

Sacred Heart School Commission Meeting Minutes
Wednesday, September 15, 2021

Present: David Burroughs (Principal), Fr. John Madigan (Sacred Heart Church Priest Administrator), Pauline Kenny (Chair), Heather Bradford (Vice Chair), Kyle Clines (Parent Club President), Merrill Behnke (Parent Club President Elect), Carlos Gonzales (Incoming Chair), Kelly Bach (Health & Safety), Kris Mitchke (Secretary), Katie Goodrich (Legal), Orville McDonald (Technology).

Absent: Father Rob

Meeting occurred in person in library.
Minutes respectfully recorded by Heather Bradford
Action items in bold

1. Welcome/Introductions – Merrill and Orville are new to committee, Carlos transitioning to Incoming Chair role, Kris will continue as secretary but also taking on Auction Chair role.
2. Schedule of meetings for 21-22 distributed for 2021-2022 year: 10/6, 11/3, 12/1, 1/5, 2/2, 3/2, 4/6, 5/4, 6/1
3. Opening Prayer by Father John
4. Approved Minutes June 3, 2021 Meeting
5. Confidentiality Agreements – Pauline distributed what School Commission members would be asked to sign (attached in email with agenda), **she will send out agreements using DocuSign this week.**
6. Principal's Update
 - a. COVID updates:
 - i. Ruvna system for daily health attestation is being utilized for morning drop off, families are improving on facilitating quick transition. Suggestion for app to allow for all QR images to be stitched together for families with more than 1 child, which would facilitate the scanning of the QR code. **David to reach out to Ruvna to suggest this change.**
 - ii. Discussion of process for close contact exposure for vaccinated and non-vaccinated children.
 - iii. Mrs Jorrisen is still teaching online, David is making steps to ease the burden for parents and students in submitting math assignments electronically given in person education for all other classes.
 - iv. Archdiocese is exploring option of on-site testing for schools.

- v. COVID policy changes to minimize risk: lunch food lines limited to hot food only, online learning option for middle school students who are quarantined (or COVID positive), limited number of grades in attendance at mass (only 3 grades to attend in person each week while rest of school watches online), optional masks while outside, class being offered in Moore Theater to maximize space, school assemblies all recorded.
- b. 2 new portables are in use, positive response from students.
- c. All grades are full except for K, 1 and 8th grade.
- d. Maker Space is being developed in a corner office of the library.
- e. Vacant positions on School Commission. **School Commission members encouraged to help recruit**
 - i. Finance
 - ii. Facilities – Charlie Herb? **Pauline to reach out.**
 - iii. Marketing

7. Committee Reports

- a. Finance – **David to send report** after the meeting, SHS is in the black.
- b. Technology – Carlos Gonzalez to meet with Orville McDonald to ease transition. There are 2 technology committees – one of teachers/parent volunteers (including Lindsey Steers and Deanna Simon), and one student led. The teacher/parent group has not met yet this year. **Carlos to assure that all School Commission meeting minutes are being posted to SHS website**
- c. Legal – Katherine Goodrich - nothing to report.
- d. Facilities – Karen Reinke emailed and indicated the roof renovation is nearly complete, final bill will be on budget.
- e. Health & Safety – Kelly Bach - the emergency container has been updated with all expired contents removed. Updated roster of student names/info has also been placed in the container for emergency funds. She is working with staff on setting up Hearing and Vision Screenings.

8. Parent's Club Report – Kyle and Merrill

- a. Outdoor movie event was success, 75 cars signed up, 60 cars attended
- b. Teacher appreciation lunch occurred last week, meal was catered
- c. Trunk or Treat is being scheduled for 10/29

9. Auction – theme is “Mad for Plaid.”

- a. Procurement announcement going out tomorrow.
- b. Kris will report out at school commission meetings as indicated
- c. Heather to assist with minutes to lessen Kris' workload during this busy time.

10. Church updates – Father John:

- a. 5pm mass on Sunday should see increase in attendance as more activities are occurring prior to mass, including faith formation (17 students). Children Liturgy of the Word also to occur during this mass. RCIA class is starting.
- b. Memorial for Father Pat Ritter 9/30/2021

11. New Business

- a. Classroom Instagram accounts being reused year to year and not updating as to which parents are followers, parents remaining on account despite not having child in the class.
- b. Bloomz not being fully utilized by some parents, may want to consider using From the Heart or Sway for CCC to parent communication. Orville and Carlos will bring this and Instagram topic to technology meeting. David to explore possibility of CCCs (parent leader/grade) to write each week a parent section of Sway that would replace Bloomz messaging.**
- c. Supporting families in need – is there a service committee that assists with this? (ie. 1 parent had surgery, is ill). This role is new service position. **David to share this information in From the Heart**
- d. Request to share information to parents via Sway as to which grade is attending mass each week (occurring in groups of 3 grades). David to disseminate this information in From the Heart.**

12. Strategic Plan Review – *not addressed at this meeting due to time constraints*

Next Meeting: October 6, 2021