

All Saints School Advisory Council (SAC)
Minutes of June 23, 2005 Meeting

ATTENDEES: Carolyn Bisulca, Dee Ann Douglas, Shana Druffner, Connie Fisher, Mike Gigl, Vivienne Leavey, Rick Ochterbeck, Pat Pope, Rich Thomas

FACULTY PRESENT: Martie Owan

OTHER MEMBERS PRESENT: Father Tom

MEETING MINUTES:

- I. The spirits and energy of all were lifted and fortified by an incredibly delicious pot-luck dinner available throughout the meeting.
- II. Call to Order and Prayer:
 1. The meeting was called to order by Pat Pope at 6:50 PM.
 2. Father Tom led the opening prayer.
- III. Routine Matters
 1. The April 14, 2005 meeting minutes were reviewed and approved with seven changes. The corrected minutes have been distributed under separate cover.
 2. Pastor's Report – Father Tom:
 - a. Father Tom continues to catch-up on Parish situations and accomplishments, is pleased by reports from many that it has been a good year, and is hopeful of continued growth in all areas.
 3. Principal's Report – Martie Owan:
 - a. There are 178 families in the School.
 - b. Next year there will be at least 5 new families and 248 students enrolled.
 - c. Next year's school calendar is posted on the web.
 - d. The new parents' Handbook is finished with changes highlighted. It should be available next week.
 - e. Martie is re-visiting the student behavior code — self-discipline based on gospel values. Martie bought for each Teacher a book ("Student Self-discipline in the Classroom and beyond"), which will be used in staff In-service Sessions.
 - f. Diocesan policies are referenced in the web.
 - g. The Staff Handbook and Crisis Management Handbook are currently being reviewed.
 - h. Parent Survey:
 - (1) Pat overviewed the results of the survey
 - (2) 47 of 133 families responded
 - (3) Overall rating was 4.81 of 5.0
 - (4) Martie will email the Parent Survey to SAC members:
 - (5) Martie will present the survey in the Parent Orientation in August
 - i. SAC decided to do another shorter survey in November of each year.

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IV. Old Business:

1. Home and School Association (HSA) – Vivyenne Leavey:
 - a. Vivyenne made the following comments concerning next year's auction:
 - (1) Pat Pope has accepted the position of Solicitation Chair
 - (2) Other chairs of the Auction are:
 - (a) Event Chair – Connie Boucher
 - (b) Items Chair – Eleanor Gilliland
 - (3) Theme is Boot Scootin' Boogie
 - (4) The Auction will be held at John Paul High School on February 11, 2006
 - (5) John Paul is handling the food, table/chairs, and similar items
 - (6) Auction Committee has discussed keeping the theme for future and adding on as needed; SAC thought this is a good idea
 - b. Vivyenne and Martie have discussed the format and content of monthly and quarterly HSA financial reporting to SAC. SAC looks forward to the reporting.
 - c. HSA has established a new position of President Elect, which has specific duties and will move to the Presidency.
 - d. HSA is assigning room-parent coordinators to be the HSA contact, provide orientation, distribute information, etc.
2. Financial Committee Report – Carolyn Bisulca
 - a. Carolyn expects this year's school actuals to be within \$1,000 of the budget.
 - b. This year's final School financials will be completed by the end of June.
 - c. Carolyn reported that the Five Year Financial Plan has been completed.
 - d. The detailed budget for next year is being finalized by the Finance Committee:
 - (1) Has same form as Five Year Financial Plan
 - (2) Budget will be more accurate than this year's because it uses this year's actuals expenses
 - (3) There are two versions of the budget projecting 265 students and 276 students
 - (4) The 2005-05 budget will balance with 276 students enrolled.
 - (5) The Budget will be reviewed with SAC and the Parish Finance Council in September when the final student enrollment is known
 - (6) The budget does not contain a Facilities Maintenance Director/Manager
 - (7) Carolyn will add a Facilities Maintenance Director/Manager to the Five Year Plan
 - (8) There is no Contingency Fund/Maintenance Repairs Fund in either the Budget or Five Year Plan (rule of thumb is 2 – 3%)

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3. Grant Writing Committee – Rich Thomas:

- a. ASCS did not get the Hillcrest Grant and has not heard from EDS or the Knights of Columbus.
- b. Learning Labs are still the #1 priority.
- c. The National Conference of Bishops is re-declaring education as its major emphasis and goal.
- d. The Grant Committee's next steps remain:
 - (1) Approach 14 pre-screened Foundations with the standard 2 page letter
 - (2) Add DVD to the 2 page letter package
 - (3) Approach Catholic Communities Foundation for athletic fields and the Library

V. New Business:

1. New Membership selection:

- a. Three people will be leaving SAC — Pat, Dee Ann, and Mike.
- b. There are five candidates for SAC membership. The SAC Constitution allows nine members. If all five candidates are selected, the SAC Constitution needs to be changed to allow 11 members.
- c. SAC will consider a President Elect position.
- d. Five candidates were reviewed:
 - (1) Four were accepted as new members
 - (2) Pat will inform the four new members by a telephone call and letter
 - (3) Martie will inform the person that was not selected
- e. August 19th (Parent Barbeque) will be the orientation session for new SAC members to include descriptions of the Ad Hoc Committees, members roles and responsibilities, etc.

2. SAC Ad Hoc Committees:

- a. Pat distributed "SAC Proposed Ad Hoc Committees 2005-06".
- b. The following decisions were made relative to the Ad Hoc Committees:
 - (1) Grant Writing Committee is part of the Vice President's responsibilities
 - (2) The following chairs were selected from current SAC Members:
 - (a) HSA — Vivienne Leavey (President of HSA)
 - (b) Plant, Facilities, and Grounds — Rick Ochterbeck
 - (c) Communications — Connie Fisher

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(d) School Finance — Carolyn Bisulca

(3) A new Ad Hoc Committee was established — Marketing and Development

3. Reserving ASCS Facilities:

- a. Shana presented a draft of the procedure.
- b. After lengthy discussion, it was decided that Shana would update the procedure with everyone's changes, distribute to SAC members, and conduct an electronic vote to be accomplish by August

4. Next Year's Officers:

- a. Pat Pope presented a slate of officers, which was reviewed, discussed, and unanimously approved.
- b. Next Year's SAC Officers are:
 - (1) President – Shana Druffner
 - (2) Vice President – Rich Thomas
 - (3) Secretary – To be selected from new membership

VI. Pat closed the meeting with a prayer.

VII. Meeting was adjourned at 9:30 PM.