

September 21, 2015
CSAC Meeting Minutes
HSPS Faculty Room

Meeting called to order by Laura Walcott at 6:30 p.m.

Individuals Present: Rosemary Mendoza, Jane Dolcini, David Pellegrini, Patrick McIntosh, Laura Walcott, Matt Wells, Fr. Dan Looney, Jessica Blonien, Eve Martinez, Andy Fiske, and Denise Ackerman. Also present: Monica Gonzales and Maddie Burgos

Members Absent: None

Jessica Blonien moved to approve the minutes from the August 31, 2015 meeting. Motion seconded by Matt Wells. Minutes approved.

Prior Action Items (from 8/31/15):

- Laura to look at calendar offline and send new dates to avoid conflicts with holidays and teacher in service days.
- CSAC update in monthly newsletters (include link to the minutes?).
- Create color guard for flag?
- David, Andy and Patrick to build a budget for big ticket facility items?
- Put clear information on the website about the parent club and opportunities for participation.
- Match all new families up with buddy families (Kinder with 7th grade families; also new families in other grades). (Laura and Patrick).

Current Action Items (9/21/15):

- Jessica will scan and distribute the CSAC manual received at the training.
- Patrick to decide how widely to distribute TK viability survey based upon feedback from CSAC.
- Matt (or Eve) to send acknowledgement and thank you for those who have completed the survey already, set a deadline (in a couple of weeks) for completing the survey, and a reminder to complete before the survey is shut down.
- Jane will update Beehively with the change in roles for Matt and Eve (to Parent Engagement and Community Relations, respectively.) Handbook is already published and out.
- David to discuss clearing out area behind extension with Elvino. (Should this really come from Patrick or Jane?)
- David and Patrick to meet to discuss security handbook and possibility of forming an ad hoc safety committee for broader input from the community.
- Eve to look at LPCA grant requirements and contact Sydney Young to see if any LPCA grant money would be available or appropriate for installation of surveillance system.
- At morning prayer Patrick will remind students not to ride their bikes on the sidewalk.
- Patrick to have 1/2 of the large front gate opened in the morning from 7:45 - 8:00 a.m.
- Patrick will compose a message about formal uniform expectations and it will be distributed prior to the next formal Friday on October 2nd.

- Andy will provide a finance update at the next CSAC meeting.

Laura Walcott - Report from Chair:

Laura Walcott , Patrick McIntosh and Matt Wells attended the CSAC training. They reviewed and discussed standards and policies with other schools. Our format is within the range of other CSAC structures. They also discussed with other schools their parent clubs and how that fits into (complements) CSAC. They determined there is no stringent format or rules. The training received was a trigger for the Parent Club survey recently developed and released by Eve Martinez (discussed further below). Laura Walcott plans to meet with OLA Parent Club. Matt Wells plans to meet with Sacred Heart CSAC.

Patrick McIntosh's take-away from the training was that CSAC is advisory in nature, not a decision making body. It is key for CSAC to bring topics for discussion, then leverage the leadership within CSAC (and others) to take back into the community and be action oriented. This is consistent with our CSAC and our goal to be mission-centered and collaborate to bring positive contributions to our school community. This was emphasized by Laura at our first meeting this year. CSAC can create ad hoc committees if and when needed to work on specific projects or ideas.

Laura has a CSAC manual from the training they attended.

A question arose about the voting nature of CSAC. Fr. Dan emphasized that rather than voting on issues that could be divisive, the Parish Council has adopted a consensus building approach. CSAC has used and will continue to use a consensus building approach. Members should still be willing to actively participate in discussions. If disagreement and divisive issue arise, perhaps table it for another time until more consensus can be built rather than moving forward with an idea that is divisive.

Action Item - Jessica will scan and distribute the CSAC manual received at the training.

Patrick - Principal Update:

- This upcoming Friday is annual diocesan training (Ministry Days), therefore, no school.
- Patrick is planning to send out this week a questionnaire regarding the viability of a TK program at HSPS. The survey will be going out to the HSPS community, including parents and teachers. (Suggestion to send it out to broader Land Park community to gauge interest in the broader community. Perhaps use Next Door, LPCA distribution lists or include a link to the survey in the parish newsletter.)

Action Item - Patrick to decide how widely to distribute TK viability survey based upon feedback from CSAC.

- Patrick reported that the 6th grade field trip went well and that plans for the 8th grade trip for the first week of October are well underway.

- Family Fun Bingo Night was successful and a nice community event.

Fr. Dan:

- Parish has bought duplex next to the church on Cordano Way. Need to determine how best to repurpose both the duplex and the current rectory to best serve the needs of the parish, particularly for meeting space needs.

- No word on who will be brought in when Fr. Dan retires. This decision is up to Bishop Soto.

Rosemary - Development:

- Annual Fund letters have gone out. Commitment Thursday is coming up. This is an ambitious drive for the parent phase. Encourage community to leverage any available matching funds.

- Jogathon has a new theme: Run For Funds. Sponsorships are currently being solicited. Existing/past sponsors are approached first. David expressed interest in being a sponsor this year.

- Events for the year have been identified. One minor change is to the parent appreciation night. It has been changed from April 18th to April 15th. More details to come!

Jessica - Catholic Identity and Mission Effectiveness:

- Jessica submitted her report to Laura before the meeting. it is attached to these minutes and incorporated. Community Service Club is being formed. Patrick is recruiting 8th graders and Jessica will support the club. The first club meeting will be on October 2, 2015.

- Mustard Seed lunches are continuing.

Eve Martinez - Parent Club:

- Survey regarding the "Parent Club" has been distributed to parents. Seeking feedback about issues and ideas. As of the meeting we have received 21 replies. Most of the responses have been positive and parents would like to see the parent club relaunched. Most feedback has emphasized that it should be kept inclusive and not devolve into cliques. One response was more negative in nature. Survey provides an opportunity to be heard. The feedback can be anonymous. All feedback and responses are important and will be considered in shaping the new Parent Club/Parent Community. A suggestion was made that a deadline for completing the survey should be set. Also, an e-mail acknowledging parents who have already completed the survey should be sent (we don't want the parents who have engaged to become disenfranchised).

- Eve previously discussed with Patrick, Laura and Matt the future of the Parent Club and the best CSAC representative. Matt has some historical knowledge about prior Parent Club and will be switching roles with Eve. Eve will now switch to Community Relations role on CSAC and will meet offline with Laura to discuss further. Of course, Eve and Matt will work collaboratively since the roles overlap in many areas. CSAC hopes to encourage more people in the community to participate and be included.

Action Item - Matt to send acknowledgement and thank you for those who have completed the survey already, set a deadline (in a couple of weeks) for completing the survey, and a reminder to complete before the survey is shut down.

Action Item - Jane will update Beehively with the change in roles for Matt and Eve (to Parent Engagement and Community Relations, respectively.) Handbook is already published and out.

David - Facilities:

- Exterior lighting - still needs to be improved. Getting bid.

- One security/maintenance issue is the area behind extension needs to be cleared out. Elvino should be able to accomplish this. David also offered to get it done.

Action Item - David to discuss clearing out area behind extension with Elvino. (Should this really come from Patrick or Jane?)

- David has reviewed the school's existing security handbook. This is a fairly standard handbook, David is getting another sample security handbook from a local public school.

Positive note is that all teachers have the current version in their classrooms. David will schedule a separate meeting with Patrick to discuss manual and procedures in further detail.

Several questions arose, including: what are our procedures concerning transients? Do we call non-emergency police number? What about cameras for campus? A recent bike theft incident. (Also bike theft last year). Look into security systems/cameras available for retail purchase? Get bids from professional security service? Determine if prior bids (obtained by Fran Wise) can be located to get an idea about what has already been considered.

Other questions include procedures for extension in case of an emergency. Kids need to be aware of procedures, practice procedures and extension needs to communicate with the parents. Patrick and Lulu recently discussed the protocol about extension. During the fatal shooting at Sacramento City College recently, extension got put on lock down. Question about whether extension parents were properly notified about lock down. Police will notify the school if it gets put on lock down during school hours. Monica indicated that if a school (like ours) has an after school program, we are to notify and register it with the local police. We need to verify whether or not our after school program is registered. We need a clear protocol in place and notify Sacramento PD. Is a safety committee necessary? Monica has offered to participate if an ad hoc committee is formed. Has protocol already been developed? (Need to leverage past experience.) Positive feedback about automatic communication utilized the next day when kids walked to church.

Action Item - David and Patrick to meet to discuss security handbook and possibility of forming an ad hoc safety committee for broader input from the community.

Action Item - Eve to look at LPCA grant requirements and contact Sydney Young to see if any LPCA grant money would be available or appropriate for installation of surveillance system.

Other Items:

- Kids seen riding bikes on the sidewalk leading up to the school. There is a concern about the safety of other children (especially the smaller kids.) Students are supposed to get off their bikes at the curb and walk their bikes onto campus.

Action Item - At morning prayer Patrick will remind students not to ride their bikes on the sidewalk.

- The front gate is propped open in the morning with a cone and this creates a bottleneck at the gate in the morning as students are rushing into school in the morning. CSAC discussed having 1/2 the gate opened in the morning so students are so crowded in the morning. (Possible alternative not discussed is having a door stop installed. Do not know if gate is too heavy.)

Action Item - Patrick to have 1/2 of the large front gate opened in the morning from 7:45 - 8:00 a.m.

Communication Issues:

- There are still some complaints being heard from the community that some communications are going into a "black hole" and not receiving responses. This creates frustration for parents. This should be addressed by at least acknowledging communications even if all answers are not available (or disclosable) at the time.

- Some parents have really enjoyed Facebook posts. There are several parents that are not on (and for security reasons will not join) Facebook or other social media. So, Facebook should not been relied upon as a way of communicating important information (such as uniform policy) to the community as a whole.

Formal Uniform:

Patrick needs to articulate the "how, why and what" for the formal uniform policy. Patrick stated the educational piece about the formal uniform policy is still missing and needs to be developed (and communicated). This will help build understanding to gain support. Patrick wants to word it appropriately. The next formal Friday is October 2nd. Patrick is soliciting input for how he can best lay out the policy with the "how, why and what" of the policy. One idea for educating the students about acceptable formal dress attire is to use the kids for a "fashion show" with acceptable and unacceptable models. For instance, are bow ties for boys acceptable? Should they be navy like all of the other ties, or can they be in the school plaid? Purpose of the policy is not to "catch" and discipline the students. It should be to unify the school and show pride in their appearance. This is particularly significant on Fridays when the students are going to Mass. (It shows a good example for the students for Patrick to be in formal dress on Fridays as well.)

Action Item – Patrick will compose a message about formal uniform expectations and it will be distributed prior to the next formal Friday on October 2nd.

Value Based Marketing Program:

Patrick is working to have the website revamped. Our current website is static. Goal is to make it more dynamic and drive traffic to our website based on key words/phrases such as "Sacramento Catholic School". Efforts will include a blog with contributions from faculty. Topics could include educating the community about Common Core. Patrick will be asking teachers to upload one video per month. These videos will be designed to create value and drive traffic.

Andy - Finance:

Andy still needs to connect with Pete to transition review of financial reports.

Action Item – Andy will provide a finance update at the next CSAC meeting.

Remaining Agenda items were tabled until next meeting. We concluded with a closing prayer and the meeting was adjourned at 8:00 p.m.

Next Meeting Date: