



SCHOOL ADVISORY COUNCIL MINUTES
OCTOBER 17, 2019
St. James the Apostle Catholic School

St. James the Apostle Catholic School is a Christ-centered community where children can grow in faith, values of service and academic excellence.

Members Present: Christine Aguilera, Debra Harrison, Thelma Campa, Jessica Garcia, Brenda Pina, Angela Ruiz, Raul Espinoza, Giovanni Ontiveros, Sr. Debbie Walker, Dr. Jennifer Grenardo, Eddie Molina

Members Absent: Matthew Navarrez, Mona Lopez, Hector Perez

Approval of Minutes

General Reports

- Principal's Report – See below
- PTC Report
 - Family Mass Breakfast Sales: March 22nd, 8th Grade Breakfast on Jan. 26th
 - PTC restaurant fundraiser:
 - Raising Cane FUNdraiser – raised \$208
 - Panda Express FUNdraiser- raised \$194
 - Urban Air FUNdraiser- raised \$190
 - Willie's Icehouse FUNdraiser Dec.11th
 - Parent's Night Out Dec.6th
 - Halloween FUN Day held Thurs Oct 31
 - Hope for the Future 5K – Sun., Oct. 27th at Morgan's Wonderland until 3 pm
 - Kickball Tourn. – Nov. 2nd @ 5 Diamonds
 - \$150/team - \$10/carload
 - **POSTPONED UNTIL FURTHER NOTICE**
 - Committee is working on various grant application
 - GENERAL PTC MEETING scheduled for November 19th; held November 13th
 - Officer Rodriguez – Cybersecurity/Online apps/Drug awareness
- Parish Report
 - Celebrating 65 Years
 - Festival – Held Oct. 20th from 12 noon – 10 pm
 - School covered hamburger booth, street tacos booth, fish pond game, and balloon pop game
 - CCD starts Sept. 21st

Old Business

- Strategic Plan – Review and finalize
 - Credit Card fees - Ideas:
 - 1.Unanimously Voted to charge \$3.00 per transaction to consumer
 - *Mr. Molina -Proposed motion
 - * Ms.Campa – 2nd the motion
- Other options:
 - * Frost bank for better rates?
 - *FACTS Credit Card use
- Parking Lot solutions: IN PROGRESS

- 1. Mr. Farias is putting up cones
- 2. Enter/Exit only signs
- 3. Teachers are being asked to park alongside the gym and church
- Committee Reports – Compose written goals for the year
 - Nominating - Christine Aguilera, Matthew Navarrez, Mona Lopez
 - Include community members/individuals outside of school
 - Promote SAC in April to encourage nominations
 - Work/meet during the summer
 - Bring in at least 4 new members per year
 - Establish a procedure for approving new members
 - Implement a process to determine length of term for current members
 - Finance - Raul Espinoza, Thelma Campa, Christine Aguilera, Matthew Navarrez
 - Manage the school effectively in the areas of finance and governance
 - Review budget and tuition annually
 - Review financial statements monthly
 - Implement cost saving measures
 - Establish and improve alternative fundraising and grants
 - Building and grounds - Matthew Navarrez, Hector Perez, Eddie Molina
 - Maintain current equipment/grounds in working order
 - Implement a monthly maintenance program – AC/Heating, plumbing, grass, trash, etc.
 - Prioritize items that need to be repaired
 - Develop a list of services to do repairs. Use alumni and parent who have business to service school and grounds. Thank businesses publically through newsletter and bulletins.
 - Assign classes to take care of yard.
 - Make repairs with new building in mind
 - Policy and Planning - Eddie Molina, Angela Ruiz, Debra Harrison, Hector Perez
 - Continue review of current handbook and update when necessary
 - Marketing/ Development - Brenda Pina, Debra Harrison
 - Advertise with S.A. Magazine – focus on enrollment times; fund through local businesses
 - Advertise with flyers at free locations, such as Starbucks
 - Send out updates brochures
 - Create and post a professional promo video
 - Add new professional photos to website
 - Local Grievance Council - Brenda Pina, Thelma Campa, Mona Lopez, Angela Ruiz, Jessica Garcia

New Business

- Salesian Sisters Provincial Chapter Preparation - Provide feedback
 - Identify with the young people and the laity, the most urgent challenges for our communities.
 - What are the most challenging issues facing the youth of today?
 - What are the most challenging issues facing families today?
 - What are the most challenging issues we face in Catholic Education?
- Annual School Budget - Review and finalize
- St. James Christmas program expenses

1. Location: Edgewood Theater of the Performing Arts
2. Capacity of location: 1500/ Tickets sold 1300/Tickets sold at \$2.00 each
3. \$500 - Rental of headsets (Set of 6)
4. \$300 - To bus students to theater for rehearsal
5. \$2100 - rental fee for theater
6. Possible ticket price increase

Motion proposed to increase Christmas Program ticket sale from \$2.00 to \$4.00

1. Giovanni Ontiveros proposed the motion
2. Hector Perez 2nd the motion
3. All in favor- Unanimously voted to raise Christmas Program price to \$4.00 each

- PTC- event to raise monies for maintenance fund
- Student Council to lower flags for the day, raise in the morning & lower to half-staff when applicable
- Nominating new members
 1. Outside of SAC
 2. Promote nominations in April/to be selected in May
 3. Bring in 4 new members
 4. Discuss length of term for a SAC member
 5. Propose budget in April
- Discussed offering service hours to Coaches? CYO? Or just keep it school related
- Incentive for service hours
 1. Gift cards
 2. Retainer of \$20.00 per month, per family will be added to tuition thru FACTS ,if and when service hours have been completed ,balance will go towards early bird registration fee
 3. Set percentage amount discounted for early bird registration upon completion of service hours

Next meeting – Thurs. November 21, 2019

Closing Prayer

A Council Member's Prayer

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Before we begin our meeting, let us take a moment to thank the Lord for this opportunity to be here, working together toward the common goal of enriching Catholic education.

Guide us, Lord, so that we may unite in the spirit of mutual respect and exchange of ideas and goals , not as individuals entities, but as Catholic community we strive to be.

In our discussion here today, let us not forget for whom we do this: our school and our students.

As always, we seek your guidance and inspiration in all our thoughts and decisions. Dear Lord, we pray that this will be a productive and successful meeting.

Through Christ our Lord, Amen.



**St. James the Apostle Catholic School
School Advisory Council – Principal Report
October 17, 2019**

Ten Ways to Love

GIVE
without sparing



"The righteous give without sparing."
Proverbs 18:24

#Holiness for You Too
October

Completed by: Dr. Jennifer Grenardo, Ed.D.

Enrollment: 325 students

Staffing Report: Our staff is complete!

Honors: 7th and 8th grade students served as hosts at The Spirit of St. James Gala.

Promo Video – <https://stjameschoolsa.org/>

Video from Archbishop Gustavo - <https://stjameschoolsa.org/our-future>

Curriculum:

- NWEA Assessment – Results will be shared with parents during parent-teacher conferences.
 - Teacher attended professional development on NWEA on Fri., Oct. 11th
- Secured Grants for 2019-2020:
 - Swim Safety Training for Pre-K 3 and Pre-K 4
 - Pre-K 4 will attend swim safety lessons at the YMCA Dec. 2nd – 6th
- Outdoor Learning Center and HighScope
 - Pre-K 3 and Pre-K 4 teachers will attend five sessions of professional development this fall to learn about the HighScope curriculum
 - Sept. 26th and 27th design consultants visited our school to plan an outdoor learning space for our Early Learning Center students.
- Thank you to Mr. Hector Pena for the donation of 12 Smartboards and projectors along with clickers, and new tables for Spanish classes in the Marian Center!
- Faculty Formative Assessments are taking place
- Quiz Bowl 1st Quarter Round took place last week led by Mrs. Phillips
- End of 1st quarter is Fri., Oct. 18th – Students will earn awards for Perfect Attendance, AR, Honors, High Honors
- Counseling Training: Second Step Bullying Prevention and Kimochis
- Christmas Program – 2nd quarter middle school elective lead by Mrs. Phillips
- Student Council Elections are taking place this week lead by Ms. Howell
- Pray the Rosary with the Sisters – 3rd Monday of each month at 4 pm in the convent

Events:

- Fri., Oct. 18th – End of 1st Quarter
- Sat., Oct. 20th – Parish Festival
- Wed., Oct. 23rd – McGuff Safety Assembly for Pre-K 3 through 3rd grade
- Thurs., Oct. 24th – SACADA Drug Awareness Assembly for 4th – 8th grade
- Thurs., Oct. 24th & Fri., Oct. 25th – Early Release, Parent-Teacher Conferences
- Sun., Oct. 27th – Hope for the Future 5K Run - <https://www.archsa.org/fun-run-with-a-mission-2019>
- Thurs., Oct. 31st – Halloween Parade – open to all; Halloween carnival: ELC with adult, 1st-8th with class – 8th grade fundraiser
- Fri., Nov. 1st – All Saints Mass
- Sat., Nov. 2nd – PTC Kickball Tournament and Cheer 4 Christ competition through CAAC
- Fri., Nov. 8th – Chuck E. Cheese FUNdraiser
- Sat. Nov. 9th - The Assembly
- Mon., Nov. 10th – No School
- Sun., Nov. 17th – School Family Mass @ 10 am

Ten Ways to Love

PRAY
without ceasing

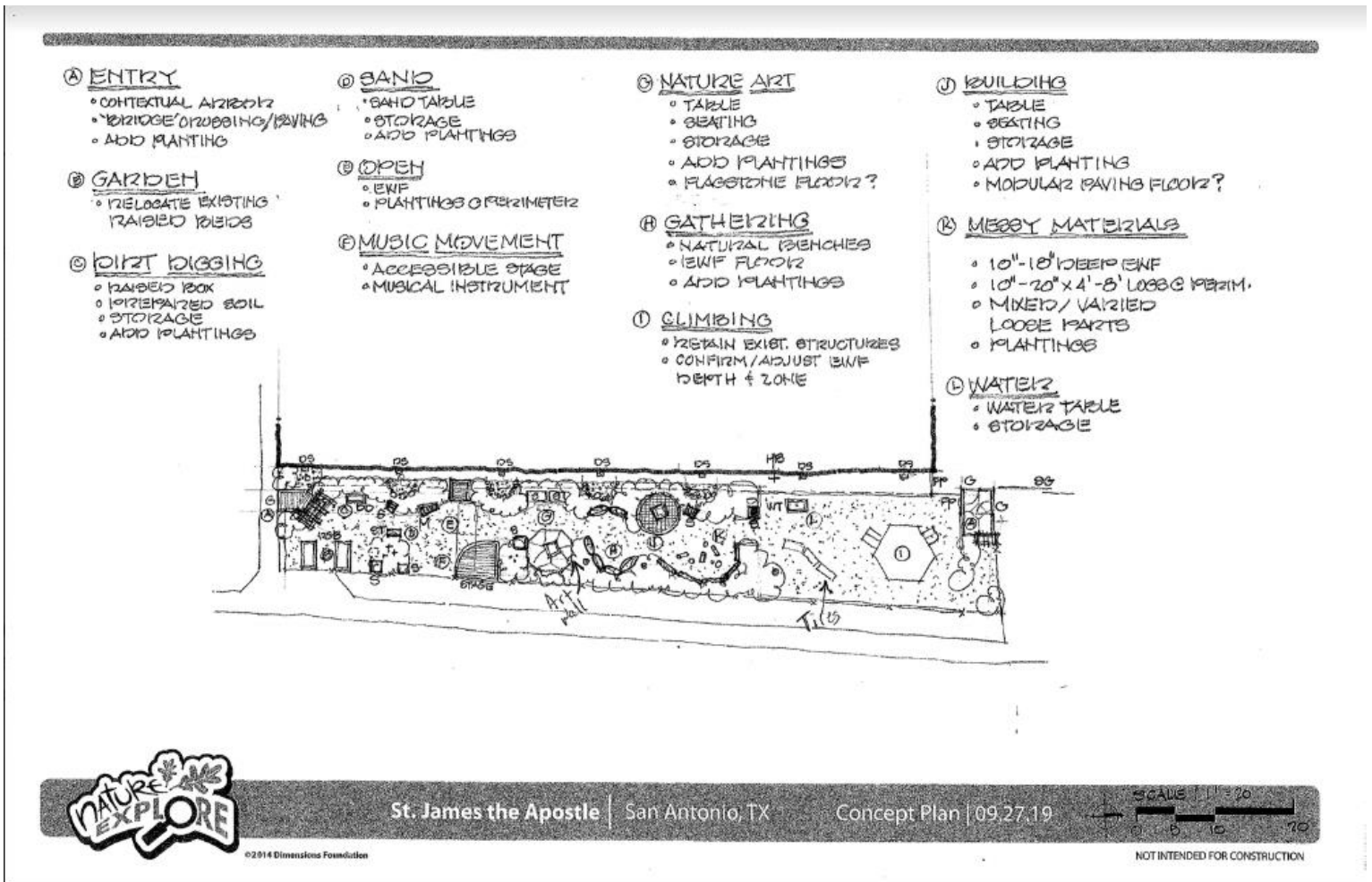


"Since the day we heard about you, we have not stopped praying for you." Colossians 1:9

#Holiness for You Too
November

- Tues., Nov. 19th – General PTC Meeting @ 6 pm
- Thurs., Nov. 21st – SAC Meeting @ 6 pm
- Nov. 25th – 29th – Thanksgiving Vacation

Maintenance:



- Need new electrical panel for ELC
- AC/Heater went out in school office

Policy:

Tardy Policy – 15 tardies = \$5 fee per tardy, 20 tardies = \$10 fee per tardy

Volunteer Parent Service Hours – CYO, coaches, etc.

Dress Code – no anklets

Credit Card Fees: 3%

- Based on the report we get from Clover Check Acceptance all checks we process are charged the following:
- Total amount of all processed check inquires @ 1.50% (ex: \$ 340.00 x 1.50% = \$5.10)
- Total transactions @ 0.20 (ex: 14 transactions @ 0.20 = \$2.80)