

Meeting Minutes
St. Rose of Lima
School Advisory Commission
April 8, 2008
(Approved May 13, 2008)



The meeting was called to order at 6:45 p.m.

I. **Opening Prayer:** Mike Shoenberger led opening prayer.

II. **Routine Matters:**

A. Attendees/Guests: Ms. Smoley, Debbie Vigil, Janis Wuelfing, Randy McGuire, Mike Shoenberger, Laura Zabriskie, Chris Altobell, Trudy Fidler, present

B. Absent: Fr. McKeon

C. Approval of Minutes. March 12, 2008 minutes were approved as is.

III. **Reports:**

A. **Principal's Report.** When Fr. McKeon retires in June the church will also be celebrating a 100 year picnic. To honor Fr. McKeon's service to our community the school would like to send him off with a memorable farewell. Ideas on what the school community can do, was discussed. A scrapbook of chronological information of the times in California coupled with how he touched our community during that time could be made. At a previous school where Ms. Smoley worked in Chico, the SAC gave the exiting priest a gift. It was felt that something should be done by the students such as individual reflections or poems.

Registration is completed for TK and K. Both grades are filled for 2008-2009. Ms. Smoley will check in with exiting families who are leaving. Reasons generally include special needs, relocation, or finances. St. Rose has no formal exit interview to give out so Ms. Smoley will phone them. 2 families who were interested in moving to Roseville were unable to sell their homes in the Bay Area to relocate and thus did not come.

The WASC/WCEA process continues. The team is reviewing our in-Depth studies including, What students learn, How they learn, and Assess how it's used. Process improvement is ongoing. Grade level meetings for staff have occurred for instructors to meet and articulate with peer educators in the diocese. Math will include differentiated instruction for 6-8 grades, to include, general, accelerated and remedial levels. Many instructors are reviewing this model for implementation at St. Rose. Math texts are still being evaluated for K-5th.

The question arose regarding expanding the science program. Mrs. Kennedy is a great resource for our school at all levels in this field.

The WASC/WCEA surveys are being reviewed by the leadership team that includes Mrs. Hubrig, Mrs. Brys, Ms. Castori and Ms. Smoley. There were 127 responses. The Barsotti family won the survey scrip certificate. In reviewing the new version draft 4 of the mission statement, written by the teachers, it was noted that there is no mention of God in the statement. This will go back for review. The SLE-student learning expectations draft 2 will be sent to an additional 2 parents per grade for editing and comments. Ms. Smoley wants both the SLE and mission statement finalized by the end of this school year because the self study will reflect from both new documents.

B. **Finance:** No report available at the meeting, but was distributed the next morning. Finances reflect 10 accounts in arrears valued at 26,195, down from 34,419 last month. The golf tournament is being reviewed for its fundraising worth. Parent Guild is discerning what would increase fundraising if golf does

not work. So far there are two title sponsors, committed for \$2500 each. Golf gives the impression that it is only for school families. Perhaps a carnival, with food, bingo, alcohol including ticket purchases to participate in games may work. Involving immediate alumni, 9th and 10th grades would create an alumni base. Mike noted that many schools sell car wash tickets where half the proceeds benefit the school. Also, Scrip could be marketed better. Parent Guild has a point position for scrip marketing, but it is felt that it is not really being marketed. The parish is not educated about its value to the school. Scrip sales were at \$4300 at the Dennis uniform sale at registration.

C. **Facilities:** Randy noted that we have open access at certain sites.

D. **Communication:** Some people expressed interest in forcing an email to them with the weekly Newslite. We want people to visit the website for additional information available there regarding classrooms etc. The Newslite and InSights are available, but parents need to make the habit of checking for this information.

E. **Nominations:** Debbie will invite the incoming members to the May meeting. At this meeting officers for 2008-09 will be determined and Committee heads will be selected. Information regarding position descriptions will be available prior the May meeting for members to decide what position best suits their abilities.

IV. **Old Business:** Two committees presented by Ms. Smoley at the March meeting were discussed.

A. **Strategic Planning Committee.** Ms. Smoley distributed 2 handouts to the prospective committee members, Mike, Janis, and Chris. The NCEA provides information to the diocese for non-profits and differentiates between long-range vs. strategic planning. Talks with Gale Sherman and the new pastor will be helpful in developing this committee, and creating an action plan.

B. **Safety Planning Committee.** "Early warning, timely response" was given to Randy. He will review easy access sites, where we need to lock down. Ms. Smoley has a map of the school to check out. Two schools in the area within our diocese have a lockdown plan in place, and St. Pat's in Sacramento had an actual lockdown. It may be of value to check with St. Mel and St. Pat's in how they developed their lockdown plan. Janis suggested contacting the City of Roseville for ideas. They could visit the school site and help develop our safety lockdown plan. The disaster drill or lockdown could be a part of the overall safety plan. In the future, two weeks after the usual SAC meeting, the safety and strategic planning committees will meet.

V. **New Business:** None.

VI. **Adjournment/Prayer:** The closing prayer was led by Debbie Vigil. The meeting was adjourned at 8:30 p.m. The next meeting will be held May 13, 2008 at 6:30 in the school library.