



# SCHOOL ADVISORY COUNCIL

## Minutes: Thursday, January 6, 2021

### Attendees:

Christina Booker, David Cowen, Jeff Hoke, Tom Nowak, Tara Powell, Jeanne Rickert, Joseph Weber, Kevin Yu.  
Fr. Marco Rangel, Fr. Ricardo Regalado, Fr. Roshan Fernandes, William Mobley, Mike Zeleski,  
Pamela Steinkirchner, Greg Michniak, Sarah Peralta, Debbie Reed, Annette Vela.

Absent: Angie Baldwin.

Opening Prayer: Fr. Marco

Minutes: The November 2021 meeting minutes were approved.

### Pastor's Report:

- The parish Advent, Our Lady of Guadalupe, and Christmas events went well.
- Christmas pageant went well. Bishop Burns attended the seminarian concert on 12/23.
- Lift station to prevent flooding is installed. Next need backup generator. Speed bumps were reinstalled for safety by the rectory parking. Heating repairs needed.

### Principal's Report:

- Catholic Schools Week plan will focus on the blessing of attending Catholic school. Planning for pulpit talks at weekend masses. Plan to include letter from pastor in bulletin weekly for 4 weeks.
- Getting positive feedback on having an officer present at masses.
- Mask policy to become 'highly recommended' starting January 10.
- Letters of intent to teachers are going out.
- Interest in multi-cultural panel for awareness, for policy-making, to help teachers. Align with Tasting Faire Feb 5.

### President's Report:

- Auction updates: Parent survey results coming soon. Christina has info on booking tables and sponsoring a table for teachers.

### Marketing Report:

- Virtual open houses going well. Next ones are Jan 18, Feb 22.
- The Texas Catholic will feature St. Mark in their Catholic Schools Week edition on our classroom support of seminarians and vocations this year.
- Tours ongoing. Assigning Sarah Salvia to admissions role to follow-up during the time between inquiry and admission. Mrs. Orchowski is returning for FT 6<sup>th</sup> grade literature.
- Meeting at Our Lady of Angels went well; pastor-to-pastor outreach to promote school is ongoing.
- There is interest in finding advisors among school parents for marketing input.

**Financial Report:**

- Discussed 2022-23 budget; 5yr budget plan for longer-term planning. Final budget gets submitted to the diocese in June 2022.
- Parish subsidy for school was promised same as prior years.
- After School Program was discussed. ASP is an extension of the ministry of offering Catholic education.
- Full-time counselor position, offering academic counseling and testing. Gives the school more control over assessment services, and expect that need to be ongoing.
- Recommend to promote an 'all-in' cost, for prospective family awareness.
- EAN round 2 discussed. It is a reimbursement policy. Expect lags on reimbursement as we are still expecting money from round 1.
- School has a fund for teachers interested in pursuing advanced degrees; fund is held at the Catholic Foundation.
- Marketing: Need clarification on how much of the annual amount that can be drawn from investment fund can be used for marketing.

**Technology Report:**

- Meeting held with small team 12/9/21 to update the 4-year Technology Plan. Next working meeting 1/13/22. Expect to finalize for SAC review e/o March.
- E-rate discount on internet access requires 10 yrs of record keeping, otherwise no special audit requirements.

**Facilities Report:**

- Kevin Yu is expecting turf field quote. Inquiries on roof repair. Roof contractor must be approved by diocese.
- Landscape architect firm is coming out for a walk-through.

**Closing Prayer: Fr. Marco****Adjournment:**

- **Next Meeting: Mar 24, 2022 7:30am.**