – The middle school teacher web pages are not all current. Since the middle school often works as a unit, Susan McKee and Jeanette discussed having just one teacher web page for the middle school. The group discussed that we could ask homeroom parents to help by taking pictures of classroom projects and sending the posts to Jeanette. **Susan McKee will follow up with Sister Joanita after she has had time to speak with Jeanette and middle school teachers.**

5. Cleaning Contract

- There has been a lot of negative feedback this year about the poor quality of the cleaning staff – dirty floors, classroom floors not being cleaned, bad bathroom odors, etc. Fr. Dorsey received bids from two companies but both are more expensive than the current company. **Susan McK will speak to him about the importance of the school being clean – both for our students and for recruitment.**

6. Middle States Accreditation

- Our Middle States Accreditation review is November 2-5, 2010. A team of 3-4 educators will come to the school. The week begins with a reception on the night of November 2. The week ends with a lunch event in which our reviewers summarize the week.
- Sr. Joanita and the teachers have been working hard on the subject write-ups for our binder. Each has taken several reports to fill out. The student resource section has yet to be done.
- The accreditation will switch to a seven year renewal instead of the current 10 years.

7. Fundraising Update

- Jim D. passed out a spreadsheet which compares fundraising for the last five years. It appears that we were able to make our fundraising goal in 2008-09. (\$109k actual, \$105 goal) Our goal this year is \$115k and we are tracking at \$75k currently with many on-going fundraisers yet to be reported.
- Many ideas came up during a brainstorming session:
 - Scrip will be promoted in April and May to encourage families to plan ahead for summer spending.
 - Our box top contests may be opened up to dime donations in addition or instead of box tops.
 - Jeryl Benson discussed a March Madness fundraiser run by an outside company that may work for St. Ursula.
 - Many members were interested in a “xxx-A-Thon” fundraiser –walking, dancing, etc. Something for the kids to get pledges for. Could make several thousand dollars if done correctly.
 - Smoker – PR High School Baseball runs a very successful one. It is typically a men-only event in which cigars are sold, spaghetti and beer are served, and speakers are provided. Larry Richert is an alumnus and Jeryl has a contact with Dave Wannstedt. We just need a location (Maybe school if we have a tent outside for smoking?), cigar company, etc. It would be a great way to draw income from outside the school.
 - There is still interest in having the Late Night Catechism as a fundraiser.

8. 100 Year Celebration

- Stephanie L. had the kick-off meeting about the 100th anniversary of the school. Many fun and exciting events are scheduled starting in 2009-10. Minutes of the planning meeting were provided to the group.

9. School Uniform

- Adherence to the school uniform policy continues to be a big problem at St. Ursula. Sr. Joanita and the Student Life Committee will coordinate a fashion show at a Mother’s tea later this year to show what outfits are appropriate. Samples were provided by School Belles.
- There was some discussion about adding tan/navy skirts to the dress code. Sr. Joanita was worried about the variety of skirts out there and enforcing the length. No decision was made on the matter.

10. Tardiness Policy

- **The SAC encourages the school office to write up a tardiness policy for inclusion in the student handbook and also send the policy home to all families.** If that can’t be done this year, a note from Sr. Joanita should go home

which identifies the frequent tardiness of our students, stating that we are developing a policy, and reminding families that school begins at 8:15.

11. Athletics

- Sports Banquet is scheduled for May 27th at the Wildwood Country Club. It is later in the year so as to not interfere with the musical and the festival. Student attendees should be about the same as prior year.
- The school is being audited by the Diocese Office for the Protection of Children and Young People. **All coaches must have their clearances completed.**
- JV Girls Basketball team was the section runner-up in the tournament this year. The Athletic Assoc is considering making a banner to mark the achievement.

12. Finance Committee

- Jeff S. and Nicole S. provided several updates about the school's budget. So far this year we have accepted less of a subsidy from the parish than the prior year.
- The committee discussed what happens if an outgoing 8th grade family fundraises above the \$500 level. It was decided that the excess fundraising cannot be transferred as a lump sum to another family, nor can the family receive any kind of refund for that amount. The 8th grade family is welcome to assign specific fundraising efforts to another family (for example, write another family's name when buying scrip).

13. Misc

- Safety Outside School Week – rescheduled for week of April 5
- A reminder will be posted that adults in the school building are not permitted to use the student bathrooms. All adult visitors and staff should use the bathrooms located in the school office. This was a critical component of the Protecting Gods Children Workshop.
- The St. Joseph's Day breakfast was a huge success with 150 attendees. Student Life has scheduled a bring-an-adult-to-lunch day on April 23 (in conjunction with Earth Day). The committee is also planning the end-of-year picnic.

Next SAC Meeting: April 21, 2010 7pm

Summer SAC Meeting: Rescheduled for June 30, 2010