



School Advisory Commission
Meeting Minutes
March, 14 2023; 6:30pm

Attendees: B. Crowley; E. Daley; M. DeGuire; K. Fyfe; B. Hughes; L. Kass; N. Maciolek; P. Manning; C. Miller R. Pickett-Metz; K. Wegner

Absent: Fr. Matthew; S. Gayfield; J. Germano; D. Sortino;

I. Call to Order –6:36 pm

A) Prayer & Welcome – K. Fyfe

- Individual commissioner intentions

B) Approval of January Minutes (1/10/23)

- Edit tuition section (%)

Motion to Approve Minutes – B. Crowley; Second – L. Kass

Minutes approved by common consent

II. Open Session

A) Word on the Street

- Shamrock was a success!
- 8th grade girls basketball won, will play Padre 3/22

B) Athletics

- Review of handbook in process
- Restructuring athletic board with more specific roles
- Recruiting members, meetings take place once a month
- Padre Sierra success!
- Tennis and Track will begin in April
- Volleyball (boys and girls) and Cross Country recruitment in May

C) Home & School Association

- Last meeting focused on organized open house and Catholic Schools week
- Mardi Gras success
- Father Daughter Dance well attended
- Organizing a Highland House give back – W April 19th
- Many other upcoming events!

D) Shamrock

- Great success!
- Teacher Treasure – 54 donated items; \$7,800 made
- New location worked well
- North Shore Country Club did a give back for wine and old fashioned/Moscow mule orders
- Format more traditional
- New games and raffles
- Live auction double the items compared to last year
- Precious presents very successful; but very time intensive projects, so focused on lower grade levels
- Sign-up party successful (40 ppl – goal 50)
- Silent Auction outpaced last year
- NEED MORE COMMUNITY INVOLVMENT TO CONTINUE SUCCESS IN FUTURE!

III. Closed Session

A) Principal Report – K. Fyfe

- New Spanish Teacher
- New Middle School ELA
 - Both new teachers are invested in students and working hard
 - Will post permanent position search for ELA teacher in April
 - Futura will work with LC in placing Spanish teacher for 23-24
- Accreditation Visit
 - Two goals for each of the four domains (1 active, short term; 1 long-term)
 - Considering filing for an exemplary status in future
 - Domain A – Mission Statement
 - Goals – 1.3 bring together school's various constituencies; integrate "Catholic" into mission statement
 - Goals – 4.4 adults in school community invited to participate in service; coordinate and document further service opportunities
 - Domain B – Governance and Leadership
 - Goals – 5.2 systemize policies for school operation; principal succession plan
 - Goals – 6.6 enhance infrastructure that ensures operational vitality of the school
 - Domain C – Instruction
 - Exceeding benchmarks in supporting students (special needs and others)
 - Goals – 7.4 teachers as expert users of technology, implementation in the classroom
 - Goals – 8.2 share data with larger range of stakeholders, particularly parents
 - Goals – 9.2 focus on student behaviors (PBIS work)
 - Domain D – Communications/Operational Vitality
 - Goals – 11.1 human resource program professionally staffed (parish hired staff)
 - Goals – 13.3 develop a plan to increase alumni engagement

B) Committee Updates

- Academic Excellence & Faith Formation
 - Working on getting a summer school program launched
 - Sessions June 12-15 & June 19-22
 - Summer School time blocks 8:30-10:30 & 11:00-1:30 & 1:30-3:30
 - Opportunity for middle school student service hours
 - Lumen Christi students only this first-year
- Engagement
 - Alumni identification and build a network
 - Work toward engagement of alums
- Finance & Operations
 - Playground updates and insurance information received
 - Shamrock funding should allow the project to begin phase 1 this summer
 - Security visit with Code Red
 - Upcoming goal to have tool evaluate teacher salary increases and benchmarks

C) Smart Phone and Smart Watch Policy

- Middle school issues texting home and friends during class time
- Expectation that middle schoolers check phones in; problem with compliance
- Pushback from students and parents keeping phone for week
- Younger children beginning to bring phones/watches to school – no policy
- Proposed policy changes to address new issues
- New policy will be discussed and voted on at the May meeting

IV. Adjournment

- Next Meeting – May 9, 2023
- 8:05pm 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