







# SJF School Board At-a-Glance




Working together to achieve our shared goals

## 2020-2021

**School Advisory Board: Contact – [sjfsab@gmail.com](mailto:sjfsab@gmail.com)** Advises the school and parish leadership teams on issues related to the school's mission effectiveness, strategic planning, marketing & communications, and financial management. Main objective is to execute specific tasks and project work identified by the Principal and Pastor.

Committees	Tasks	Leader/School Contact	Notes/Updates:	Status
<b>Marketing and Communications:</b> Promotes transparency and active, efficient dialogue among School and Parish stakeholders and monitors marketing and enrollment initiatives in the public realm.	<ul style="list-style-type: none"> <li>1 Minute Promotional Video for SJF</li> </ul>	<ul style="list-style-type: none"> <li>Sara McGann &amp; Megan Scarsella / Nikki Carey</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Draft of Catholic Schools Video</a> to support Open House efforts (Completed January)</li> <li>SJF Branding Video in process by end of year (Spring)</li> </ul>	
	<ul style="list-style-type: none"> <li>Early Education Attraction &amp; Experience/Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Carrie Nowicki/Katie Fadden</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Welcome Packet</a> issued in June. August/Sept and January: Buddy program executed including creation of <a href="#">Prospective Family Packet</a>; <a href="#">welcome video</a> shared in August, retention survey (pending as needed)</li> </ul>	
	<ul style="list-style-type: none"> <li>School Website &amp; Digital Programming Enhancements</li> </ul>	<ul style="list-style-type: none"> <li>Sara McGann &amp; Megan Scarsella/Del Maxwell</li> </ul>	<ul style="list-style-type: none"> <li>SJF to finalize website changes/make mobile-friendly, create social media sharing template (Pending)</li> <li>Updated content for website or other use: <a href="#">Manna Steps</a>, <a href="#">Org Summary</a>, <a href="#">Leader Profiles</a></li> <li>Other: Possible Spring Mural Project</li> </ul>	
	<ul style="list-style-type: none"> <li>Parish Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Mary Kopale / Mary Margaret Redmond (rectory)</li> </ul>	<ul style="list-style-type: none"> <li>Issued Monthly on the 15<sup>th</sup>. High click thru rate. To sign up to receive it, <a href="#">click here</a>.</li> </ul>	
<b>Mission Effectiveness:</b> Ensures that Catholic identity and faith-based values are central to School's	<ul style="list-style-type: none"> <li>Parish Interface</li> </ul>	<ul style="list-style-type: none"> <li>Mary Kopale, Kathleen Girzadas &amp; Mary Margaret Redmond (rectory) &amp; Kim Madonia (youth ministry)</li> </ul>	<ul style="list-style-type: none"> <li>Partner with rectory to create and expand distribution list to all stakeholders including Alumni &amp; Friends of Falcons – Adding Email addresses from Holiday Raffle (Mary/Carrie);</li> </ul>	

mission and maintains strong connection between School and Parish through support for and coordination of Parish-wide service projects and sacramental experience			<p>working to identify "Alum captain"</p> <ul style="list-style-type: none"> <li>- Build awareness of youth ministry (In Process) <a href="#">Website updated.</a></li> </ul>	
	<ul style="list-style-type: none"> <li>• Welcome Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Kathleen Girzadas/<i>Kate Spadoni</i></li> </ul>	<ul style="list-style-type: none"> <li>- Welcome and connect new families &amp; homeowners to SJF Parish and School</li> <li>- Leverage block captains (Women's Network)</li> <li>- Connect with parishioners at key milestones (ex: 25<sup>th</sup> Anniversary)</li> <li>- Update: Dec ornament and baked goods delivered to 15 new parishioners. Need to determine long term plan/budget for it to be sustainable.</li> </ul>	<ul style="list-style-type: none"> <li>- </li> </ul>
	<ul style="list-style-type: none"> <li>• Volunteer Coordinator/Parish Org Liaison</li> </ul>	<ul style="list-style-type: none"> <li>- Vacancy: Recommendation for School Employee and Rectory</li> </ul>	<ul style="list-style-type: none"> <li>- Establish consistency in tracking and comms of volunteers and calendar across Parish &amp; School Orgs (Not resourced)</li> </ul>	<ul style="list-style-type: none"> <li>- </li> </ul>
<b>Strategic Planning:</b> Assists in competitive benchmarking and setting long-range goals to ensure the constant improvement and related sustainability and vitality of the School.	<ul style="list-style-type: none"> <li>• Development</li> </ul>	<ul style="list-style-type: none"> <li>- John O'Connor /Fr. Ken &amp; Maura Nash</li> </ul>	<ul style="list-style-type: none"> <li>- Next steps to be determined by Jan 2021</li> <li>- Decide on establishment of capital campaign and dedicated committee / related timeline</li> <li>- Assist in identifying Development Lead. Define needs for Day of Giving or other Fundraiser for school 2021 as needed determined by Parish and School Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>- </li> </ul>
	<ul style="list-style-type: none"> <li>• Plan: Benchmarking &amp; Plan Management</li> </ul>	<ul style="list-style-type: none"> <li>- Joan Rogers, &amp; Katy Spreitzer/<i>Maura Nash</i></li> </ul>	<ul style="list-style-type: none"> <li>- Conduct annual roundtables and volunteer fair</li> <li>- Hold Board and Leadership accountable to objectives and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>- </li> </ul>

			<ul style="list-style-type: none"> <li>- <a href="#">Review strategic plan goals &amp; make recommendations on School Update.</a></li> </ul>	
	<ul style="list-style-type: none"> <li>● Facilities: Long term Space Planning &amp; Campus Improvement</li> </ul>	<ul style="list-style-type: none"> <li>- Tim Bush/<i>Claire Larmon &amp; Maintenance Leader</i></li> </ul>	<ul style="list-style-type: none"> <li>- Kick-off Facilities &amp; Grounds Committee</li> <li>- Review maintenance needs and assist staff and budget / development teams to prioritize projects and estimate costs</li> <li>- <a href="#">Update Feb Meeting.</a></li> <li>- <a href="#">Water Fountain upgrades evaluated in Dec/Jan ?</a></li> </ul>	
<p><b>Financial Management:</b> Monitors the School's financial and physical resources and assists in regular financial reporting to the School and Parish community.</p>	<ul style="list-style-type: none"> <li>● Budgeting &amp; Reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Joe Goldrick/<i>Linda Murray</i></li> </ul>	<ul style="list-style-type: none"> <li>- Create and review parish org budget form and coordinate with finance bd to implement new budget process (Aug 31<sup>st</sup> goal)</li> <li>- Produce quarterly budget/financial review for leadership and board</li> <li>- Publish annual school financial report for community (January / CSW)</li> <li>- <a href="#">Update shared to board and Parish board Nov 2020; Finance Letter issued to community (Oct); Annual Report goal May with Strategic Plan update</a></li> </ul>	
	<ul style="list-style-type: none"> <li>● Manna Support</li> </ul>	<ul style="list-style-type: none"> <li>- Carrie Nowicki/<i>Manna Team</i></li> </ul>	<ul style="list-style-type: none"> <li>- Create monthly Manna PR for Nash's Notes <a href="#">On Track (Ex: Christmas Promos, Website Updates: <a href="#">Manna Flyer</a> <a href="#">Shopwithscrip Resources Tips and Tricks FAQ</a></a></li> <li>- Assist Manna Team with School Family Reporting (Sept 30<sup>th</sup> goal for solution) <a href="#">Completed in Dec. See Mid-year Update Template.</a></li> <li>- Quarterly review of overall progress ( <a href="#">Sales Improving</a>)</li> <li>- <a href="#">As of 12/31 School Family participation at 67% up from 35%, School earnings = \$27,802; individual earnings = \$43,854; Net income up 46% vs. 2019</a></li> </ul>	

			- Key change – trialing certs home in folders (Jan)	
	<ul style="list-style-type: none"> <li>Grants &amp; 3<sup>rd</sup> Party Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Other 3<sup>rd</sup> Party Fundraising – FSA? (TBD)/Linda Murray</li> <li>Grants: Matt Carlson/Linda Murray &amp; Claire Larmon</li> </ul>	<ul style="list-style-type: none"> <li>Increase usage of effortless programs: <a href="#">BoxTops</a> &amp; <a href="#">Amazon Smile (FSA)</a> – advertised) periodically</li> <li>Expand: Lands-End?, office depot for school supplies?</li> <li>Research and apply for applicable school grants (Matt Carlson researching for Feb update)</li> </ul>	