

Saint Peter Catholic School Advisory Council

Meeting Minutes

08/21/2018

I. Call to order

Alicia Delamere called the regular meeting of the SPCSAC to order at 1800 in the SPCS Media Center.

II. Roll call

Vanessa Workman conducted a roll call. The following persons were present: Nick White, Vanessa Workman, Doug Jones, Alicia Delamere, Christine Fogarty, James Zambardino, Charles Alford, Dana Gauland, Julie McCaffrey, Christine Kowalczyk, West Owens, Rubi Merino. All members were present. New members were welcomed. The Constitution and Bylaws was distributed by email. All members were encouraged to review prior to the next meeting.

III. Approval of minutes from last meeting

Vanessa Workman read the minutes from the last meeting. The minutes were approved as read.

IV. Reports

- a) Administrator's Report: Doug Jones submitted a written report. Enrollment was discussed briefly. Current enrollment is down only slightly from last year thanks to the PK3 program. The new dismissal/pick up processes were discussed and some suggestions were offered to help out the little kids who seem confused.
- b) Strategic plan: Doug Jones distributed a paper copy of the plan. Contributing team members were thanked and congratulated on the completion. Members reviewed the plan which will be published on the website next week. There was discussion about the academic excellence portion. Welcoming diversity was also discussed and encouraged with suggestions made to streamline processes for Spanish speaking parents.

Doug Jones described the document as a living document to be revised yearly.

- c) Advancement Report: Susan Jones provided the report delivered by Doug Jones. Annual fund will launch in September. Eleven new students have been recruited in the last two weeks. Susan is currently taking the Univ. of Dayton ISPD course #2.
- d) Recruitment and Engagement: Welcome to Heather Brockway to her new position as Recruitment and Engagement Officer. She submitted a written report listing tasks accomplished, ongoing tasks, and upcoming projects.
- e) Finance Report: The usual written report was submitted. Definitions of the line items were discussed. We will get clarification of some of these from Mrs. Von Lehmden. She will be invited to attend the next meeting. Mr. Jones is planning for an annual report this year.

V. Old Business

- a) The 4th street drop off/pick up: After discussion in May at this meeting, local law enforcement and city officials were consulted regarding our procedures. As a result, a new plan has been implemented. There are minor kinks but these are being worked through. Feedback is positive so far.

VI. New Business

- a) Nomination of Officers: Alicia Delamere was voted in as Chair. Vanessa Workman was voted in as Vice Chair. Alicia will attend the Finance meeting and Vanessa will represent the school at Pastoral Council. Christine Fogarty was elected Secretary. All three individuals will attend the Executive Committee Meeting.
- b) Committees: There are five standing committees and several Ad Hoc Committees operating within the purview of this council. The function of the committees is to continue to assist the administration in further building our school. Members were urged to read over the list of committees and volunteer for at least one.

VII. Announcements

- a) A social is planned for Friday 08/24/2018 at the Alford home. Thank you to Charles and Kimberly for hosting us.

VIII. Adjournment/Next Meeting

Alicia Delamere adjourned the meeting at 1930. Nick White led the closing prayer. The next meeting will be held 09/18/2018 at 1800 in the Media Center/Library.

Minutes submitted by: Vanessa Workman

Minutes approved by: Doug Jones