



School Advisory Commission
Meeting Minutes
May, 09 2023; 6:30pm

Attendees: B. Crowley; M. DeGuire; K. Fyfe; L. Kass; N. Maciolek; P. Manning; R. Pickett-Metz; D. Sortino; K. Wegner

Absent: Fr. Matthew; S. Gayfield; J. Germano; B. Hughes; C. Miller

I. Call to Order –6:36 pm

A) Prayer & Welcome – K. Fyfe

- Commissioner Prayer Intentions
- Hail Mary in honor of the Holy Mother's Month

B) Approval of March Minutes (3/14/23)

- Update - Security Visit with Code Red waiting on additional information

Motion to Approve Minutes – D. Sortino; Second – N. Maciolek

Minutes approved by common consent

II. Open Session

A) Word on the Street

- Security (discussions in progress)
- Lunch – Healthier Options & Milk (discussions in progress)
- Lunch Length – will be longer next year for middle school

B) Athletics

- Volleyball for girls and boys 5-8th grade
- Poms team for lower grade girls
- Basketball hoops on north end of gym parking lot; building and grounds regulations to be considered

C) Home & School Association

- Process of year wrap up
- Considering special projects for leftover funding
- Teacher Appreciation Week – successful!
 - i. Monday Lunch
 - ii. Tuesday Coffee & Cards
 - iii. Wednesday Breakfast
 - iv. Thursday Snack Cart
 - v. Friday Bundt Cakes & Gift Cards

D) Shamrock

- \$180,000+ raised
- Move forward with playground upgrade
- Venue and Games successful
- Increase volunteer participation and attendance

III. Closed Session

A) Principal Report – K. Fyfe

- Accreditation Goals (2 in each category)
 - Preparing to submit to Archdiocese
 - Mission & Catholic Identity
 - Religious identity and record of service
 - Governance & Leadership

- Succession planning and future financial sustainability
- Academic Excellence
 - Integration of technology, behavior plans (PBIS), and share assessment data
- Operational Vitality
 - Human resource professional and alumni relations
- Due June 1, 2023
- Staffing for 2023-2024
 - 3 departures; 4 positions open
 - Interviews conducted for 5K position; teaching demonstrations upcoming
 - Interview for 3rd grade position on 5/11/23
 - Interview for middle school ELA on 5/12/23
 - 3k aide multiple applicants
 - Part-time administration position being developed
- Playground Equipment
 - Final stages of planning the project
 - Hope to install over the summer
 - Plans will be shared with parents

B) Committee Updates

- Academic Excellence & Faith Formation
 - Summer School Cancelled
- Engagement
 - Enrollment Stable
- Finance & Operations
 - Building Safety – Titan Fire & Security meeting scheduled

C) Smart Phone and Smart Watch Policy

- All cell phone and/or wearable devices to be powered down and stowed during the school day
- LC not liable for loss or damage to any device
- Only 6-8 grade students permitted to bring a device to school
- Policy violations meet with consequences (loss of device at school for trimester or minimum of 30 days)
- Teacher discretion and principal decisions on usage exceptions and violations

Motion to Approve Policy Changes – L. Kass; Second – B. Crowley

Yes – 5; No – 0; Abstain – 0

IV. School Treat Policy Discussion

- Too many sugary sweets
- Recommendations for parents re: healthy treats or taking treats home
- Revisions will be made for next school year

V. Adjournment

- Next Meeting – September 12, 2023
- 2023-2024 Meeting Schedule (9/12/23; 11/14/23; 1/9/24; 3/12/24; 5/14/24)
- 8:40 pm meeting was called to close.

Commission Members / Committees

- President – Nancy Maciolek
- Vice President – Beth Crowley
- Secretary – Rachel Pickett-Metz
- Stephanie Gayfield
- Bill Hughes
- Lisa Kass
- Paul Manning
- Dave Sortino

- Pastor – Fr. Matthew Jacob
- Principal – Kelly Fyfe
- Recruitment & Marketing Director – Megan DeGuire
- Mission Leader – Elizabeth Daley
- Past Chair – John Germano
- Pastoral Council Liaison – Craig Miller
- Teacher Representative – Krista Wegner

Respectfully Submitted: RPM