

Sacred Heart School Commission Meeting March 11, 2020

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

Minutes respectfully submitted by Kris Mitchke

- January Minutes were approved (no meeting took place in February due to Accreditation)
- Principal Report – David
 - Covid-19
 - SHS will follow the mandatory closures beginning Friday, March 13
 - Teachers have been prepping for remote learning, what to convey remotely especially for younger students
 - SHS developing a full range of subjects to keep students engaged with a daily schedule, live instruction (recording available for use outside of scheduled class time)
 - Teachers available for questions
 - Bandwidth issues may occur due to strain and use of Internet. Paper and pencil options to supplement
 - Bellevue school district to make remote learning optional. SHS will provide instruction with new/continuing course material in an effort to avoid extending school year into the summer
 - Waiting to hear about 7th/8th grade Washington D.C. Trip
 - SHS will be using Microsoft Teams (usable on a laptop, phone or tablet). SHS has a supply of devices to be loaned to students in need
 - Question raised about how many parents have elected to keep their students home before official remote learning date. On 3/10, 56 students were out, 32 sick
 - Two teacher/staff members elected to stay home due to existing health issues that put them at a higher risk
 - New Pre-K classroom
 - Current Pre-K room and reading specialist room will be split into two equally sized classrooms
 - Reading specialist will move to IT room
 - Second outdoor Pre-K play space will be identified. (Max students allowed is 20 students per play space). Pre-K students will have equal time at both play areas.
 - Enrollment
 - Numbers are still positive. Several family visits will be cancelled due to Covid-19 closures.

- Accreditation
 - SHS was rated highly-effective in most areas
 - Two areas rated effective
 - Increasing parent participation in prayer activities
 - More parents involved in creating the self-study
- Committee Reports
 - Finance
 - Income favorable
 - Salaries/benefits running \$10K favorable. Research underway to better understand reason
 - Expenses
 - Working to clarify line items for general ledger accounting
 - Build seasonality into budgeting
 - Technology
 - Meeting w/o March 16 to discuss:
 - *Bring your own device* for 5th grade
 - How tech can support 2020 Fund-a-Need
 - Teacher and staff training for Teams in process
 - Legal – Nothing to report
 - Facilities
 - Working with Architect, Kevin Broderick
 - A pre-bid walk through took place February 21
 - Four contractors submitting bids. Bids due March 19
 - Workplan will be analyzed two ways: Mobilize in one summer or split work into three summer phases
 - Contract will be negotiated with archdiocese
 - Intend to start at end of 2020 school year
 - Health & Safety – Nothing to report
 - Parents Club
 - Working on school supply lists with teachers. Lists are due Friday, March 13
 - Distinguished Teacher/Staff Award nominating forms are due by end of April
 - Jogathon scheduled for April 30
- Strategic Plan Review
 - “Engaging our Community” #4
 - Regional gatherings/Mapping families
 - Promote family gatherings in neighborhoods
 - Create an electronic contact list/online directory
- Next Meeting: April 1, 2020