

Sacred Heart School Commission Meeting Minutes  
Wednesday, October 6, 2021

Present: David Burroughs (Principal), Pauline Kenny (Chair), Kyle Clines (Parent Club President), Carlos Gonzales (Incoming Chair), Kelly Bach (Health & Safety), Kris Mitchke (Secretary), Orville McDonald (Technology), Karen Reinke (PAA/Finance), and Charlie Herb (Facilities).

Absent: Fr. John Madigan (Sacred Heart Church Priest Administrator), Father Rob, Heather Bradford (Vice Chair), Merrill Behnke (Parent Club President Elect), Katie Goodrich (Legal)

Meeting occurred in person in library.  
Minutes respectfully recorded by Pauline Kenny

1. Welcome/Introductions – Karen Reinke will assume the Finance role, Charlie Herb will assume the Facilities role.
2. Opening Prayer by David Burroughs.
3. Approved Minutes September 15, 2021 Meeting
4. Auction update—Kris Mitchke
  - a. 50% participation to date
  - b. Procured 75% of live auction items
  - c. Auction teams are strong and organized
  - d. School commission live auction item will be a golf package location/details are in process
  - e. School commission cash procurements are to be noted as “School Commission” procurement
5. Committee Reports
  - a. Finance/Facilities – Karen Reinke
    - i. SHS ended fiscal year (June 30) and Q1 (September 30) in the black
    - ii. First PPP loan forgiven; used proceeds to pay for roof (no loan needed from Archdiocese)
    - iii. Roof project is almost complete; ladders to be installed and hatch to roof in janitors closet to be installed
    - iv. Second PPP loan submitted for forgiveness
    - v. Portables up and running; in addition to being used for school classrooms during the week they are being used for faith formation on weekends
  - b. Technology – Carlos Gonzalez/Orville McDonald—Orville was unable to attend last week’s technology committee meeting; Carlos provided report/update.

- i. Makers Space
      - 1. Working on how to integrate into the curriculum
      - 2. Working on how to better use library space for multipurpose space—maker space, library, library classroom, ESS
      - 3. Back portion of library is currently being used for Makers Space
    - ii. Communication Tools (Instagram, Bloomz, etc.)
      - 1. Working to resolve pain points
      - 2. need to figure out purpose/audience for each tool
      - 3. Need to develop guidelines
  - c. Legal – Katherine Goodrich - nothing to report.
  - d. Facilities – see Finance/Facilities report above.
  - e. Health & Safety – Kelly Bach – Hearing screenings will be conducted next month. Emergency bins have been restocked; just waiting on a few items.
- 6. Parent’s Club Report – Kyle
  - a. Trunk Hunt October 29 6pm-7pm
  - b. Pizza Night (community event), Friday, October 9; sold out quickly.
- 7. Principal Update
  - a. Archdiocese has approved COVID testing at Sacred Heart for CYO basketball; Archdiocese testing requirements for COVID: (non-vaccinated players will need to be tested for COVID 2x per week).
- 8. Strategic Plan Review –
  - a. Reviewed: Strengthening Our Faith
    - i. Work on engaging student to participate in Mass as altar servers, readers, etc.
    - ii. Communicate altar server training to students who aged in to altar serving during COVID shut downs
  - b. Schedule for other sections:
    - i. November: Engaging Our Community—Students
    - ii. December: Engaging Our Community—Current Parents
    - iii. January: Engaging Our Community—Larger Community
    - iv. February: Engaging Our Community—Regional Gatherings/Mapping Families
    - v. March: Excelling in Academics—Develop a competitive compensation system for school employees
    - vi. April: Excelling in Academics—Focus on SLEs
    - vii. May: Excelling in Academics—Continuous review of curricula

Next Meeting: November 3, 2021