



School Advisory Commission
Meeting Minutes
January 9, 2024; 6:30pm

Attendees: B. Crowley; M. DeGuire; K. Fyfe; S. Gayfield; S., B. Hughes; Hussey; L. Kass; N. Maciolek; C. Miller; R. Pickett-Metz;

Absent: Fr. Matthew; P. Manning; D. Sortino

I. Call to Order – 6:33 pm

A) Prayer & Welcome – K. Fyfe

- Prayer of St. Phillip of Moscow

B) Approval of November Minutes (11/14/23)

- No changes

Motion to Approve Minutes – Maciolek; Second – Crowley

Minutes approved by common consent.

II. Open Session

A) Word on the Street

- Good Feedback on Christmas Concert
- Dress Code
 - i. Christmas Concert dress code concerns
 - ii. Consistent enforcement of school dress code
- Pancake Breakfast
 - i. Parents happy with precautions taken to reduce spread of further illness

B) Reports

- Athletics (K. Fyfe)
 - i. Basketball season going well
 - ii. Jammers was successful
 - iii. Cheer team well received
 - iv. No ski team this year, no parent volunteers
 - v. Registration for spring will go out next month
- Home & School (M. DeGuire)
 - i. Fundraising is complete for the year
 - 1. Cash calendars
 - ii. Community building
 - 1. Santa treats & pancake breakfast
 - iii. Open house & Catholic Schools week
 - 1. Calendar out later this week
 - iv. Mardi Gras in February
 - v. Father/Daughter Dance end of February
 - vi. Teacher support efforts successful (treats, lunches, etc.)
- Shamrock (K. Fyfe & M. Deguire on Behalf of B. Cooper)
 - i. Invitations going out in early February
 - ii. Committee chairs meet weekly
 - iii. One large focal item for which to fundraise

III. Closed Session

A) Principal's Report (K. Fyfe)

- 2024-2025 School Calendar
 - i. Teachers support schedule
 - ii. Spring break in March (Easter late)
 - iii. Friday 11/1 off for 8th grade testing (Catholic high school)
 - 1. May be subject to change

Motion to Approve - Maciolek; second – Kass

Yes - 6; No - 0; Abstain – 0

- School Expansion Update
 - i. Going well and moving forward
 - ii. Hired an architect
 - iii. Middle/End of January more info shared with family community
 - 1. New cafeteria (west of gym)
 - 2. Divide current cafeteria for office space and classroom
 - 3. New 3k space, learning support area, Spanish classroom

B) Parent-Student Handbook Modifications

- Academic Integrity
 - i. Addition: using artificial intelligence (AI; e.g., ChatGPT)
 - ii. Not acceptable at this point in time
 - iii. Will continue to explore and learn how to use it in positive ways in the classroom

Motion to Approve - Hughes; second – Maciolek

Yes - 6; No - 0; Abstain – 0

- Dress Code
 - i. Consequences for dress code violation outside of school for sponsored events

Motion to Approve - Hughes; second – Gayfield

Yes - 6; No - 0; Abstain – 0

C) New Business

- Site Safety & Security Survey
 - i. Archdiocese superintendent visit
 - ii. 11/29/23, school mass day
 - 1. Recommendations: lock all doors but one, staff at back of church
 - iii. Fr. Matthew currently reviewing the report
 - iv. Recommendations were made for improvements, commendations were also noted
 - v. Information will be released in the near future (March/April 2024)

D) Commission Committee Updates

- Academic Excellence (Fyfe)
 - i. Summer School Status
 - 1. Deferred 2024 session due to construction
- Engagement (DeGuire)
 - i. Hot Lunch Update
 - 1. Averaging about 40-50 lunches per day
 - 2. Challenge to get lunch volunteers (necessary for hot lunch)
 - 3. Exploring requiring lunch volunteers from each family

- ii. 2024-2025 Enrollment Projection
 - 1. Enrollment opens for current families 1/16 and new families 1/28
 - 2. Projection – 355 students for 2024-2025
 - 3. \$200 non-refundable deposit per child
- Operations & Finance (Fyfe)
 - i. 2024-2025 Tuition Proposal
 - 1. 3k/4k high demand and fill to max capacity; tuition lower than daycare centers
 - 2. Tuition increases go to teacher salaries (90%+ of MTSD comparable employees)
 - 3. Increase parish subsidy to 30% (previously 27%)
 - 4. Increase would provide additional support staff for reading (needs increasing)
 - 5. Increase in line with last year's increase; deposit would offset rise so monthly payments would remain comparable to 2023-2024

Motion to Approve - Kass; second – Hughes

Yes - 6; No - 0; Abstain – 0

E) Adjournment

- Next Meeting – March 12, 2024
- 2023-2024 Meeting Schedule (9/12/23; 11/14/23; 1/9/24; 3/12/24; 5/14/24)
- 8:18 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
- Past Chair – John Germano
- Pastoral Council Liaison – Craig Miller
- Teacher Representative – Shelly Hussey & Ellie Quintero

Respectfully Submitted: RPM