



Meeting Minutes

September 11, 2019 at 7:00 P.M.

Prepared by Secretary Audra Hemmert

Attendees: Father Wilson, Dr. Norris, Mr. Weber, Doug Heil, Audra Hemmert, Dan Kirby, Tecca Potina, Mary Kay Irwin, Christine Zacherl, Kelly Dunlevy, Lisa German, Kelly Dunlevy

Opening Prayer & Faith Sharing

- The group opened the meeting with prayer.

Approval of Minutes

- No minutes to approve

Administrator's Report – Dr. Norris

- St. Paul Safety Plans were reviewed. The school has completed two comprehensive Emergency Operations Plans.
- Westerville Schools will have a Full Scale Safety Exercise on October 18th. They are looking for volunteers.
- St. Paul will execute a Full Scale Safety Exercise on November 22nd. It will be facilitated by Armada Security Training. Participants to include teachers, staff, emergency responders and parent volunteers.
- Calendar changed to no school November 22nd and last day changes to May 28th.
- 8th grade ACRE Test results were shared. St. Paul performed above the Parish and School National. 75% of students scored advanced in Faith Knowledge. We will be looking for a way to share the results of the Affective Statements.
- The school garden project is being developed.
- We are searching for speakers for 2020 Science/STEAM Fair with a goal of encouraging a broader range of science projects based upon real world problems.
- We have added an ad in the St. John Neumann bulletin. We need to reach out to Resurrection.
- The group discussed the school website and the ability to have a public and a parent portal.

Pastor's Comments

- Father Wilson shared his love for Catholic Schools. The schools are a means of evangelization to pass on the Catholic Faith.

PAC Board Update – Josh Nalli was unable to attend. Mary Kay shared a few updates.

- Mary Kay shared that she and Josh will connect before monthly meetings.
- Last year the Open House was successful splitting kindergarten and older grades.
- The new family pizza party was a success. All new families also received a welcome basket. New families are also paired with existing parents in a mentorship families.
- PAC is asking for the SAB to each take 5 families supporting the mentorship program. Unanimously the group agreed.
- Josh's presentation at Curriculum Night was very well received and everyone agreed that he did a wonderful job.
- PAC is looking for Walkathon Prize donations.
- The school now has a database of parents that are interested in volunteering at specific events gathered through required SchoolSpeak paperwork.



Old Business

I. **Review Retreat Activity**

The goals of each group, Marketing and Enrollment were shared and recapped with the group. These groups will inform the Website to help them further their goals.

Marketing: Christine, Lisa, Audra, Tecca, Tom, Dr. Norris

Enrollment: Doug, Dan, Kelly, Mary Kay, Mr. Weber

New Business

I. **Discussion of Action Plan Next Steps**

Prior to the next meeting each group will meet to complete the action plans.

The group might consider tapping into best practices of other Catholic Schools. Every Catholic school is focusing on Enrollment and Marketing and there are companies that facilitate research and support creation of action plans.

II. **Lunch Policy**

The school menu communicates that students will be given a pb&j if they have an overdue account. Mr. Weber and Dr. Norris will talk to Pat about the policy to learn more and report back to the group.

Next meeting: Wednesday October 9th, 2019
(*Second Wednesday of each month during the academic year*)

Closing Prayer

- The group closed the meeting with prayer.