







SJF School Board At-a-Glance




Working together to achieve our shared goals

2020-2021

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

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"> - Build awareness of youth ministry (In Process) Website updated. 	
	<ul style="list-style-type: none"> • Welcome Committee 	<ul style="list-style-type: none"> - Kathleen Girzadas/<i>Kate Spadoni</i> 	<ul style="list-style-type: none"> - Welcome and connect new families & homeowners to SJF Parish and School - Leverage block captains (Women's Network) - Connect with parishioners at key milestones (ex: 25th Anniversary) - Update: Dec ornament and baked goods delivered to 15 new parishioners. Need to determine long term plan/budget for it to be sustainable. 	<ul style="list-style-type: none"> - 
	<ul style="list-style-type: none"> • Volunteer Coordinator/Parish Org Liaison 	<ul style="list-style-type: none"> - Vacancy: Recommendation for School Employee and Rectory 	<ul style="list-style-type: none"> - Establish consistency in tracking and comms of volunteers and calendar across Parish & School Orgs (Not resourced) 	<ul style="list-style-type: none"> - 
<p>Strategic Planning: Assists in competitive benchmarking and setting long-range goals to ensure the constant improvement and related sustainability and vitality of the School.</p>	<ul style="list-style-type: none"> • Development 	<ul style="list-style-type: none"> - John O'Connor /<i>Fr. Ken & Maura Nash</i> 	<ul style="list-style-type: none"> - Due to PPP Loan, able to delay fundraiser until Summer 2021 or following school year. - Development Lead. Define needs for Day of Giving or other Fundraiser for school 2021 as needed determined by Parish and School Finance Committee. 	<ul style="list-style-type: none"> - 
	<ul style="list-style-type: none"> • Plan: Benchmarking & Plan Management 	<ul style="list-style-type: none"> - Joan Rogers, & Katy Spreitzer/<i>Maura Nash</i> 	<ul style="list-style-type: none"> - Held State of the School Meeting on 3/9 and presentation with follow-up survey to replace roundtables. - Hold Board and Leadership accountable to objectives and deadlines 	<ul style="list-style-type: none"> - 

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

			- Key change – trialing certs home in folders (Jan)	
	<ul style="list-style-type: none"> Grants & 3rd Party Fundraising 	<ul style="list-style-type: none"> Other 3rd Party Fundraising – FSA? (TBD)/<i>Linda Murray</i> Grants: <i>Matt Carlson/Linda Murray & Claire Larmon</i> 	<ul style="list-style-type: none"> Increase usage of effortless programs: BoxTops & Amazon Smile (FSA) – advertised) periodically Research and apply for applicable school grants (Matt Carlson) 	