



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:
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 /<i>Nikki Carey</i> 	
	<ul style="list-style-type: none"> Early Education Attraction & Experience/Ongoing 	<ul style="list-style-type: none"> Carrie Nowicki/<i>Katie Fadden</i> 	<ul style="list-style-type: none"> Welcome Packet issued in June. August/Sept: Buddy program, welcome video, retention survey (pending)
	<ul style="list-style-type: none"> School Website & Digital Programming Enhancements 	<ul style="list-style-type: none"> Sara McFann & Megan Scarsella/<i>Del Maxwell</i> 	<ul style="list-style-type: none"> Partner with school led social media committee
	<ul style="list-style-type: none"> Parish Newsletter 	<ul style="list-style-type: none"> Mary Kopale & Katy Spreitzer/<i>Mary Margaret Redmond (rectory)</i> 	<ul style="list-style-type: none"> Quarterly outreach to Parishioners without students to share SJF news and support needed 1st Issue (Sept 15th)
Mission Effectiveness: Ensures that Catholic identity and faith-based values are central to School's mission and maintains strong connection between School and Parish through support for and coordination of Parish-wide service projects and sacramental experience	<ul style="list-style-type: none"> Parish Interface 	<ul style="list-style-type: none"> Mary Kopale, Kathleen Girzadas & <i>Mary Margaret Redmond (rectory)</i> & <i>Kim Madonia (youth ministry)</i> 	<ul style="list-style-type: none"> Partner with rectory to create and expand distribution list to all stakeholders including Alumni & Friends of Falcons (Mary) Coordinate efforts for parish wide prayer and service events (Kathleen)
	<ul style="list-style-type: none"> Welcome Committee 	<ul style="list-style-type: none"> Kathleen Girzadas & Matt Carlson/<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
	<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.
Strategic Planning: 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"> Development 	<ul style="list-style-type: none"> John O'Connor /Fr. Ken & Maura Nash 	<ul style="list-style-type: none"> Next steps to be determined by Jan 2021 Decide on establishment of capital campaign and dedicated committee / related timeline Assist in hiring Director of Development (pending approval)
	<ul style="list-style-type: none"> Plan: Benchmarking & Plan Management 	<ul style="list-style-type: none"> Joan Rogers, Joe Goldrick, & Katy Spreitzer/Maura Nash 	<ul style="list-style-type: none"> Conduct annual roundtables and volunteer fair Hold Board and Leadership accountable to objectives and deadlines
	<ul style="list-style-type: none"> Facilities: Long term Space Planning & Campus Improvement 	<ul style="list-style-type: none"> Tim Bush (to be confirmed)/Maintenance Leader 	<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
Financial Management: Monitors the School's financial and physical resources and assists in regular	<ul style="list-style-type: none"> Budgeting & Reporting 	<ul style="list-style-type: none"> Joe Goldrick/Linda Murray 	<ul style="list-style-type: none"> Create and review parish org budget form and coordinate

<p>financial reporting to the School and Parish community.</p>			<p>with finance bd to implement new budget process (Aug 31st goal)</p> <ul style="list-style-type: none"> - Produce quarterly budget/financial review for leadership and board - Publish annual school financial report for community (January / CSW)
	<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 - Assist Manna Team with School Family Reporting (Sept 30th goal for solution) - Quarterly review of overall progress (utilization, special promo ideas, inventory changes, etc.)
	<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: Joan Rogers and Katy Spreitzer/<i>Linda Murray & Claire Larmon</i> 	<ul style="list-style-type: none"> - Increase usage of effortless programs: BoxTops & Amazon Smile (FSA) - Expand: Lands-End?, office depot for school supplies? - Research and apply for applicable school grants (TBD on needs)