



## **Meeting Minutes**

**October 9, 2019 at 7:00 P.M.**

Prepared by Secretary Audra Hemmert

**Attendees:** Dr. Norris, Tom Pillifant, Doug Heil, Audra Hemmert, Tecca Potina, Mary Kay Irwin, Christine Zacherl, Kelly Dunlevy

## **Approval of Minutes**

- A motion was made to approve the Minutes of the last Meeting (September, 2019), the required vote approved.

## **Administrator's Report – Dr. Norris**

- TerraNova testing is coming up next week.
- Early dismissal will be Tuesday October 15<sup>th</sup>.
- October 18<sup>th</sup> – PBL Workshop – No School
- National Blue Ribbon Application will be submitted by the due date of December 19<sup>th</sup>. 2020 NBRS will be announced in September.
- Disciples in Virtues, a response to the call for new evangelization, is a program that will be implemented.
- Catechesis of the Good Shepherd is a Montessori like method to teach Theology. Dr. Norris will be working on setting up an atrium (prepared environment) for this learning to take place.

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

- Cora Durbin presented an idea to PAC for a Student Ambassador Program. The program would pair new students with current students. There will be planned events and a robust, involved plan.
- Additionally, PAC will continue to expand the New Family Experience program. They are planning a breakfast in November and a social event in May to capture new families earlier prior to school starting.
- Discussion is taking place around opening a Spirit Wear store.
- PAC is going to apply to be a part of the Amazon Smile program.
- There is a need for families to give online reviews.
- Parents and Pastries will replace the separate 8<sup>th</sup> grade Mom and Dad events.
- The Walkathon is tracking slightly ahead of last year!
- The teacher luncheon on November 25<sup>th</sup> will again be Crockpots & Cookbooks and PAC is looking for volunteers to submit recipes and provide a crockpot to share.
- Parents Night Out will be December 7<sup>th</sup>.
- Family Fun Night will not be at Super Games this year and PAC is looking for an alternative location.

## **Old Business**

### **I. New Family Outreach**

The SAB has started contacting the assigned new families and will continue.

### **II. Update from Enrollment Committee**

We are moving forward with evening “coffee chats” starting in November to engage parents and gather qualitative data to inform strategies.

### **III. Update from Marketing Committee**

The group will move forward with planning of a Parent Club social event. We will also reach out to surrounding schools to learn how they support marketing/enrollment efforts.



## New Business

- I. **Proposed addition to Parent Student Handbook to include verbiage “e-cigarettes/vaping”**  
Dr. Norris will work on adding this wording to the handbook and update the group at the next meeting.

- II. **SAB Meeting Clarification – open to parents/parishioners?**

### ARTICLE IV: Meetings

#### **Section 1: Regular Meetings**

The Board will meet a minimum of seven (7) times per year. Committee members will meet as needed. The purpose of each meeting is for the Board to provide advice and counsel to the School and Parish officials as it relates to issues affecting the School. These meetings are not the proper forum to communicate individual parent concerns or complaints.

#### **Section 2. Notice**

Notice of all meetings will be given to each Board member by email, telephone or in person by the Secretary at least two (2) days prior to the date of the meeting. Regular meetings can be announced in the Church bulletin.

#### **Section 3. Open Meetings**

All regular meetings of the Board are open to interested parties within the Parish who have petitioned to attend as set forth in Section 4 of this Article, unless designated as executive sessions. Decisions made in executive sessions must be presented and voted on at an open session before becoming effective.

#### **Section 4. Nonmembers Addressing the School Advisory Board**

Nonmembers may address the Board but must first petition the President within a time frame reasonably adequate to consult with the School Administration and be placed on the agenda.

#### **Section 5. Quorum**

A majority of the voting membership of the Board shall constitute a quorum. A majority of the voting members present shall carry a motion.

#### **Section 6. Conduct of Meetings**

A written record of all acts of the Board, maintained by the Secretary, shall be published on the proper page of the School website for each academic year.

**Next meeting:** Wednesday November 13<sup>th</sup>, 2019  
*(Second Wednesday of each month during the academic year)*

## Closing Prayer

- The group closed the meeting with prayer.