

Sacred Heart School Commission Meeting
April 1, 2020

Present (via Teams): Karen Reinke (Chair), Fr. Madigan, Heather Bradford (Health and Safety), Kris Mitchke (Secretary/Parent Club Advisor), David Burroughs (Principal), Pauline Kenny (Vice-Chair), Tani Sethy-Sailer (Finance), Dan French (Facilities), Carlos Gonzales (Technology), Collette McMullen (Parent Club President)
Absent: Katie Goodrich (Legal)

Minutes respectfully submitted by Kris Mitchke

- Minutes from March meeting were approved
- Principal Report – David
 - How to manage fundraising for the remainder of the year?
 - Annual Fund, Big Give (May) and Jogathon
 - Is it appropriate to make an ask given economic situation?
 - Discussed alternatives to Jogathon that include student participation and competition such as a Read-a-thon?
 - Consensus that it may not be sensitive to ask at this time
 - Which school activities should come back and how can we be creative in how they are executed?
 - Be creative to allow the milestone SHS student events as best we can including Passion Play, Retreats, Graduation
- Committee Reports
 - Finance
 - Financing to date is running favorably
 - Tuition and fees are favorable
 - \$140K favorable for auction vs. budget
 - \$63 for annual fund vs. budget
 - Expect neutral actual vs. budget for expenses
 - Concerns about rest of year finance impact due to Covid shut down including:
 - Lower parish subsidies from parish
 - Impacts of closure on fundraising activities including Annual Fund, Jogathon, ESS, delayed payments of tuition from families that have lost income (cash flow issue vs. loss of cash)
 - Technology
 - TEAMS staff training has been a success
 - Discussion of training for next round of remote learning
 - SHS compiling best practices for lessons learned in development of remote learning to help other catholic schools in the archdiocese
 - Legal – No report

- Facilities
 - SHS received 3 bids mid-March for the campus upgrades
 - No economic advantage to doing all the work in one summer vs. multiple phases
 - Archdiocese has put a hold on new or current projects that are not essential or almost completed
 - Maintenance staff is working regular hours to get ahead of summer projects such as repairs, waxing floors
 - SHS will not be hiring additional maintenance staff for the summer

- Health & Safety
 - ESS staff are providing support to parish members that need assistance due to Covid
 - Delectable Catering is making lunches in coordination with Bellevue Boys and Girls Club and Amazon
 - School mass is being held via Facebook

- Parents Club
 - Distinguished Teacher/Staff awards will move forward. Nominations due on April 24.
 - School supply lists are being finalized

- New Business
 - Washington DC trip has been moved to June 14-19

- Strategic Plan Review
 - “Excelling in Academic Excellence”
 - Move to next meeting

Next Meeting: May 13, 2020