

HOLY SPIRIT SCHOOL BOARD
Stewardship & PR Committee
2009-2010 Goals Update 05/10

Action Item	Targeted Completion Date	Responsible	Status	Comments
Publish Fall/Spring Newsletter to parish, school and alumni	Nov 2009 May 2010	PR Team	G	Villanueva and team are preparing for Spring issue of the Developmental Newsletter the focus will be "Health Conscious Individual"...final editing being done...should be ready for publication by next week(05/20/2010)
Publish Board Accomplishments, Goals and Wish List to parish, school and alumni	Ongoing	Colglazier	G	Weekly Update to have Monthly School Board article.
Publish Student accomplishments (honor roll, CYO records, event accomplishments) in Sunday Bulletin	Ongoing	CYO Board, Staff	G	Spell-A-Thon monies are still being collected .This money raised will be for scholarships for the 8 th graders going on to Catholic High Schools. CYO's updated and revised website.
Communicate all School Board Communication via HSS Website, School Envelope and/or School Binder	Monthly	Board Secretary, Committee Leads & Velasco	G	Currently published online.
Deliver talent survey to new parents & enter into stewardship database	Yearly	PR Team	G	[Done] Data Entry for 2009 has been collected and entered.
Maintain parent talent database (Stewardship Database).	As Needed	PR Team	G	[Done] Jeff Vandersluis updated database
Create Alumni Database	Yearly	PR Team	G	John Baron and Jeff Vandersluis to follow-up on converting disc to readable format... Located and extracted info from Holly Drobick's old computer...need to follow-up as to what needs to be done with this information.
Recruit parents for this committee	Ongoing	PR Team	G	[NO UPDATE] Patrick Colglazier now co-chair of this committee.
Put monthly reports on the website	Monthly	Committee Leads – Mrs. Buchanan – Velasco	G	All committee reports for the month of April are currently on the website.
Collect all School Events pictures & verify permission for Web posting	February 2010	Web Photo Coordinator	G	Huy and Luong Tran have taken pictures during Catholics Schools Week. Received disc with pictures ...working on condensing for presentation.

HSS Board Member Recognition	June 2010	Smith, Buchanan	G	Pot Luck Dinner Meeting June 4 th at 6:00 in the DeSousa House (Martha Room)...sending out invitations and sign up sheet.
Communicate to community how to submit info for posting.	9/09	Smith	G	[DONE] Website revision has been made.
Have a member presence at the Back-to-School night	9/09	Board members	G	[DONE]
Share the Gospel, Achievements (Positive reinforcement), & Principal's Vision via Weekly Update	Weekly	Buchanan	G	[NO UPDATE] Attended mini-training Workshop along with Mrs. Buchanan 1-21-2010...The topic was Marketing the Board and Recruiting Board Members passed on information to Jeff Vandersluis.
Create Electronic File Format (EFF) version of the Bi-annual newsletter for distribution to parish/parent/alumni community	4/10	PR Team	G	[DONE] Fall 2009 Newsletter currently published on the website...
* Indicates New Goal Addition				

Status Key:
G = Work Completed, Scheduled, or Turned Over to another committee
Y = Needs Work
R = Behind Schedule