

Sacred Heart School Commission Meeting  
October 9, 2019

Present: Karen Reinke (Chair), Pauline Kenny (Vice-Chair), Heather Bradford (Health and Safety), Kris Mitchke (Secretary/Parent Club Advisor), David Burroughs (Principal), Dan French (Facilities), Deacon Sam Basta

Absent: Collette McMullen (Parent Club President), Carlos Gonzales (Technology), Katie Goodrich (Legal), Tani Sethy-Sailer (Finance)

Minutes respectfully submitted by Kris Mitchke

1. Minutes from September meeting were approved
2. Auction Procurement - Karen
  - a. Auction Chairs, Ragan Kim and Tegan Clise attended the October Meeting to present options for School Commission Auction live auction package. Members present at meeting chose a Sonoma Wine tasting trip. Karen sent out email to absent members for approval. Suggested donation for each School Commission member is \$150.
3. Principal Report – David
  - a. David gave an update on new 2020 auction preparation
    - i. Student-produced videos will introduce the 2020 Fund-a-Need. Family groups will be producing a TIK TOK video with a disco theme
    - ii. This year’s auction will take place in a new ballroom at the Hyatt with an “auction in the round” format
  - b. Admissions Update
    - i. Laura Leach is working on new hard copy handouts for the Open House
    - ii. 2020 enrollment applications will be now be available in an online format
    - iii. Active outreach to preschools in the area has begun to build kindergarten enrollment for next school year
    - iv. Lawn signs are being posted in strategic locations including SHS family lawns
4. SHS Daycare Big Toy should arrive late November/Early December
5. Asphalt sidewalk by lower lot big toy is being replaced and trees will be taken down to improve student safety
6. Technology - Nothing to Report
7. Legal – Nothing to Report
8. Finance
  - a. In the black through September, no issues

9. Parents Club – Kris

- a. Trunk-or-Treat is Friday, October 25, 6-8 pm
- b. Parents Club is going to focus on an updated Scrip marketing plan to increase participation and fundraising

10. Health and Safety – Heather

- a. Emergency container has been updated
  - i. Need to add parish staff to the list of people on the SHS campus
  - ii. Bottled water expires in November. Using for school and staff events
  - iii. Discussed current practices for school safety including every-other year safety training for staff, Pre-K fire drill monthly and earthquake safety
  - iv. Clyde Hill police are patrolling more regularly to increase school safety
  - v. New cameras are being installed by church
  - vi. Visitors and staff are required to wear badges to identify and monitor visitors
  - vii. Selected staff take the “Stop the Bleed” special training for traumatic injury treatment
  - viii. Maintenance has special training to handle blood-bourn pathogens, vomit, urine and blood
- b. Vaccination procedure update: The U.S. Conference of Catholic Bishops has issued new, more stringent guidelines on vaccination requirements stating that all diocesan and archdiocesan students in the U.S. must be vaccinated with only medical exemptions allowed. The rule goes into effect January 21, 2020 but won’t be enforced until Fall of 2020. David is in contact with current SHS families impacted by this ruling

11. Facilities – Dan

- a. Dan, John Meyer (SHS Parish Facilities) and Karen met to discuss a roof plan based on current lifespan of the various roof sections of the school. Suggested an RFP process vs. awarding work to existing roofer without RFP
- b. Potentially repair roof summer 2020 with a loan to avoid phasing the project
- c. Looking for an updated seismic report although SHS construction project from recent past gives confidence we are in compliance

Next Meeting – November 13, 2019