



**School Advisory Commission**  
**Meeting Minutes**  
**November 15, 2022; 6:30pm**

**Attendees:** N. Maciolek; B. Crowley; E. Daley; M. DeGuire; K. Fyfe; B. Hughes; L. Kass; C. Miller; D. Sortino; K. Wegner; P. Manning

**Absent:** J. Germano; S. Gayfield; R. Pickett-Metz; Fr. Matthew; Fr. Steven

I. Call to Order –

A) Prayer & Welcome – K. Fyfe

B) Approval of September Minutes

Motion to Approve Minutes – Bill Hughes ; Second – Lisa Kass

Minutes approved by common consent

II. Open Session

A) Word on the Street

- Twilight Trivia will be rescheduled to Saturday, 4 February at the conclusion of Catholic Schools Week.
- Trunk or Treat was really fun and had a great turnout. Home and School is doing an awesome job!

B) Shamrock – 11 March 2023

- Venue will be North Shore Country Club, which is a great central location.
- There will be a new auctioneer and new entertainment that is more lounge-oriented.

C) Home & School Association

- Barb Varney sent out a recap of the first trimester; they have been very busy.
- Grandparents and Veterans Day events hadn't been held since 2019. We had a huge turnout for Grandparents Day (over 300 people attended).
- Teachers have also received monthly snacks and treats; Chairs are working on Christmas gifts.

D) Athletics

- Volleyball wrapped up at the end of last month. It was a very successful season; parents surveyed across all the grades reported that their daughters' skills improved throughout the season. We are also looking into adding a middle school boys team next school year, as there is a lot of interest.
- Basketball started last week. There is one boy team and one girl team for each grade. Games start in early December.
- Spikers started 2 weeks ago. We have over 100 kids in Jammers, split into 3 groups.
- Angela Huff is doing an amazing job as our Athletic Director; she is a great communicator and is very organized. LC has hired Irina Wolf as the gym manager.

III. Closed Session

A) Principal Update – K. Fyfe

- Accreditation
  - We are fully accredited for the next 7 years.
  - 73 standards were assessed at four rating levels.
  - 39 exceeded, 34 met, 0 partially met, 0 does not meet.

- Everyone knew our Mission Statement, and it was recognized that decisions are made in support of students becoming their best possible self. However, the accreditation committee also noted we do not have Jesus in our Mission Statement. How can we incorporate faith?
- They also were looking for published data on parent participation in school activities.
- They were very complimentary of our students. The students' love for school and school spirit was evident, and they appreciate being part of faith-based school. The committee specifically noted the middle school students.
- The Admin team is meeting tomorrow. If we decide to go for Exemplary recognition, the application will be due in January. If accepted, there will be another visit in the spring.
- The team will also be meeting to write goals for the standards we "met"; these will become part of our strategic plan.
- There will be a staff celebration on 7 December to show appreciation for everyone's hard work.

#### B) Feedback Forum

- Commission Member Expectations (in/out of session)
  - Our role as a Commission member is to support the school and its decisions. We don't have to agree but should not speak negatively.
  - Personnel is not a topic for the Commission. There is a lot that cannot be shared, from a Human Resources and privacy perspective. Feedback on personnel should be referred to Mrs. Fyfe and Fr. Matthew.
- Review of Feedback Forum Process
  - Admin team has taken a good look at the process. During Covid, people were very active in the forum - expressing feelings, opinions, concerns, etc.
  - Process and intent is being rebranded. The purpose of the forum is to share things that are going well, as well as constructive feedback (e.g. a parent sent a feedback forum request that we publish a co-curricular calendar to allow families to attend sporting events —the school now lists a link in Highlights).
  - People should not expect that every issue sent in via the forum will be brought to the Commission. Rather, the Commission will review issues and matters that impact the school as a whole (e.g. uniform policy).

#### C) Enrollment Status

- Looking ahead to next year, we have ~25 spots left in the school, with a capacity of 392. Capacity limit is driven by desire to keep class sizes small as well as by logistics (lockers/cubbies).
- We are at our highest enrollment in a decade.
- If everyone returns, we will be at 366 (graduating 36 / gaining 32, net loss of 4).
- Tours are going on now, and will pick up again in January.
- We have an extensive interview and vetting process in place that is very intentional and has been refined over the past 6 years.
- In terms of "overfilling" classes, this is done only for special cases, and primarily to accommodate families to ensure all siblings can attend the school.

#### D) Committee Updates

- Academic Excellence & Faith Formation
  - Focused on getting the Summer Activities program up and running. There is a desire to have an option here at LC.
  - 15 teachers expressed interest, we also will have support from alumni.
  - Program will take place the first 2 weeks in June; families will sign up by the week.
  - Dave Sortino is working on pricing - demand, comparables, what are parents willing to pay?
  - Liz Daly noted there is no cleaning service in the summer; we need to build into pricing.
  - Looking at using the gym and art/music space.
  - Program would be activity-based.
  - 2 people with each group, ~20 per group.
  - 4 days a week, 2 hours per session.
  - Also working on formalizing the schedule.

- Targeting January for registration (in line with other summer school options). Would be sent to our school community first, then parish.
- Engagement
  - Brainstorming ideas for moving away from the “small group that does everything” at the school.
  - We are working on a questionnaire for parents on volunteerism and engagement; “big picture”.
  - We want to cultivate our relationship with alumni within the school, and hope to bring alums back for summer school.
  - We are also looking for more engagement for school parents in the parish.
- Finance & Operations
  - Focused on school security.
  - We are working through the approval process for recommended security upgrades, including parish Buildings & Grounds committee and Director of Finance.
  - We are also looking at tuition for the upcoming school year, with plans to finalize in January.

#### IV. Adjournment

- Meeting was called to close at 7:32 pm.
- Next meeting is 10 January 2023.

#### **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 Daly
- Past Chair – John Germano
- Pastoral Council Liaison – Craig Miller
- Teacher Representative – Krista Wegner

*Respectfully Submitted: BC*