

St. John Vianney Catholic School  
Advisory Board  
Minutes – March 17, 2010

Members Present: Tricia Sidell, Sr. Ignacia, Veronica Ramirez, Missy Missigman, Stu Seim, Trisha San Miguel, Dan Ashlock, Fr. John

Member	Position
Stacy Missigman	President
Dan Ashlock	Vice President
Trisha San Miguel	Secretary
Tricia Sidell	Parish Finance
Georgia Gonzalez	Development Committee
Public Relations & Media, Student Recruitment	Maria Mesquite and Veronica Ramirez
Stu Seim	Member
Vacant	Finance Committee
Sr. Ignacia Carrillo	SJV Principal
Fr. John Herman	SJV Pastor

Call to Order

Meeting was called to order at 7:04pm by the board president.

Opening Prayer

The meeting opened with an opening prayer by the Fr. John.

Open Forum

No comments from the floor.

School Report

Sr. Ignacia gave a brief update on the accreditation process. To date things have gone very well. On 3/23/10 Sr. Ignacia will present to staff.

Mission Trip – Sr. Ignacia has been blessed to have the opportunity to travel to South America. She will depart on 4/7 and return on 5/7/10. In her absence Srs. Roble and Vuong will be on campus to offer assistance. Sr. Ignacia has reviewed the crisis plan with Emma from the parish and Fr. John.

MMASS – Sr. Ignacia mentioned the ongoing efforts of this newly formed group. There is a meeting is scheduled for Friday, 3/26 to provide additional clarification on the purpose of the group and how it was created. Childcare will be provided. The group will develop 3-5 goals and establish how the goals will be met. The group consists of approximately ten parents.

Enrollment – Sr. Ignacia doesn't have an exact enrollment number, but the numbers are increasing. Teachers are to ask students who will be returning the following school year. Sr. Ignacia is asking for a list of those non-returning students and she will personally contact each parent.

### Cafeteria

A candidate has been interviewed and has met with Patti. This candidate has been shadowing Patti in her every day duties. The candidate has years of experience in this arena. However, we are still exploring other options, including an alternative from the Avondale school district. Litchfield Elementary is too pricey and has been eliminated. Sr. Ignacia plans to test the food at the Avondale district before making a final decision.

### Ongoing Communication Initiatives

Questions / Suggestion Box – A suggestion box will be placed in the office for parents at the beginning of the upcoming school year. Suggestions can be submitted anonymously. Sr. Ignacia will review the suggestions and follow up. If a particular question concerns a specific student, parents will be asked to follow the proper chain of command. Suggestion and questions will be directed so they can be addressed by the proper personnel or group(s). Comments from the question / suggestion box will also be considered for wider discussion at the next HSA meeting. Board members discussed several communication-improvement initiatives. Ideas will be sifted and refined in the next few months with plans to execute at the beginning of the new school year.

### 2010-2011 Advisory Board

All current members will be returning with the exception of Georgia Gonzales, Development Committee. Maria Mesquita was not present to share whether she will return, but subsequently advised that she will not be returning. Membership terms for none of the returning members have expired. Stacy will create a flyer for open positions to seek candidates. Candidate names should be submitted prior to the next HSA meeting.

Committees – Current standing committees will remain in place; Media & Public Relations, Finance and Development. At the next Board meeting, goals will be identified and prioritized for each committee. 2010-2011 strategies will be outlined.

Sr. Ignacia shared that she has begun to solicit parents for specific focus groups relating to Marketing, Enrollment and Alumni. She has engaged several families and is excited about the potential for these groups. Details are yet to be decided.

### Standing Committee Reports and Discussions

Development Committee- chair members absent. No report given.

Media & Public Relations Committee- Veronica has created a face book page for SJV. She will ask Mary for information regarding albumins.

Finance Committee – Tricia had prepared a report on Fundraising. An email error prevented her from distributing the report prior to the meeting, but she sent it afterwards. The report shows budgeted amounts and year-to-date results for each of the school's fundraisers. It will be shared at the next HSA Parent Meeting.

### Idea Sharing and Open Discussion

No comments.

Closing prayer by Sr. Ignacia at 8:20 pm.