

HOLY SPIRIT SCHOOL BOARD
Stewardship & PR Committee
2008-2009 Goals Update 11/08

Action Item	Targeted Completion Date	Responsible	Status	Comments
Publish Fall/Spring Newsletter to parish, school and alumni	Oct 2008 April 2009	Owens & Team	G	[NO UPDATE] Fall Done
Publish New School Tri-fold brochure	11/09	Barrett, Buchanan & Team	G	[NO UPDATE] 1 st Draft in Layout
Publish Board Accomplishments, Goals and Wish List to parish, school and alumni	Monthly	Barrett	Y	[UPDATE] Still have not published Committee wish lists as per WASC. Chairs to provide PR w/ top 3 wish list items for 08/09 school year. Have requested several times.
Publish Student accomplishments (honor roll, CYO records, event accomplishments) in Sunday Bulletin	Monthly	Barrett	G	[NO UPDATE] Have contacted school office and CYO for info
Communicate all School Board Communication via HSS Website, School Envelope and/or School Binder	Monthly	Board Secretary	G	[NO UPDATE]
Deliver talent survey to new parents & enter into stewardship database	May '09	Barrett	G	[NO UPDATE] Data Entry in process
Maintain parent talent database (Stewardship Database).	As Needed	Barrett	G	[NO UPDATE]
Create Alumni Database	March '09	Barrett	G	[NO UPDATE]
Recruit parents for this committee	Ongoing	Barrett	G	[NO UPDATE] Web Photo Coordinator, CYO info Coordinator, Web Design Sub-Committee
Put monthly reports on the website (Include Mr. Velasco on mo. reports email list - dvelasco@cndo.org)	Monthly	Mr. Velasco & Committee Leads	G	[NO UPDATE]
Collect Catholic School's week pics & verify permission for Web posting	February 09	Web Photo Coordinator	G	[NO UPDATE]

HSS Board Member Recognition	June 09	Barrett, Buchanan	G	[NO UPDATE] Pot Luck Dinner Meeting
Communicate to Office & Parent Community how to submit info for posting.	9/08	Barrett	G	[NO UPDATE]
Streamline Picture process - Design and initiate solution for student picture approval verification	9/08	Barrett	G	Done
Get Board Members identifier while working in the community	9/08	Barrett	G	Done
Have a member presence at the Back-to-School night	9/08	Board members	G	Done
Share the Gospel, Achievements (Positive reinforcement), & Principal's Vision via Weekly Update	Weekly	Buchanan	G	[UPDATE] Need Mrs. Hopkins, Mrs. Marchetti and Mrs. Drabin to pass student, Parent Club and CYO achievements to Mrs. B. weekly for inclusion in <i>Weekly Update</i> .
* Indicates New Goal Addition				

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