

## ***SAC Action Items & Deliverables 2023-2024***

***Primary goals:*** Increase enrollment & parent engagement, improve security infrastructure & procedures, Apply for Blue Ribbon Status, Maintain good financial oversight.

### ***General Monthly Schedule:***

August 17, 2023: Review purpose of SAC, Review SAC Constitution, nominate chairs for subcommittees & other roles, Review 2023-2024 Deliverables

September 28, 2023: Sub-committee progress updates

October 19, 2023: Review Technology Assets, Sub-committee progress updates

November 9, 2023: Sub-committee progress updates

December 14, 2023: Budget & Tuition review, Sub-committee progress updates

January 18, 2024: Review of next academic year budget, Sub-committee progress updates

February 15, 2024: Sub-committee progress updates

March 7, 2024: Review Technology Assets, Sub-committee progress updates

April 18, 2024: Solicit new membership and renewals, Review 3-year strategic plan, Sub-committee progress updates.

May 16, 2024: Approve next academic year budget, Update/Approve 3-year strategic plan, Review/plan next academic year deliverables.

June 20, 2023: SAC Dinner, 8<sup>th</sup> grade exit interviews

### ***Action Items:***

- **General**
  - Obtain Pastor and Superintendent signatures for updated SAC Constitution
  - Reimplement standard operating procedures and volunteer requirements as outlined in SAC Constitution.
  - Implement the officer positions of Vice-Chairperson and Recorder/Secretary

- Formally appoint, approve, and recognize Sub-Committee Chairs
- Outline, discuss, and approve the strategic deliverables for the 2023-2024 school year with assigned stakeholders.
- **Academics**
  - Re-establish student government and identify faculty sponsor for 2023-2024 school year  
**Strategic Area 1.1.1**
  - Provide suggestions and support of new programs that students might participate in and add value to the school and parish community. (Ideas mentioned in SAC-- Yearbook club, Cheerleading, Robotics Club, Debate Club, E-Sports Club, Chess Club) **Strategic Area 1.1.1 & 1.2.3**
  - Teacher survey and/or SWOT analysis of teacher feedback **Strategic Area 1.2 and 1.4**
  - Coordinate 8<sup>th</sup> grade exit interviews. **Strategic Area 1.6**
  - Identify 3<sup>rd</sup> party resources that can help supplement school offerings as it relates to students with both high achievement potential and learning differences support.  
**Strategic Area 1.3 & 1.4**
  - Develop recommendations on the standardization and optimization of before/after school tutoring programs. **Strategic Area 1.4**
  - Blue Ribbon School of Excellence application. **Strategic Area 1.7**
- **Catholic identity**
  - Explore best practice, virtue-based curriculum as it pertains to disciplining of students.  
**Strategic Area 2.1**
  - Explore recommendations to expand clergy (priest and deacons) engagement with students of all grades. **Strategic Area 2.2**
  - Explore recommendations to expand Level I Catechesis of the Good Shepherd (CGS) program for kindergarten students to include Level II CGS program for grades 1-3.  
**Strategic Area 2.3**
    - Training opportunities
    - Space allocation
- **Community Vitality**
  - Continue to support SJCS communications in maintaining and developing new targeted marketing strategies directed at specific local geographic areas and age groups to expand enrollment. **Strategic Area 3.1, 3.2 & 4.1**
    - Google Digital Ads
    - Catholic Neighbors Magazine
    - The TX Catholic Newspaper
    - Local HOA bulletin ads
    - Local Parish bulletin ads
    - Update SJCS virtual tour video to include Fr. Stephen/remove Fr. Jason
    - Open House and Open Enrollment Roadside Banners
    - Maintenance and oversight of Facebook, Private School Review, Niche and Nextdoor and Alumni LinkedIn pages
    - Advertisement signage placed in local, age-appropriate sports venues.
    - Dallas Catholic Schools Campaign targeting Kindergarten and 1st grade
  - Volunteer and support SJCS Open House events.) **Strategic Area 3.2**

- Volunteer and support Richardson Christmas Parade. **Strategic Area 3.2**
- Volunteer and support Hoopsgiving Classic. **Strategic Area 3.2**
- Volunteer and support annual alumni event. **Strategic Area 3.2**
- Develop recommendations to promote relationships and coordination between school personnel and parish faith formation and early learning programs, particularly related to shared events and programs, curriculum, service opportunities, etc. as well as opportunities for student recruitment. **Strategic Area 3.3**
- Continue to improve parental engagement and volunteerism within the school through enhanced communication, in-person activities, and joint events/volunteer opportunities with the parish. **Strategic Area 3.4**
  - Maintain and oversee grade specific Groupme chats for parent communication
  - Assist parents in establishing grade specific social activities and events
  - Assist parents in establishing recreational teams for lower grades not eligible for Dallas Parochial League
  - Explore and discuss ways to better communicate volunteer activities, motivate voluntarism and recruit for parent committees.
- **Finance**
  - Maintain financial oversight by reviewing and developing cash flow statements and balance sheets to be review in monthly SAC meeting.
  - Create, review, and propose annual budget for upcoming academic year.
  - Maintain and review inventory of technology assets twice yearly.
  - Identify technology resources to be prioritized for future capital campaigns and grant applications.
  - Begin discussion and lay groundwork to develop a five-year enrollment strategy and forecast to inform structural targets, staffing and planning. **Strategic Area 4.2**
- **Facilities:**
  - Upgrade and expand our security camera system, replacing and expanding our internal and external door control systems, and upgrading our exterior lighting. (Estimated cost 100k)
    - Submit grant request to Catholic Foundation. (Could also be covered by GAPS.)
    - Upgrade and expand camera system (\$40,000)
    - Upgrade and expand the door control system, including replacing existing door controls and adding more doors to the system (\$50,000)
    - Repair, replace, and expand exterior lighting to improve nighttime safety of the campus and parking lots (\$10,000)
  - Begin discussion and lay groundwork to create a five-year capital planning document based on existing enrollment trends and needs. **Strategic Area 5.1**