

Advisory Council Meeting Agenda

August 27, 2019 (5:30pm)

Present – Mr. Wilkerson, Mr. Smith, Ms. Georges, Ms. Ruth Connelly, Ms. Brodowski, Ms. Glover, Mr. Beleno, Ms. Boakye

Order of meeting:

I. Opening prayer (Mr. Wilkerson)

The meeting started at 5:38pm with an opening prayer by Mr. Wilkerson

II. Minutes from March 2019 meeting approved (no votes, additions/changes received).

III. Advisory Council Business. (David comments)

Mr. Smith wanted to find out if members had any issues with the templates used for committee reporting. Members present responded they were happy using the current formats.

Mr. Wilkerson nominated Ms. Brenda to replace Ms. Hernandez on the marketing and public relations committee. She accepted with no objections from members. Introductions were completed with members present.

Mr. Smith suggested we combine the advancement and marketing and public relations committees. Recommendation was based on low enrollment and need to focus on increasing the school population. There is currently no need for the advancement committee. Essentially the work of the advancement committee comes after the public relations committee has done its job by increasing the population and the school has grown.

Mr. Wilkerson seconded the idea and explained how the work of the advancement committee will be needed after enrollment has increased and projects and other initiatives have been implemented.

Mr. Smith wanted to know if there were any objections. There was none.

Being the first meeting of the academic year, there were no reports from the committees

1. Finance Sub-Committee Report (No report)
2. Mission Effectiveness Sub-Committee Report (No report)
3. Facilities Sub-Committee Report (No report)
4. Technology Sub-Committee Report (No report)
5. Public Relations and Marketing Sub-Committee Report (No Report)
6. Strategic Planning Sub-Committee Report (No Report)
7. Advancement Sub-Committee Report (No Report)

* Sub-Committee reports completed on the council reporting templates will be added to the minutes of each meeting and form a “meeting packet”.

IV. Principal’s Report

Enrollment

Archdiocese has taken over our budget and has committed to increase our subsidy since we knew we will be short by 10 kids after the graduation of a large 8th grade class

Mr. Wilkerson needed feedback on the flyer designed to market the school by highlighting all the positives of the school

Ms. Brenda also suggested the Blue Ribbon should be highlighted (because for her, it was one of the deciding factors when she chose OLV for her child) as well as standardized test scores.

Mr. Beleno added that, from a financial point, welcome grants should be more prominent.

Mr. Wilkerson agreed with the suggestion, but pointed out that he will have to look into the welcome grants because the requirements change year to year

Ms. Connelly wanted tuition to be on the bottom because, in her opinion from a marketing perspective, you sell people on benefits and advantages before introducing costs (tuition). And once they are sold and impressed by advantages and benefits, they are likely to accept the cost. In her opinion, the teacher qualification, test scores, blue ribbon, advancedED should be made prominent on the flyer.

Mr. Smith wondered if the one-one technology was a selling point because it is standard in most schools including public schools. Majority of members agreed with him and did not see the one-one technology as a selling point.

Mr. Beleno wanted to know the reason why the school had few extra-curricular classes and it was explained. Lack of full-time teachers and parent volunteers limits extra-curricular activities.

Mr. Wilkerson answered that he was correct. He further explained that because the school currently had about 6 full time teachers, it will be unfair to stretch them to oversee after school/extracurricular activities.

Mr. Smith added that all extracurricular activities must adhere to the Archdiocese safe environment policy which requires two trained and cleared adults be present.

Mr. Wilkerson summarized what members considered to be a selling point and should be prominent on the flyer as; teacher qualifications, test scores, blue ribbon, advancedED etc

Mr. Smith suggested that the flyer should be trifold in addition to the flyer, which could be easier to hand out.

Mr. Beleno inquired about the timeline for the leaflet/flyer because it took more than two months to receive the current flyer from the Archdiocese.

Mr. Wilkerson explained that we have a tentative timeline of October after review and edits. He told members he will send final drafts via email for members to review.

The group agreed with idea of a review via email for efficiency

Mr. Wilkerson also explained why there was no Finance committee report – reason being because of the change in business manager

20 years of OLV

Mr. Wilkerson outlined a few of the activities outlined for the celebration which includes;

Shirts for purchase and a gala are just two of the things planned.

OLV being 20 years also means Bond has been paid off which also has positive implications such as OLV charging St Mathew a preferential amount for using the school premises, having different rates for Catholics and non-Catholics.

OLV Internal Review for accreditation

The school's internal review for accreditation was coming up and Mr. Wilkerson explained that Council members will be needed for varying tasks including reviewing documents. From Mr. Wilkerson's experience the team of internal reviewers usually interview council members. He hopes to be trained before the council's next meeting and give members an idea of what to expect and dates.

He also handed strategic plan rough draft to council members for review. Mr. Wilkerson plans to then later make it accessible to parents for review before we talked about in our internal review

Volunteer Program

Positive reception from parents last year, only few families did not meet their hours, but even then, most made an effort during the latter part of the school year to meet their quota.

Ms. Browdosky suggested another VIRTUS training be done with summer over and travelling over since that allows more parents to be trained per the Archdiocese directions to be around the children and volunteer more.

Mr. Wilkerson was in agreement with Ms. B and promised to look into dates for a virtuous training in the fall

Mr. Smith wanted to know about the cost per hour for volunteering. Members confirmed it was \$10 although there was debate about increasing the fees, it was never finalized.

Mr. Jose suggested that, to get more family/parent involvement, organizers should provide more advanced notice so families can plan ahead.

Chrome policy for 6-8th grade

Forms will be sent home with kids and once parents agree, in September chrome books will be given to the kids.

Ms. Browdosky asked how students will be able to identify their chrome books from the ones of their classmates.

Mr. Wilkerson responded that, each device will have a unique identifying number/bar code and features which will be unique for each student. In addition, there will be filters on each device to protect students online both when inside and outside the school's premises. There will also Then on graduation students can keep them and filters removed

Ms. Brenda voiced her concerns about internet safety because when she is on the school premise, she is blocked from certain sites but not when she's home

Mr. Wilkerson explained how the filters are built not only on our network/server but on the device. As such the students are protected both in school and outside when using their chrome books.

Mr. Beleno wanted to know the protocol for accidents.

Mr. Wilkerson explained that the devices were insured and is protected against accidents.

Mr. Wilkerson also explained that most of the classwork will be transferred online once students are given chrome books to prepare them for high school. However, he stressed the importance of traditional pen and paper and as such some of the work will still be kept in that format.

Athletics

Started today (8.27) with new uniforms which is part of the fee. There are also new banners in the gym.

Celebrations

1st day of school where parish priest came out to bless the school and kids

Assumption of Mary Mass

Prayer Service on Sep 9

Mass Sept 16

Upcoming Dates

2pm dismissal, first Wednesday of the month

Picture day on September 23

Flu Clinic which is free with insurance or at a discount rate

Ms. Glover wanted to know whether permissions needed for a child to get a flu shot

Mr. Wilkerson explained so far as a child is accompanied by a parent they can have the shot
Sept 16 8th grade commissioning mass which will be celebrated with Father Kevin

V. New Advisory Council Business – Sub-Committee Reporting (Templates), Sub-Committee Vacancy & recommendation for combining.

VI. Next Meeting (October 15) – all meetings on Tuesday 5:30-6:45pm. Future meeting dates:
September 28 (Mandatory Council In-Service Meeting at ATCHATL), October 15, December
17, February 18, April 21, May 19

Mr. Smith wanted some improvements to the school’s calendar to make it easier to access

Mr. W explained there is a link with an overview calendar

Mr. Smith asked again about if members had any issues with templates for committee reports
because he was having issues converting

VI. Adjournment/Closing Prayer (David)

Mr. Smith encouraged members to show up for the council in service meeting on September 28

Mr. Wilkerson also pointed out the school gets points for our attendance

Mr. Beleno voiced his concerns and frustrations about the parent ambassador program and hopes
something is done on the marketing front

The meeting was adjourned at 6: 44pm with a closing prayer by Mr. Smith