

School Advisory Committee Minutes

September 29, 2016, 5:30 pm – 7:00 pm

Location: Conference Room B ~ Parish Office

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

Members:

<input checked="" type="checkbox"/> Karen Baker, President	<input type="checkbox"/> Colleen Liddell, 3-4	<input checked="" type="checkbox"/> John Czaplicki, Principal	<input checked="" type="checkbox"/> Cristina Haass, SIT
<input checked="" type="checkbox"/> Stacy Roberts, Vice President	<input type="checkbox"/> Dawn Trembath, 5-6	<input type="checkbox"/> Liz Ross, Vice Principal/Crisis Team	<input type="checkbox"/> Julie Romein, PVC President
<input checked="" type="checkbox"/> Beth Borys Secretary	<input checked="" type="checkbox"/> Kelly Mangion 7-8	<input type="checkbox"/> Father John Riccardo, Pastor	<input type="checkbox"/> Amy Angell, PR&M
<input checked="" type="checkbox"/> Heather Gardner, K-2	<input checked="" type="checkbox"/> Mary Thompson, Teacher Rep	<input type="checkbox"/> Joe Jeffrey, CIT	<input type="checkbox"/> Andy Korytkowski, Booster Club
			<input type="checkbox"/> TBD, Jr NHS Rep

*Anticipated absence

Topic

- I. Call to Order – Karen Baker
- II. Opening Prayer – John Czaplicki
- III. SAC Summary – Karen Baker/John Czaplicki
 - a. Objective, Goals, Responsibilities – The 2015/2016 school year brought the change of SAC reps reporting from various committees to being divisional reps. We are still working on executing this process by clarifying tasks and goals. There are four main tasks:
 - Strategic plan (once compiled, SAC members give feedback and help ensure that benchmarks and milestones are being followed and met on a yearly); IOWA – (how we compare national and within the Archdiocese of Detroit (AOD) and how it impacts curriculum); parent survey – results are reviewed by Mr. C and Father John R., then staff, and then SAC. Finally, the results are shared with parents.
 - School wide initiatives – SAC reps should have and be willing to share the thoughts of other parents. SAC meetings are an opportunity for reps to discuss and share the larger feedback. In addition, when a new policy or program is implemented, SAC members can spread the information and support what is conveyed by various school mediums.
 - Parent culture – SAC gives a sense of moods, feeling, trends and how to direct where we are going. Our best tool is to be a sounding board and a place for open discussion. Examples such as the Christmas Concert and the overnight trip for the 8th grade were cited. There is also a desire to include liaisons at the SAC meetings. This will allow various groups to share new initiatives to get additional parent feedback.

- SAC members should be known and approachable. Therefore, an introduction of divisional reps will be present in the pipeline. In the beginning, there will be a brief bio and contact information for each divisional rep. The following weeks will provide contact information. This information will also be shared with room parents. In addition, new families should receive information about what/who SAC is. Mr. C. believes that SAC should also be working with PR/Marketing for such things as open house – being present and helping with follow-up calls.
- b. Meeting Structure – Karen would like to add time for open discussion at the end of each meeting.
- c. Future Meeting Dates – most members reported that Monday is the best day for meetings, which will take place from 5:30 – 7:00 on the third Monday of each month. Future dates are as follows: 10/24, 11/14, 12/19?, 1/23, 2/13-27?, 3/20, 4/24, 5/22.

IV. Old Business (Follow Up Items from previous meeting, Walk Through) – Karen Baker – The punch-list from the walk through is still being reviewed, and we will discuss it next month. Top of list: kindergarten rooms and landscaping were redone and a school sign was installed. All improvements have received positive feedback. One item still needing to be addressed is the new exterior lighting. The single, black, metal, 6-foot poles are on site and will be installed as soon as possible. The survey was very split on the cleanliness of the school. There is also an effort to work with the PVC for better structuring of the exterior duties and expectations of the building - clarifying what the custodians are meant to do and what volunteers are responsible for. Heather suggested a “kindergarten garden” idea where different grades can maintain different flower beds. Christina voiced that 8th graders have to participate in service projects and maintaining landscaping could be one such project for them. Mrs. Thompson pointed out that a plan of what is there/what needs to be done should be present and followed to keep things consistent. There was a consensus among the SAC that a list of service projects on the OLG grounds needs to be compiled and kept on file for the many groups looking to complete their service component (American Heritage, Cub Scouts, 5th grade confirmation, NJHS, etc.). Mr. C acknowledged that creating a list of jobs is a job in itself: landscaping (fall/spring clean up), candy collection, pep rally planning. Deacon Dave will no longer be in charge of Christian Service. However, we still have Christian Service for the parish. The Catholic Identity Team rep (Melissa Aguilar) should be here by next month. In the meantime, Kelly will reach out to make initial contact and try to obtain a list of volunteer opportunities. Kelly suggested writing the building standards/directions and creating an information binder to hand to whomever is in charge for each project – including a list of required materials for each project. Action item – Mr. C will bring these ideas to Dave Elsey (landscaping, Advent decorating) as he prepares for the year. Mr. C is concerned that people may not volunteer despite the effort to make all of the information available. Karen suggested structuring and

directing projects to specific groups. Christina feels more parents will be willing to participate in volunteer opportunities at OLG, because it is more convenient. Stacy added that SAC should also take responsibility to spread the word/talk it up to room parents/encourage many to participate.

- V. New Business – Feedback on Afternoon Parking Procedure – Stacy commends the school on having a plan in place. She commented on how organized the plan is compared to her last school. Karen stressed the un-neighborly nature of our parents and the disorder of the pick-up procedure. Teachers also need to be addressed as they are trying to leave the lot before parents, which causes more chaos. Karen feels that we should either go back to old method or fill the east lot first and keep west lot for latecomers. Heather suggested letting the east lot out first as an incentive to park there. The demographics of people doing the pickup is less parents; more nannies, grandparents, etc. Maybe the communication is lacking from the parent to the childcare giver? Stacy asked about the possibility of bussing students to the church to dismiss from there. Mr. C. said it really is not a viable option due to cost and the bus company only bussing kids who meet the criteria of PCCS bus system. Christina feels the responsibility has to be put on the parents. Mr. C added that we can only control what is happening on our property. Eventually the police will evaluate the procedure and begin to ticket at their discretion. Christina volunteered to help Karen with parking issue. Action item: within next 2-3 weeks really look at what we will do with the east lot.
- VI. Parent Expectations Code of Conduct - no discussion on this.
- VII. Open Discussion: Heather provided feedback on Gradelink saying parents are missing information due to teacher pages/calendars being on the website but not on the app. Christina mentioned that parents are missing the daily update of upcoming tests, etc. that they were accustomed to with the previous system. Overall the feedback is good, but some points are still lacking. Mr. C. asked SAC reps to get more feedback from parents to present at our next meeting.
- VIII. Future Agenda Items
- IX. Closing Prayer – Christina
- X. Adjournment – Karen Baker, 7:06pm

School Advisory Committee Minutes
November 14, 2016, 5:30 pm – 7:00 pm
Location: Mrs. Thompson Room 19

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

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Agenda

- I. Call to Order – Karen, 5:35 PM
- II. Opening Prayer – Stacy
- III. Approval of September Minutes (October meeting was cancelled.)
- IV. Principal Update
 - Boiler Update – Mr. C. was notified late Tuesday afternoon that the 3rd - 6th building did not have heat and the temperature was dropping. The contingency plan was to use space heaters and move students around building. Upon further review, this plan appeared unfeasible due to the class size of 5th/6th grades and the electrical demand required by space heaters. The boiler issue started with leaks in the pipes just behind main building (by the kindergarten play structure). Crews had to dig deep to make repairs, which revealed more leaks. By Thursday, crews and staff determined the best response was to lay new pipes. The noise disturbance coupled with dropping temperatures warranted cancelling school until necessary repairs were made. The addition of a return pipe in coming days will complete job. Despite the aging boiler system, many parts on the main boiler have been updated. Unrelated to the school, the boiler at the parish house also stopped working. Dave Elsey, Facilities Manager, is looking into the possibility of adding a mini boiler to the 3rd/4th grade

classrooms to lessen the demand on the main system. Emergency funds from the parish can hopefully help offset the cost, which is unknown until all of the work is complete. The kindergarten playground will be back in place by midweek.

Parents were informed of the school closures through the Gradelink website and email system as well as Mrs. Cabble's gmail blast to reach those families who did not have updated email addresses on Gradelink. Gradelink was supposed to have an auto call/text service. That call system was not in place by mid-October, so the OLG staff began to research other companies. The chosen company has been working with Gradelink to start our service, but it is not in place at this time.

Our daily schedule puts us several hours over the number of required hours from the Archdiocese of Detroit (AOD). In addition, we are given several (5) "Act of God" days in the event that school should be cancelled. Given these two factors, it does not appear that we will have to make up any of the missed days at the end of the school year.

- Digital Communication and Requirements outside of school/Gradelink – Concern arose over the various forms of communication that teachers are using and what seems to be working best. In an effort to find out, Mrs. Ross created a spreadsheet to show all the forms of communication that teachers are using. Almost every teacher uses email and classroom websites through Gradelink. Fewer teachers indicated that they use the Gradelink calendar. One teacher uses a separate class website. Several teachers use Class Dojo. Enhancement websites such as Xtramath, quizlet, Accelerated Reader, and textbook publishers are also being used. To what level and the amount of communication they share remains unclear.

The consensus is that parents are still hoping for more uniformity among what teachers use on their homepage websites. A notification for updates (ping) would be a helpful improvement. Likewise, the option to see a family calendar would also be nice. Mrs. Thompson will report to the staff that email blasts are still helpful as is updating the calendar. Melissa and Julie gave positive feedback regarding Dojo. Melissa appreciated the more individual feedback compared to the teachers who use it as more of a general class overview. This information will be shared with the staff for future use. Stacy mentioned that it is sometimes difficult to reach the teachers through Gradelink due to mistrust with the

email system. Gradelink should be linked to teachers' emails. To contact a teacher directly outside of Gradelink, parents should use the following format: lastnamefirstinitial@olgcp parish.net.

- Parking Lot Sub Committee creation – The request to have several parents give 5 – 10 minutes to dismiss cars each day has yet to be filled. Mr. C. would also like to have a group of parents meet in December to brainstorm a plan for Easter break when busses will not be available. 150+ kids rely on the busses each day to get home, and we have limited space. Far less students use the busses in the morning. Mrs. Ross will coordinate getting a group together. Cristina and Karen volunteered to join this group. The group should consist of PVC, SAC, and staff. Colleen suggested including civil engineers who could offer insight to reach a solution.
- Parent Expectations/Code of Conduct – Parental behavior is more frequently falling outside of the cultural intent of a parent code of conduct. After speaking with other area principals, Mr. C. feels it is worth developing a parental code of conduct. This will be a more specific explanation than what is currently presented in the school directory. The AOD is in favor of this move and is interested to see what develops. Melissa volunteered to formulate a subcommittee. Dawn, Colleen, and Beth are willing to work with Melissa.

V. Old Business

- Review End of Year Walk Through – Karen – Dave Elsey went through the report and updated the status of each line item. Julie added that some landscaping details are still being worked out and lawn maintenance (mowing) will be hired.
- Service Project Opportunities – Kelly – Rick Popp is taking over for Deacon Dave as the head of Christian Services. He is working on verifying the leaders of groups throughout the church and would like to identify a project management system. From there he will be able to identify what service projects are available and groups that could possibly work on these projects.

An upcoming service project is a coat drive. Students could help sort and then distribute coats. St. Al's is also developing a 3-year plan for their needs. More projects could come from their plan. Cristina added that Mr. Rainville updates Jr. High with ongoing projects that could be done. Mr. C is wondering if it is better to give a push to get behind just a few projects or would families rather have many projects to choose from. Karen would like the school to have a bigger presence in the parish. She

believes continually supporting a project as a school would be a good idea. Colleen likes Mr. C's idea of having to volunteer several times a year. Some possibilities could include: Gleaners, Forgotten Harvest, varsity jacket coat drive, different grade levels donating the supplies for PB&J. Kelly suggested planning something for Easter Break. Karen asked Kelly to follow up with Rick and Melissa to form a subgroup.

- Introduction of SAC Reps to School Families – Karen wrote up a brief description of the SAC to be included in the pipeline on a regular basis.

V. Open Discussion – Julie gave a PVC update: this year's Gala generated almost \$64,000. The actual net is approximately \$44,000. Almost 70 people responded to the follow-up survey. The PVC is considering how to go forward with future events. They are having trouble getting someone take the lead on planning the Gala. Current considerations include keeping the event as is, changing the Gala to every other year, or hiring a party planner/fundraiser. Melissa suggested looking for volunteers throughout the parish.

VI. Future Agenda Items – Stacy - why can't Jr. High have water bottles? Mrs. Thompson – they have them in their lockers and can go out with permission anytime. Removing water bottles from the classroom was due to a major distraction of noise, mess, and flavored beverages/pop being hidden within the water bottle.

VII. Closing Prayer - Karen

VIII. Adjournment, 7:09 PM

Upcoming meetings:

<u>December 19</u>	Conference Room B	March 20	Conference Room B
<u>January 23</u>	Mrs. Thompson Room	April 24	Conference Room B
<u>February 13</u>	Conference Room B	May 22	Mrs. Thompson Room

School Advisory Committee Minutes
December 19, 2016, 5:30 pm – 7:00 pm
Location: Parish Office Conference Room B

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

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Members:

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Agenda

- I. Call to Order – Karen, 5:35 PM
- II. Opening Prayer – Karen
- III. Approval of November Minutes
- IV. Principal Update
 - Open House – Sunday, January 29: The PR/Marketing team is working to send postcards, provide current families with yard signs, and air a commercial on radio station. There is a high need for volunteers to work at the welcome table (11:00 – 1:30) to help attendees register, provide them with a goodie bag, introduce them to Mr. C., and set them up with a student-lead tour. The hope is that SAC members will volunteer for this opportunity. Dawn, Colleen, Stacy, and Beth stepped forward to help and will get more information after Christmas break.
 - 2017-18 Registration and Tuition Incentive Proposal: Previously tuition bills have always been set in March/April. New families must wait for published tuition rate and open spots. This year, Mr. C approached Fr. John and the PR Marketing team with plans to move up the commitment date for current families and offer an early-bird discount. The 2016/2017 school year tuition will increase by 5%, as typical of previous years. Current families will be given an option to lock in only a 3% increase by making their

commitment and paying their non-refundable family deposit by mid-February. The balance remains due in May, as in previous years. Changing the commitment date allows Mr. C to have a better sense of the budget, which can then allow him to extend the same incentive for new families. The consensus of the SAC is to share this information with families upon returning from Christmas break, as the information might get passed-over at this hectic time of year. The entire packet (fees, credit union information, etc.) will come out at the beginning of the year.

- Strategic Plan (please review copies distributed at the November meeting):
 - Mission and Catholic Identity (Culture): There is no need for a major rewrite of the school Mission and Catholic Identity. Rather, it is important to align the school mission with the parish mission. The goals were taken directly from areas on which the school is graded in the accreditation process. Incorporation of Religious on the school staff is put on hold due to an extended waiting list (5-6 years) for the orders that were contacted.
 - Governance: The goal is to assure a good leadership team is in place as many standards look for good communication.
 - Academic excellence: The Archdiocese of Detroit (AOD) rebooted all of curriculum and now emulates common core. The AOD invites staff to revise portions of the curriculums. English and Math complete. Religion and Social Studies are being redone. Key terms such as “21st century learning, STEM, and STREM” are often used. The PVC, along with a generous school family, donated \$2500 to provide our students with new microscopes to keep OLGC current in Science.

Working through this process will help Mr. C. and Father John in future planning. We want to be able to honestly tell parents what can and cannot be offered to students in terms of special needs and services. In addition, parents need to know what is happening in the classrooms in order to have a sensitive school culture. Sometimes in the past, we have tried to be all things to all people – that does not work. Colleen emphasized that it is unfortunate to lose students when we cannot meet their needs. In order to continue progressing, Mr. C. mentioned implementing track progress. Currently, we use IOWA testing as a nationwide comparison and baseline. It would be helpful to have more regular and consistent testing for tracking.

- Operational Vitality: Operational vitality has adequate verbal support but lacks monetarily. The parish and the school should have a five-year plan. Colleen asked if that includes a fundraising component. Yes it would, including a paid staff position that would handle enrollment, marketing, and recruitment. Such duties could include a sympathy card for parishioners after a death on behalf of the school, school tours for prospective families, etc. OLG is looking to hire someone for our school, ideally with a marketing background. The 4th goal, an expansion of the preschool program from half day to full day, is met, as preschool will become full day for the 2017/2018 school year. The name will change to “young fives” or “kindergarten readiness.” Student support services – there is an economic/enrollment benefit to taking in students with special needs. Action item should max at 2-3 / goal.
- Parent Expectations/Code of Conduct (please review this section of the handbook online, page 4): Expected behavior of students and staff are outlined, but no expectations are listed for the conduct of parents. **All members** of the community need to uphold the mission and vision of the school. Developing a parental code of conduct will assist the school in handling current issues as well as curtailing future offenses. Such a document will protect parents as well as staff members. Melissa will take the lead and work with a subcommittee (Colleen, Beth, and Dawn) to work with Mr. C in drafting a document. Consulting other area schools and their Codes of Conduct will assist our subcommittee in the draft phase. For example, St. Regis also has a document and sends parents a form sighting negative behaviors. However, consequences are excluded. Cristina suggested giving real world examples of what these behaviors look like. Stacy thinks the document “needs teeth” to be taken seriously. The SAC consensus is that consequences should be included. Mr. C said this page could be in the handbook as well as a separate send-home-and-sign document at the beginning of the school year. Melissa suggested including a cover letter. Colleen compared this idea to the athletic signup and checking the boxes acknowledging and agreeing to proper behavior (Code of Conduct). A brief brainstorm of consequences includes not allowing an offender’s family to return to the school or not allowing the offender to be on school premises. Melissa will set up a date to meet with the subcommittee to hash out ideas and details. Mr. C will review the draft in late January. Dawn suggests calling other schools to

generate ideas. Colleen wants to look at high schools as well. Mr. C. says some handbooks can be found online. Parochial schools make the most sense for comparison; however, all schools in this area have information to share. We can be above their standards and not use their information as our benchmark. The AOD is interested in watching the development of this plan, as it is needed more often than some would think. Melissa should plan to present an update on the February agenda.

- Catholic schools week is meant to celebrate the value of Catholic Schools. For the students, the AOD has a t-shirt sale – charcoal grey with blue logo, partnering with the Detroit Tigers. (\$10 cost = some money (\$2) comes back to the school and some goes to a charity). In addition, Parable Project is coming to perform a show, a spirit rally and talent show will take place, and the staff will perform a talent show for the students. For the parents, *Late Night with Father John Riccardo* will be offered on January 20, 2017. This is an opportunity for parents to hear about Rerouting, to looking at Genesis, and to enjoy a meal together. Childcare will be provided as the parish now has a childcare coordinator. Marketing of this event will be offered to school and religious education families first. The cost will be approximately \$40. There is a 50 couple capacity. As the event gets closer, the hope is to provide more information about what Father John will be discussing.

V. Old Business

- Parking Lot Update: Cristina and Karen are continuing to work on this area. Mrs. Ross will address this topic at the beginning of the year. Colleen's husband, a project manager and civil engineer, is willing to review the current procedures and suggest improvements. The problem is still existent and getting worse in times of inclement weather. Most problems stem from non-parent drop-off/pick-up (nannies, grandparents, etc.) who are not familiar with the routine. Having a police liaison direct traffic is not feasible as Plymouth typically only has two officers on duty each day. Stacy suggested reminding parents of the procedures. Colleen recommended sending home a hardcopy of the procedures in the family folder every month. Beth proposed putting the informational video on Gradelink permanently. Mr. C talked about arming attendants with ½ page information sheet for offenders. Manpower is key so Mr. C is free to walk the lot and be seen as well as address more serious safety situations. Stacy advocated doing a blitz to correct the parking problem. Kelly said

we can package it as “practice” for upcoming Easter/April break when we will not have busses. Mr. C liked the blitz idea for a late January “Week of Awareness.” We can provide tutorials and manpower at key places. Colleen talked about Ford’s good safety behavior video. She said it worked really well and brought awareness to the company. Stripping the walkways and/or creating a video using students as actors are other ideas that could get the attention of parents and provide information.

VI. New Business

- Talent Show: Friday February 3rd, during Catholic schools week.
- Cristina - No news on 8th grade trip, overnight at The Grand Hotel in Mackinac.
- Melissa – Mr. Jeffery is polling teachers to see what they do for their classrooms. He will compile information and come up with a service plan that he can plug in with the parish.

VII. Future Agenda Items:

- Melissa – the flag is not being raised in the mornings.
- Beth – parents are having a hard time locating Mr. C’s videos and information. Parents are also unhappy that Gradelink is not updated on a regular basis. Karen agreed that things are very difficult to find. Information is being added still, but it is slow to come.
- Mr. C – In-touch call system is up and running. Parents submitted incomplete information forms. Stacy suggested running a test. Mr. C said that is set up for first week back to school in January.
- Karen – asked for an update on the school directory. Mr. C. reported that the PVC is working through several delays. The printer had a formatting delay with the way that it was submitted. Mr. Budde is revisiting the option of an online directory for the future.

VIII. Closing Prayer – Mr. C

IX. Adjournment

Upcoming meetings:

January 23

February 13

Mrs. Thompson Room

Conference Room B

March 20

April 24

May 22

Conference Room B

Conference Room

Mrs. Thompson Room

School Advisory Committee Minutes

January 23, 2017, 5:30 pm – 7:00 pm

Location: Mrs. Thompson's Room

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Agenda

- I. Call to Order – Karen, 5:33 PM
- II. Opening Prayer – Mr. C
- III. Approval of December Minutes
- IV. Principal Update
 - Parent Date Night with Father John: Over 50 couples attended the event. Approximately 90% of the participants were school parents and 10% were parents of religious education students. Childcare filled up quickly and was utilized in full. All initial feedback seems to be positive; however, a follow-up survey will be administered soon for more concrete responses. Father John Riccardo seems enthusiastic about continuing this event on a more regular basis. That will be contingent on his schedule and the availability of the social hall.
 - Open House – Sunday, January 29: An email blast will be sent tomorrow to remind parents of the beginning of Catholic Schools Week, to ask for families to sign up to be the offertory families at all Masses this weekend, and to encourage students to wear their uniforms/spirit wear to Mass in order to be a visual testament to our school. Greeters will be present at Masses this weekend to hand out flyers and invite parishioners to attend the open house.

- School Closing Procedure (re: ice day on 1/17/17): As a general rule, OLGC follows snow/ice days that are called by Plymouth Canton Community Schools (PCCS). This usually involves Superintendents talking together and making a joint decision. However, last week the call from PCCS did not come in until later in the morning. By 6:45 AM area schools were announcing closures. By 7:00/7:15 AM, it was too late to make the call, as the fear was that some students were already in transit. As it turned out, district transportation was advised to avoid certain locations due to weather. Hence, busses did not show up for all of our students. This was unknown to Mr. C, despite him being in communication with the transportation department since 6:30 AM. With students and staff coming from a larger area now, in the future we will consider the surrounding communities, beyond PCCS, to make our own call. The option of calling a “delayed start” requires school staff to still being present for any students who may arrive. This is not feasible, as many staff members do not live in the Plymouth area. In addition, the call would still need to be made early enough to allow adequate communication with families who use the busses. Karen feels more salt needs to be put down in the parking lot for ice, since students were falling. The salt should be applied earlier and/or more often. Others agreed and felt that walking through the ice covered parking lot was harder than driving.
- 2017-18 Registration and Tuition Incentive Feedback: Early registration and tuition incentive seems to be getting positive responses. The financial documents and contracts were mailed last Friday and have not yet been received by all families through the U.S. Postal Service. Mr. Budde will soon send a registration link through Gradelink for parents who wish to register online. Cristina has been asked if incentive is due to lack of enrollment. Mr. C said this is not the case. Rather, moving the registration date forward has everything to do with the previous date being fairly late in comparison to others as well as budgeting issues. Originally, it was hoped that this incentive could be passed along to new families who are willing to commit during open house. However, some school employees feel this could convey a negative message and cheapen our brand. Mr. C asked for thoughts on this. The consensus of the SAC members was that the discount is appreciated yet not large enough to discount the product/services.

- 8th Grade Trip: One bus has been reserved to transport 50-55 people (36 students) to Mackinac. Moving forward, additional people who wish to attend will be waitlisted until it can be determined if a second bus is necessary. This is an optional trip that almost 2/3 of the class is electing to attend. Stacy suggested sponsoring an 8th grade student's class trip as a future Gala auction item.
- Karen asked for an update on the Strategic Plan. This will be added to the next agenda.
- The Pipeline through Gradelink is not working for everyone. Those who did not receive Pipeline through Gradelink should email Mrs. Cabble, who is keeping a count. Mr. Budde is working to identify the issue. There may be a connection to emails sent with attachments, as other notifications (low/high grades) are being sent/received successfully.

V: PVC Update: Results from the annual Gala, typically the largest OLG C fundraiser, showed a decrease in both attendance and revenue this year. Surveys (100 responses) were helpful in revealing that many people want something different in terms of location and format. Spending too much time at the tables, not having people to sit with, and an overall "clique" feel were examples that were given for a desired change. In an effort to address these concerns, the PVC has come up with a new approach having two components. Part I: A High Stakes Raffle. Every family sells or purchases at least one ticket (\$100). The PVC hopes to sell 60 tickets. Parishioners could also be included. The goal is to raise \$40,000 from the raffle. Part II: The Drawing Event and Auction. Friday, November 3, 2017 at 7:00 PM at the OLG C Social Hall. Admission (\$30/person or \$50/couple) includes heavy hors d'oeuvres, drinks, and entertainment. The auction portion of the evening will be both silent and live and feature favorite items from the past. Such items could include teacher features and classroom projects and dinner with priests, Christmas Eve parking/pew, and principal for the day, respectively.

This fresh approach is a nice way to include both school and parish families. It also helps spread the contributions to all families. In addition, there is very little overhead, hence keeping more of the profit for the school. The PVC will introduce this new plan to parents in the near future and quickly follow up with a survey looking for volunteers. Required volunteers will be 1 Raffle Chair, plus 2 – 3 volunteers and an Event Chair with separate committees for Auction, Sponsors, Food/Décor, etc. The expectation is that each family will

buy at least one ticket. However, this expectation is not included in the tuition contract. That may change in the future.

Disclaimer: If the 600 tickets are not sold, the cash prize gets prorated. Need not be present to win.

V. Old Business

- Parent Code of Conduct Draft Review – Melissa: Group did a lot of research and comparisons of other schools to come up with a draft. Purpose, policy, and (new) procedure were reviewed and edited to provide a clear and systematic protocol for dealing with offenders. Consequences were also included. The intent is to have parents individually sign the Code of Conduct along with the forms that are mandatory in the beginning of the school year. It will become like the emergency form and must be signed and returned. A copy of the Code of Conduct will also be included in the Student Handbook.

Policy 13 was added in an effort to address the parking lot issues and safety. Melissa iterated that an effort was made to find a balance of being specific without being too long/redundant. Karen expressed concern over the language used for the authority of school personal. She thought it could be harsh and is wondering how parents might react to that. Heather said the document is based on things that are happening. Kelly would like the Code of Conduct to be displayed at sporting events, as there have been some heated behaviors recently. Stacy was in support of the language. She added that while we hope to never use the Code of Conduct, it is comforting to know it exists. Mrs. Thompson shared that sentiment saying it is helpful to know it could be in place and teachers could have a more immediate resolution rather than having to involve administration and wait for procedures to be set in motion. Mr. C, as the one who has to enforce it, likes having it in writing.

There was some discussion regarding the specific wording of certain portions of the draft (3a and 3b) as well as if other areas, such as “student recourse,” are necessary. Mr. C made language suggestions for revisions regarding “parent recourse.” He asked the team to streamline the language to shorten the document. Mr. C wants to generate this document because we are in a culture change right now. Some behaviors are in violation of the culture we are trying to portray – not in alignment with school vision and mission. Julie noted that taking out “student recourse” might not be a good idea, since there are issues with parents

disciplining other people's children. Stacy feels sometimes the children do not respect parents (lunchroom) and wonders if something needs to be written to protect the parents? Mrs. Thompson said parents should correct the child on the spot, but they do not have the authority to do anything. Any behavioral incidents must be reported to Mrs. Contos, Mrs. Ross, or Mr. C. Mrs. Contos would have to report to administration as well, since she does not have the authority to administer disciplinary action. Heather asked if social media is covered in the plan. It is located in the "policy" section. Melissa – if a parent sees a child acting in a way that is not Christian-like, how should it be handled? Mr. C. could come up with Volunteer Procedures. Ultimately, the Code of Conduct is open-ended and left open to the discretion of the principal. Having it in writing provides clarity and protection. Mr. C appreciates that this document was drafted and agreed upon by parents on SAC. Melissa would like revisions sent to her within the next week. Mr. C. would like to meet to approve the final draft before presenting to SAC.

- Catholic Schools Week Update – T-shirts are arriving Wednesday and should come home by the end of the week. Students who elect to wear their t-shirt during Catholic Schools Week can be out of uniform. Otherwise, students without the shirt are expected to be dressed in uniform.
- Is Flag being raised in the morning? The Cub Scouts were not available to fulfill this duty, so a team of eight junior high boys have volunteered. They were trained by a Boy Scout and are now on a daily rotation. Mr. C and Mrs. Thompson noted the excitement these young men displayed to take part in this role.
- Parents are having a hard time locating Mr. C's videos and information – Updates have been made to website: Information has been updated on Gradelink. Videos will be produced bi-monthly. Mrs. Cabbie will send an email blast with updated information in the near future.

VI. New Business: Several parents questioning religion approached Kelly regarding the Mass quizzes that have been given to junior high students. These parents feel the "joy" of attending Mass is being taken away by testing students on what they heard. The quizzes are about the readings. Students do not know what they will be asked. However, Mrs. Thompson feels that Father John Simoneau gives many clues about what will be on the quizzes. She added that parents should contact him directly if they have concerns regarding the quizzes. Mr. C added that

occasionally quizzes are given on the homily from Masses to gauge how well the students are paying attention. Early on, the level of rigor was shocking. However, scores have generally improved. Students now have a better sense of his pacing and Father John Simoneau is doing a better job laying out information. In addition, Mr. Rainville, Mrs. Nicholas and Joe Jeffery are supplementing the information. Father John Simoneau is in the classroom 2-3/week. He is very receptive to feedback and has a willingness to change the structure. His presence in the classroom has been a pilot program this year. The second half of the school year will be geared toward drafting a curriculum.

- VII. Future Agenda Items: Karen – invite NJHS student representatives to the next meeting for an update of the Junior National Honor Society. Heather – would like an update on teacher shared services positions. Mr. C quickly clarified that a new Spanish teacher will be starting soon. She comes with k-12 experience and worked as a curriculum developer from Wayne Westland. This satisfied Heather’s inquiry. Kelly – developments for the parking lot procedure during Spring Break.
- VIII. Closing Prayer - Karen
- IX. Adjournment 7:03 PM

School Advisory Committee Minutes

February 13, 2017, 5:30 pm – 7:00 pm

Location: Conference Room B

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

Members:

<input checked="" type="checkbox"/> Karen Baker, President	<input type="checkbox"/> Colleen Liddell*, 3-4	<input checked="" type="checkbox"/> John Czaplicki, Principal	<input type="checkbox"/> Cristina Haass*, SIT
<input checked="" type="checkbox"/> Stacy Roberts, Vice President	<input checked="" type="checkbox"/> Dawn Trembath, 5-6	<input type="checkbox"/> Liz Ross, Vice Principal/Crisis Team	<input type="checkbox"/> Julie Romein*, PVC President
<input checked="" type="checkbox"/> Beth Borys Secretary	<input checked="" type="checkbox"/> Kelly Mangion 7-8	<input type="checkbox"/> Father John Riccardo*, Pastor	<input type="checkbox"/> Amy Angell, PR&M
<input checked="" type="checkbox"/> Heather Gardner, K-2	<input type="checkbox"/> Mary Thompson*, Teacher Rep	<input checked="" type="checkbox"/> Melissa Aguilar, CIT	<input type="checkbox"/> Andy Korytkowski, Booster Club <input checked="" type="checkbox"/> Baker, Fraker, & Bishop, Jr NHS Rep

*Anticipated absence

Agenda

- I. Call to Order, 5:32 PM
- II. Opening Prayer - Stacy
- III. Approval of January Minutes
- IV. NJHS
 - Introduction: Three officers were present: Claire Baker, president, Piper Fraker, vice president, and Lily Bishop, treasurer.
 - Update on activities: Piper asked if there are activities or areas the SAC would like to see student involvement for community service. Mr. C. indicated that there is still a desire to have a pipeline of ideas. He is aware of upcoming events for Lent but nothing long-term to his knowledge. Melissa recognized the flag raising effort is going well. Piper offered feedback on behalf of the middle school student regarding the magazine/cookie dough fundraiser. These students feel the fundraiser is geared to the younger students and does not offer incentives that target their age group. She reported that many of the students do not participate and even throw their information packets directly into the recycle bin upon receipt. Instead, they want something new. They suggested doing something similar to Catholic Central's raffle. SAC members explained that the PVC is already looking to do something like this in place of the Gala for next year. Beth asked Melissa to reach out to Rick Popp for school service opportunities aligning with the parish. Lily echoed Piper's previous point about the lack of participation in the current fundraiser among older students. Mr. C. explained that the magazine/cookie dough fundraiser brings in a decent profit without too much work (on the part of the students) and that the prizes are selected based on the company's recommendations. It is possible to look into options that are more suitable for middle school students. Melissa agreed that it is a good idea to

separate the ages/prizes as she has seen the discrepancy among her own children. Mr. C. pointed out that the middle school students are using brand new microscopes that were bought with the money from these fundraisers. Maybe students and parents should be reminded of the benefits gained by fundraisers to not only motivate future sales but also to simply inform the community. However, he agrees prizes should be geared to upper elementary students too.

- Claire, who ran her campaign on changing the hot lunch program, is committed to working with Mr. C. to make improvements for next year. She constructed a survey and distributed it with Mr. C.'s (email) help. The survey yielded a large response (145 participants) in a short amount of time. That amount of feedback indicates that something must be done. While the survey is still being reviewed, it is clear some suggestions are beyond what parents are willing to pay for. More affordable, yet quality options still need to be explored. The lunch contract is typically signed with Plymouth Canton Community Schools (PCCS) in June. However, last year we notified them that we might be considering another vendor in the future. The next step is to read through the survey responses and search for a new vendor. This could mean finding a catering service or bringing in local restaurants, e.g. Jimmy Johns, Subway, Taco Bell several times a week and brown bagging the other days.

Stacy asked about any grant money that is available for healthy/organic options. Caterers could possibly provide healthier options (non-canned foods). Snack cart options can also be reviewed and could possibly offer items such as string cheese, granola bars, etc. Mr. C. pointed out that the shelf life of items varies due to refrigeration and that must be considered when making a selection. He also feels that moving forward, the school could offer something else at least twice a week to get away from the PCCS system. Most parents said they would be willing to pay \$4.50 for more lunch options.

Claire will survey 5th – 8th graders to see what they would like to be eating. All questions are the same as the parent survey, minus the questions on cost. Heather asked if Claire reached out to any local restaurants. Yes, Claire thinks the ½ sandwich option from Jimmy Johns is a good start. Kelly shared that Northville Christian has a standing order of specific sandwiches with Subway each week. It is a delivery service. Karen said Spiritus Sanctus Academy gets Picnic Basket pepperoni sticks. Main St. Pizza currently handles OLGC pizza lunch. Several SAC members voiced that ordering a month in advance is very difficult. Mr. C. suggested doing away with hot lunch all together and OLGC sets up independent vendors on our own (e.g. MWF are brown bag, TTH are a rotation of Jimmy Johns, Subway, Taco Bell, etc.). Stacy points out we need to consider the percentage of people who are using the hot lunch program every day. She is willing to crunch numbers if Mrs. Cabbie can send them her way. Mr. C. knows that some places provide servers as part of the cost. Any of those workers would need to go through Protecting God's Children.

Milk has some issues with temperature control. At times a case or so would be delivered within a date of expiration. A parent commented on willingness to help with organic juicing. Mr. C. is not familiar with growing a

tower garden. Heather's cousin is doing a study with sustainable farmers. She is working with farmers' markets and teaching classes at Forgotten Harvest. Mr. C. would be interested in instituting a farm to school program to make sure food quality is good. Heather will be in contact with her cousin.

- Mr. C. honored the three young ladies as "one of the best officer boards" he has worked with.

V. Principal Update

- School Absences: The school is continuing with a massive deep clean. Master Maintenance, the hired custodial company, is doing the cleaning. They have also provided additional cleaning supplies so students/teachers can wipe down items (e.g. pencils, light switches, desktops) before leaving the room. Extra effort has also been made to make sure cleaning products, such as spray Lysol, are being used properly thus making them more effective. The deep cleaning procedures will continue every few weeks if needed. Nevertheless, Mr. C. spoke to Wayne County about shutting down. This is only feasible if 1/3 – 2/3 of the population is infected. Over the last two weeks, the reported absences are between 10 – 15%. Nora-virus, Influenza A, and Strep are the most commonly reported illnesses. Mr. C. called other area schools last week. West Middle School has 9 – 10% of students missing. Our absences numbers spiked after an email blast reminded parents when students were permitted to return to school. More students are returning to school each day now.

Piper spoke up about the floors in the junior high classrooms. Kneeling down in dark pants reveals a white film on their knees. Mr. C. said they are cleaning nightly and teachers should be putting in requests if things are not getting done. Dan, a maintenance worker, is doing a wonderful job of increasing the salt distribution. That might be what they ladies are seeing. Mr. C. asked the ladies to notify him ASAP when they notice the floors have not been cleaned. The maintenance company was changed shortly after the beginning of the school year. Master Maintenance is a parishioner owned company, and we are still working out some issues with them.

Heather brought up that the 5th/6th grade classrooms got hit particularly hard. Mr. C. said this could be due to the fact that those classrooms are the most concentrated area of the school. Another reason school could close per Wayne County is if the teachers are infected, which is not the case for us. Our Lady of Victory reported 5 – 8% of staff members being sick. St. Mike's is now at 70 students out and roughly 20 going home each day. Elsewhere in Michigan, a whole high school shut down because 500 students were absent. Dawn suggests washing hands upon entering classrooms. Melissa said manual washing is necessary, because sanitizers do not kill the virus. Mr. C. asked the teachers of the lower elementary grades to take more bathroom breaks so students can wash their hands more frequently. OLCG parents need to be reminded: **students CANNOT come to school until they are free of fever, diarrhea, or vomiting for 24 hours without the help of medication.**

- Parent Survey: Mr. C. would like to administer the survey in March instead of May/June as in previous years. Doing so will provide him with feedback that will be helpful for planning purposes.
- Spring Break Dismissal: Parents will soon be notified of a staggered dismissal during the week of April 3, 2017. The idea is to dismiss students with last names in the first half of the alphabet slightly earlier (2:30) than the latter half of the alphabet (3:00). Walker and latchkey students will also have an assigned dismissal time which has not been determined at this point. It was mentioned that the crossing guard would not be present for walkers at a 2:30 dismissal. Ten – 15 minutes should be allotted between the dismissals to allow the parking lot to clear and refill. Altering the parking lot pattern did not yield enough spaces to warrant a change. A test run will be conducted on March 15th, a full day of school when busses will not be available at dismissal.
- Parish Presence Committee Proposal: The school is still not properly represented to the parish. We need to have more of a presence. Mr. C. has been praying and brainstorming ideas to make this a reality. His ideas include encouraging our families to volunteer more for coffee/doughnuts and provide regular bulletin articles. He shared that Marie Mattos, head of church promotions, thinks the school should have a full bulletin board at the church entrance, which is refreshed monthly to add our presence and advertise our school to parishioners. This would require a mini-committee to man the boards, feed John Stockwell with information for Facebook, etc. Melissa suggested having NJHS there in uniform as greeters and serving doughnuts. Heather added the fish fry as a place our families could be visible. Mr. C. would like to pick 1 – 2 masses a month to have students greet, hand out bulletins, etc. Dawn suggested having teachers submit articles every week for the bulletin. Mr. C. said that would require us to have an article ready every week. However, rotating through grade levels would be a feasible task for teachers to undertake. We have to speak up for ourselves if we are going to be heard. The intent of increasing our presence at the parish is not necessarily for recruiting purposes. Rather, we want to provide information on “your parish school.” Beth asked for actions she could be taking to help in this area as the parish council school representative. Mr. C. will talk with Father John Riccardo and get back in touch with Beth.
- March is reading month: The reading teachers proposed door decorating, Magic Carpet workshops (3rd – 6th grades), and Battle of the Books (4th – 6th grade). In addition, the Friday Challenge from the school office will be geared toward reading. Mr. C. is looking to PVC to help with the cost of the workshops.

VI. Old Business

- Parent Code of Conduct Review – Melissa reported that the committee met on February 2nd for revisions and gave the draft to Mr. C. He is currently reviewing it and will provide feedback. The goal is to review the final draft at the March meeting. Beth will attach the working draft with the minutes.
- Catholic Schools Week (CSW) Recap: Mr. C. thought it was one of the better ones from the previous years. Claire agrees that the students were

happier with it as well. Four hundred Detroit Tiger shirts were sold. Parents bought them in addition to students. Stacy asked if those shirts could be worn for gym. Mr. C. confirmed that they acceptable.

- Open House Follow up: There was a great response. Doubling the amount of last year, we had 52 – 54 families (60 new students). Heather noticed more people were turning in their applications before exiting. Mr. C. said teachers noticed the same and also noted that attendees seemed more committed and less “shopping the school.” A spring open house will take place on March 16, 2017. Mr. C. would like volunteers to make follow-up phone calls with new families. Beth, Heather, Karen, Kelly, and Stacy all volunteered. A lot of information is still coming in on the tuition incentive. We will know more after mid-winter break.

VII. New Business

- Building Walk-Through: Dave Elsey asked for an earlier building walk through. Doing so will allow him to utilize what is leftover in this year’s budget to tackle projects rather than waiting for next year’s budget to become available. He is hoping this walk can take place at the next SAC meeting, March 20th. The start time will be bumped up to 4:30 PM to accommodate this request. Karen will confirm this date and time with Dave. Heather brought up looking for new SAC members, as they are usually present at the walk-through. They will not be present for the walk-through this year, but current members should start thinking about new members for next year. *Karen confirmed the date and time with Dave.*

VIII. Future Agenda Items:

Mr. C. would like to hear feedback from the March 15th dismissal.

Melissa is hoping to have service project update.

Heather asked if 5th grade has a confirmation project. No one has heard.

IX. Closing Prayer - Karen

X. Adjournment, 7:00 PM

School Advisory Committee Minutes

March 20, 2017, 4:00 pm – 6:30 pm

Location: Start at School Office, Mrs. Thompson Room

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

Members:

<input checked="" type="checkbox"/> Karen Baker, President	<input checked="" type="checkbox"/> Colleen Liddell, 3-4	<input checked="" type="checkbox"/> John Czaplicki, Principal	<input checked="" type="checkbox"/> Cristina Haass, SIT
<input checked="" type="checkbox"/> Stacy Roberts, Vice President	<input checked="" type="checkbox"/> Dawn Trembath, 5-6	<input checked="" type="checkbox"/> Liz Ross, Vice Principal/Crisis Team	<input type="checkbox"/> Julie Romein, PVC President*
<input checked="" type="checkbox"/> Beth Borys Secretary	<input checked="" type="checkbox"/> Kelly Mangion 7-8	<input type="checkbox"/> Father John Riccardo*, Pastor	<input type="checkbox"/> Amy Angell, PR&M
<input type="checkbox"/> Heather Gardner, K-2	<input checked="" type="checkbox"/> Mary Thompson, Teacher Rep	<input type="checkbox"/> Melissa Aguilar, CIT*	<input type="checkbox"/> Andy Korytkowski, Booster Club <input type="checkbox"/> TBD, Jr NHS Rep

*Anticipated absence

Agenda

- I. Walk-Through of Building and Grounds (Dave Elsey and representative from Master Maintenance) – 4:30 P.M.
- II. Call to Order, 5:58 P.M.
- III. Opening Prayer – Mr. C.
- IV. Approval of February Minutes
- V. Principal Update
 - Parent Code of Conduct Final Review – Several members of the subcommittee met with Mr. C, Ms. Ross, and Ms. Fitch recently. Together they made some changes to the document. Namely, number 13 under “policy” was added as well as an italicized statement at the end of the document stating that any adult representing a student is responsible for following the policies. The Code of Conduct will be administered in the beginning of the school year as part of the PVC packet of papers as well as being an appendix in the handbook. Currently the document is with the legal team of the Archdiocese of Detroit (AOD) for review. A reinforcement date may still be added. Mr. C. will update SAC when the AOD approves it.
 - Review of Dismissal Plan (no Buses) – During the practice dismissal on March 15th, there were about 85 cars at each dismissal. With this number of cars, there may not be a need to have a staggered dismissal in the future. The parking lot can house 200+ cars if using every lane.

- Calendar Planning – Moving away from the Plymouth/Canton Community School (PCCS) busses gives us the ability to gain some independence, which consequently gives us more flexibility in determining our own calendar. Too many families rely on the busses to break completely. However, utilizing our own dismissal procedure affords us more opportunities to be independent in determining our calendar. Our Lady of Good Counsel is required to have 1098 hours or 180 days of instruction throughout the year. There are also hourly requirements for teacher professional development. Mr. C., Ms. Ross, and Ms. Fitch will soon review the calendar for the upcoming school year to determine when the 2017/2018 school year will begin/end, when upcoming breaks will take place, and what the duration of those breaks will be. Upon their completion, the staff members will be asked for input, and then the SAC will be asked as well.

Colleen spoke up saying that many people want the full week for mid-winter break to return. Beth countered that saying that many parents voice frustration over extra vacation days that seem unnecessary. Mr. C. is considering creative options to accommodate families. One solution could be starting school before Labor Day, which could allow for summer vacation to begin in the beginning of June. However, having a week of mid-winter break will keep summer vacation beginning in mid-June.

- School Visioncasting Meeting May 18th – There will be a mandatory parent meeting at the church (roughly 7:00 – 7:45 P.M.) to explore the strategic plan and ask who we are and why we exist. This will be a recap of what the staff has been working on to identify ourselves.
- Suggested shoe policy changes – Ms. Ross reported that staff members have asked permission to expand the range of acceptable shoes for students. Students will no longer have to abide by rules, which limit the color of their shoes, the color of laces, etc. Leather/causal shoes are still permitted. The only rule is that shoes must meet OSHA standards: toes and heels are to be covered and the sole should be rubber. Per OSHA standards, shoes with lights and wheels are still unacceptable.
- Open House Review – The Spring Open House took place on Thursday, March 16th. The turnout was not overly impressive. Last year, the Spring Open House was on a Sunday and later in the school year. In the future, we will consider going back to a weekend date in hopes of attracting more attendants.

There is a higher demand for preschool than what was originally anticipated. Therefore, administration is working on approval to expand to a second preschool room. The current preschool room can accommodate up to 20 students if a third teacher is added. This room must be approved before more students can be admitted. As it is, the preschool program is full and a waitlist exists. Next year will offer a full – day with a half – day option. Cristina suggested hosting an Open House in October with applications due January 1st of the following year, like many high schools. Karen agreed it is good to get families thinking about schools before due dates are here.

- Catechesis of the Good Shepherd Religion Curriculum – This program was developed in the 1950s as a Montessori-type approach for 3 – 6 year olds to learn about the catholic faith in a hands on/exploratory format. OLCG has been using this at the church on the weekends and there is a newfound excitement surrounding the program. Before it can be implemented, teachers must undergo training. Sr. Nancy of Monroe Catholic Schools will offer training to Joe Jeffery, some parents, and some staff members. Lessons for students will be 90 minutes with application throughout the rest of the week. This will become the basis of our religious education through 6th grade.

“Atriums” (classroom areas) will be developed for the different stages of the program where students can explore elements of the Mass with proper vocabulary and understanding on a weekly basis. Younger students have little vestments, an altar, a chalice, etc. to truly learn the parts of Mass, not just memorize. Classrooms in main building, above the junior high, or doubling up the space in the new chapel are all options for possible locations to house the atrium and this new program. Sr. Nancy will return for further consultation.

These lessons will augment services that are already available (Adoration, all-school and divisional Mass, etc.) In addition, a new religion curriculum will be implemented next school year. Catechesis of the Good Shepherd is incorporated in that curriculum. More information will be given to parents at the Visioncasting meeting on May 18, 2017.

VI. Old Business:

- Cristina asked about the end of the pilot program for Confirmation. Our teachers and the religious education office submitted a report. No word yet from the AOD on how things will proceed in the future.

- Stacy inquired about the location of an electronic calendar. Mr. C. said “year at a glance” calendars quickly becomes out of date, yet parents still refer to the original draft. Therefore, he hesitates to provide such information. Maybe the calendar can be revised quarterly with notice that dates are subject to change. Stacy asked for a Gradelink update that would make it possible to download the calendar updates onto personal calendars. Mr. C. said it is a feature they are working on with Gradelink.

- VI. New Business – New SAC members: Secretary, representatives for preK-2, 3&4, 5&6 are needed. Colleen graciously agreed to serve as VP for the next school year. Karen will ask for new volunteers in the upcoming Pipeline.
- VII. Future Agenda Items
- VIII. Closing Prayer - Karen
- IX. Adjournment, 6:45 P.M.

The next meeting date is April 24, 2017 at 5:30 P.M. in the Parish Office Conference Room.

School Advisory Committee Minutes

April 24, 2017, 5:30 pm – 7:00 pm

Location: Parish Office, Conference Room B

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

Members:

<input checked="" type="checkbox"/> Karen Baker, President	<input checked="" type="checkbox"/> Colleen Liddell, 3-4	<input checked="" type="checkbox"/> John Czaplicki, Principal	<input checked="" type="checkbox"/> Cristina Haass, SIT
<input checked="" type="checkbox"/> Stacy Roberts, Vice President	<input type="checkbox"/> Dawn Trembath*, 5-6	<input type="checkbox"/> Liz Ross, Vice Principal/Crisis Team	<input type="checkbox"/> Julie Romein*, PVC President
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<input checked="" type="checkbox"/> Heather Gardner, K-2	<input type="checkbox"/> Mary Thompson*, Teacher Rep	<input checked="" type="checkbox"/> Melissa Aguilar, CIT	<input type="checkbox"/> Andy Korytkowski, Booster Club
			<input type="checkbox"/> TBD, Jr NHS Rep

*Anticipated absence

Agenda

- I. Call to Order, 5:35 pm
- II. Opening Prayer, Karen
- III. Approval of March Minutes

- IV. Principal Update
 - Lunch Alternatives – Ovation, a catering company used by the Archdiocese of Detroit (AOD) as well as other area schools, is being considered for a new lunch program. A group of students consisting of all grade levels will have the opportunity to sample possible lunch options (chicken fingers, fajita, etc.) during their normal lunch on May 4, 2017 at the Parish House. PVC and SAC members are also invited to be taste testers.

When considering a new lunch program, there are several factors considered as “must haves.” These factors include: online ordering, alternate special order options (such as Jimmy Johns), reasonable daily rates (\$3-4), and healthy options. OLGC has several possibilities to consider before finalizing the future lunch program. First, use Plymouth Canton Community Schools (PCCS) as the primary lunch provider and offer a private vendor a few times per week. Second, hire Ovation to provide lunches and allow them to negotiate with a special order option provider. Third, Peter Veech Catering is a possible

option, but we may be out of time to secure this deal. Finally, students could bring brown bag lunches several days a week with special food options 2-3/week. A decision regarding PCCS needs to be made fairly soon as it is a consideration in the upcoming budget plan. The lunch plan that is selected for the upcoming school year will be a one-year contract.

One other option Mr. C. has been looking into is a farm-to-school program through Michigan State University, as it offers many different selections. This is something to explore as an organic option but may start small. He has been unable to connect with the contact person.

Jimmy Johns is very interested in working with OLGC. They were also the popular choice among students. The pizza provider will be changing too. One possible option for pizza could be Picnic Basket's pizza roll. From a business standpoint, Ovations is more affordable and gives the school a kickback. Mr. C. is hesitant to let Ovations and a special food option negotiate the deal, as they might not meet a payment range that is agreeable to our parents.

- Calendar Planning - Update:

Official start time – 8:10 am, walker/car rider dismissal – 3:05 pm, busses may be 3:00 pm

August 28, 2017 – start date, with a 4 day Labor Day break

May 31, 2018 – graduation

June 7, 2018 – last day

Breaks: Election day (November) will be eliminated.

One day during Thanksgiving week will be parent conferences for half the day – no school day for students, conferences/professional development for teachers.

December 22, 2017 – January 5, 2018 will be Christmas break. Students return to school on January 8, 2018.

MLK Jr. Day is yet to be determined.

February 19 – 20, 2018 – Mid-winter break

March 29, 2018 – April 6, 2018 – Easter

- Parent Code of Conduct Final Review – AOD Approval – Assistant superintendent has this document on his “to do” list. However, due to the AOD being short staffed and in the midst of an accreditation process, we must be patient. Mr. C. is still planning to include this document in the 2017/2018 school year paperwork and handbook.

- Suggested shoe policy changes – Mrs. Ross has general staff support for relaxed guidelines. The guidelines will likely change in the handbook for next year.
- School Visioncasting Meeting May 18 at the church – This meeting is meant to reinforce who we are and why we exist, discuss climate/culture, and what Father John Riccardo has heard regarding why families leave (or never come to) OLGC. He will highlight the strategic plan items and initiatives (expand preschool, Catechesis of the Good Shepherd, Alpha for parents) as well as offer an invitation to join us in moving forward. Unfortunately, childcare will not be available for this event.
- Open House Review – OLGC is always looking for marketing ideas. One affordable idea is to post a welcome sign for students who shadow the school. This will help them to feel welcome as well as alert current students that there are guests in the building so they can be hospitable. A paid part-time marketing person in the AOD is ideal (cards for parishioner baptisms/funerals, update of various school happenings, etc.). Other marketing aspects (radio ads, mailers, etc.) can happen in-house. The Pipeline could also call on people as some parents are looking for ways to help. A “tasks to be done” list can be helpful instead of asking for individuals to chair specific committees. Volunteers are getting harder to find. It feels that many parents have the mentality of paying tuition and completing DOVE hours is all that needs to be done. Much more is required to keep the school surviving. More still is required to thrive.
- Outdoor playground for expanded Preschool – There are no plans to build a preschool playground. Instead, preschoolers will have daily access to the gym. The blacktop is also an approved area for preschool play. Currently there are 21 incoming preschoolers. Mr. C. feels an outdoor play area should be a higher priority, since preschool is already a great feeder for the school. The PVC may be able to help, but they have their eyes on other items. Karen asked for a general financial update from PVC. Mr. C. reported that new lockers are now installed in the junior high hallway. Next, PVC is planning more classroom remodels, creating an atrium for Catechesis of the Good Shepherd, and beautification of the building. Ideally they could make more improvements to the school entrance, finish remodeling the office, add décor to the walls, improve the school grounds, and add new interactive, digital touch-boards

to classrooms. PVC has also secured chair people for both the event and fundraiser aspects of the Big Money Raffle.

The preschool classroom can hold up to 20 students. However, if there are over 16 students, a third person is needed to staff the room. Therefore, OLGC has received certification to use Room 1 as a preschool space. Enrollment for next year is in the 490s and is trending down over 5 years. The only school that is not decreasing in attendance is All Saints, because they keep promoting their preschool. Mr. C. would like to look at a staffing structure over the next five years. Other area schools look full while we are not. However, this is due to their self-imposed limitations. For example, they might only offer two classrooms for each grade level and cap the number of pupils in the low 20s. Several staff members are certified to teach at the preschool level. Three to four staff member are interested in being trained in the Catechesis of the Good Shepherd, although no one has agreed to teach it. Joe Jeffrey will assume this role if no one volunteers. Volunteers will be needed to augment this program. More information on staffing positions will be forthcoming.

V. Old Business

Parish Presence – The school bulletin board is present in the main vestibule area of the church, and more school information has been shared in the church bulletin. However, we still need a couple of people who are constantly looking for ways to get involved. We should appeal to the parish family regarding what needs to be done. For example, uniform-wearing students can serve as greeters before Mass, grade levels or school groups can volunteer to serve coffee and doughnuts, etc.

VI. New Business

New SAC member candidates – Positions needed are D1, D2, D3, and Secretary. Kaelah Lesnau, Emily Ryner, and Shelly Cervenak each expressed interest in serving as a D1 representative. Shelly indicated she is willing to serve D3 as well.

Melissa shared some information on Holy Family Fest at Catholic Family Land.

There was a brief discussion about how to care for families/staff members in need. It is left to the discretion of those involved to share with the school community what (if any) help is needed.

Parking in lieu of busses – Melissa felt it was “not too bad.” It is a doable scenario for the future. Others agreed with Melissa. Karen wants the parking layout to change back to the cars facing the school in the east lot. It is a safety situation as many people stand or sit near the entrance, which makes it difficult for cars to pull in. Mr. C. asked Karen to write up brief instructions as to how it is going to change. Mr. C. will make a short animated video to show changes. The proposed idea is to enter through the north driveway and pull through the south driveway to William/Irvin.

- VII. Future Agenda Items
- VIII. Closing Prayer - Karen
- IX. Adjournment, 7:02 pm

School Advisory Committee Minutes

May 31, 2017, 5:30 pm – 7:00 pm

Location: Parish Office Conference Room B

School Mission: Our mission at Our Lady of Good Counsel Parish School is to provide an environment where Christ is encountered and discipleship is fostered through our Catholic traditions, values and doctrines, while challenging our students to be their best academically.

Members:

<input checked="" type="checkbox"/> Karen Baker, President	<input checked="" type="checkbox"/> Colleen Liddell, 3-4	<input checked="" type="checkbox"/> John Czaplicki, Principal	<input checked="" type="checkbox"/> Cristina Haass, SIT
<input checked="" type="checkbox"/> Stacy Roberts, Vice President	<input checked="" type="checkbox"/> Dawn Trembath, 5-6	<input checked="" type="checkbox"/> Liz Ross, Vice Principal/Crisis Team	<input type="checkbox"/> Julie Romein, PVC President
<input checked="" type="checkbox"/> Beth Borys Secretary	<input checked="" type="checkbox"/> Kelly Mangion 7-8	<input type="checkbox"/> Father John Riccardo*, Pastor	<input type="checkbox"/> Amy Angell, PR&M
<input checked="" type="checkbox"/> Heather Gardner, K-2	<input type="checkbox"/> Mary Thompson*, Teacher Rep	<input checked="" type="checkbox"/> Melissa Aguilar, CIT	<input type="checkbox"/> Andy Korytkowski, Booster Club
			<input type="checkbox"/> TBD, Jr NHS Rep

*Anticipated absence

Agenda

- I. Call to Order, 5:39 PM
- II. Opening Prayer – Mr. C.
- III. Approval of April Minutes - pending
Welcome New 2017-18 Board – Emily Ryner (PreK – 2), Angela DiSalvo (3 – 4), Shelly Cervenak (5 – 6), Kaelah Lesnau (Secretary)
- IV. Principal Update
 - Enrollment and staffing for 2017-18 – enrollment is still in the 490 range from the last meeting. Prospective parents are still coming for tours and prospective students are still shadowing.
There will be a fair amount of restructuring among the staff for the 2017-2018 school year:
Pre-Kindergarten: Mrs. Lemer and Mrs. Neilson
Mrs. Stanford will spend half her day teaching pre-K and the other half teaching Catechesis of the Good Shepherd. At this time, Mrs. Stanford does not have a need for an aid.
Kindergarten: Mrs. Coury and Mrs. Kowalski
First grade: Mrs. Szymanski and Mrs. Stowe
Second grade: Mrs. Kaman and Mrs. Tiderington
Third grade: Mrs. Kraus and Mrs. Bosker
Fourth grade: Mrs. Rossow and Mrs. Gendron
Fifth grade: Mrs. Hebert and Mrs. Cinzori
Sixth grade: Mrs. Paterra, Mr. Cameron, and Mrs. O’Sullivan
Junior High: no changes to report
Mr. Jeffrey will assume Fr. John Simoneau’s role teaching theology and church history as well as Catechesis of the Good Shepherd.

The new atrium for Catechesis of the Good Shepherd will be in Mrs. Rossow's old classroom, as she is moving to room seven. Dave Elsey is working on remodeling the classroom to meet the atrium requirements.

Stacy asked if outgoing families participate in an exit interview. Mr. C. reported that a Survey Monkey is usually sent during the summer, and he follows up with any family who returned nebulous responses. Stacy is wondering if that is a roll for SAC members, as non-staff members who could talk to parents as parents.

- Principal search – The position has been posted for several weeks through the Archdioceses of Detroit (AOD) and OLGC websites with a closing date of June 2, 2017. Candidates are being asked to submit a résumé, cover letter, interpretation of the school vision, and proof of certified administrator documents. Mr. C. is doing phone interviews and narrowing candidates to 2 – 3 individuals who will come for a large portion of the day to undergo further interviews. These interviews will be conducted by Mrs. Ross, teachers, and a semi-social with parents. Father John Riccardo will continue the interview the following day and make a final decision. Candidates with multiple years of experience have been applying from all over the state. Once Father John makes a decision he will notify the school community. The hope is that this announcement will be made by mid-June. The requirements for a principal are: degree level of Masters in School Administration (minimum), teaching license, and administration license.

Mr. C. accepted a principal position in Ohio. He hopes to join his family there by the end of June.

- Calendar Planning Update – Four families have expressed concerns about the upcoming changes to the school calendar. Mr. C and Mrs. Ross have spoken or will speak with them. In general, most people are positive about the changes. A more complete calendar will be shared with all families in the upcoming Pipeline, although it is subject to change. In addition to date changes, instructional time will also be added. The school day for the 2017-2018 school year will be 8:10 AM – 3:10 PM. The OLGC school calendar still matches nicely with previous Plymouth-Canton Community Schools (PCCS) calendars, yet there allows for some flexibility from the PCCS calendar. The official 2017-2018 PCCS calendar has not yet been released.

SAC members can affirm that Mr. C. did discuss this change with the SAC/PVC and other groups of parents, albeit not all parents individually can be consulted. There are many steps the calendar has to pass through to get approved: administration, staff, and parish. This was not a rash decision. Mr. C confirmed with SAC that no further action or reconsideration was necessary on this matter and had their support of the decision.

Heather and Cristina asked about the 6th grade field trips while 5th grade is away at camp. Mr. Jeffrey is working on a retreat to use church facilities. This is a work in progress but could have an overnight element. Colleen said this could be a great time to work out community service as it has been disorganized to date. Mr. C. encouraged her to follow up with Mr. Jeffrey next year. Mrs. Ross has a list of volunteer opportunities that she has previously shared with Mr. Jeffrey. Cristina suggested sharing this list with Mrs. Fitch, who can link it on her website.

Stacy asked about moving recess before lunch for younger students. She feels they are so excited to be able to talk with friends, that they spend more time talking than eating. Having recess first could also help with quieting the lunchroom. Mr. C. said that junior high has recess first due to scheduling issues, but it is something that can be explored. There was some concern over hand washing for younger students if recess is before lunch.

- Lunch program – After a survey and a taste testing, lunches for the upcoming school year will be provided by Ovations (an AOD approved vendor). Ovations upgraded their program and received positive referrals from other area principals. They offer a lot of the same types of menu options that are currently being offered. In addition, they will offer “Jimmy John Fridays” (every Friday or every other Friday TBD). Current lunch prices will probably stay the same. Jimmy Johns will be \$4.25 for a 4-inch sub plus fruit/drink. To upgrade to the full size sandwich, the cost will be \$5.50. Pizza may continue on Wednesdays provided by Ovations or from one of their own vendors. Ordering will still take place one month in advance, including Jimmy Johns. Ovations and Jimmy Johns will work among themselves, and OLGC will not be involved.
- Parent Code of Conduct Final Review – AOD Approval – the assistant superintendent has given approval, but there has been no word from the AOD lawyer. Mr. C. is still planning to include this with future documents.
- Suggested shoe policy changes – Approved. Students can wear any type of tennis shoe for the upcoming school year. Shoes with lights, wheels, and/or sounds will not be permitted. OSHA standards are still in place for the safety of each student. Some of these standards include rubber soles, closed toes, and no boots. A notice of this change will be included in the report card mailing in early summer.
- Review of walk-through punch list – Mr. C. and Dave Elsey met to discuss the punch list. A larger upcoming project will be new flooring for the 5th/6th grade hallway. This will beautify this area of the building as well as make it safer for students. Money from the current budget will cover this cost. The junior high received new lockers over Easter vacation. PVC and the parish shared the cost equally. Improvements to the front of the Parish House are also being made. In addition, replacement mats will be put in the gym along with new mats on the opposite wall. First grade rooms will be upgraded over the summer. Once complete, all Pre-K – 1st grade rooms will be updated. Heather asked about playground equipment for pre-K. Ms. Lemer, Mrs. Ross, and Mr. Elsey have a special projects fund that they have been saving for a unique project. Using a portion of this fund, they will purchase a playscape for preschoolers. Ideally this will be fenced in as well. It makes sense to invest in a play structure, as the pre-K families will help the school enrollment grow. Karen brought up the issues of cleaning the building. Mr. Dan (in-house staff) works hard and is doing well picking up the slack of the maintenance that is not being done. They finally have a set crew to come in each night. Mr. C.’s recommendation is to change maintenance service, since things are not getting done. This has been a chronic problem to be addressed over the summer.

V. Old Business

VI. New Business

- Band as part of school day – Karen reported that families are asking for band to be incorporated into the school day so the children do not have to give up their recess to participate. Making this change could help the band program to grow. Mrs. Ross said the space is limited, unfortunately. Additionally, the master schedule must accommodate Pre-K – 8th grade. The resources to offer band during the day are not available. The other challenge is that the same teacher teaches both music and band. She cannot teach both at the same time. The suggestion was made to get rid of musical theatre and have band in its place. However, that change could upset those involved in musical theatre. Another option could be to offer band after school. This is also challenging, as shared-time teachers do not get paid for after school hours. Mr. C. is willing to look into it and consider adding this option into contract negotiations.
- Clarification of handbook concerning uniform shorts – “Shorts can be worn May 1 – October 1 or on unseasonably warm days.” Administration added “at the discretion of the administration,” because it was never intended that parents would personally decide if a day was unseasonably warm. Stacy asked if shorts day could be moved up to April 15th to eliminate the need for administration to make a call on an unseasonably warm day. Mr. C. is willing to look into it.

VII. Future Agenda Items

- Strategic plan review – The 2017 – 2018 SAC will review the strategic plan starting in the fall. Mr. C. asked Father John Riccardo to bring it back with the new principal. The new principal will be able to have a voice and some ownership rather than an inherited document. The AOD recommends a five-year plan. Father John Riccardo recommends maybe doing a 3-year plan, according to Mr. C.
- Stacy invited people to come to the golf outing this coming Saturday. The numbers are low. Mrs. Ross said it could be due to Confirmation. Karen asked about Confirmations for next year, since it was announced Confirmations will be made in 6th grade. There will be a small parish-wide group for next year who will be confirmed.
- Melissa asked if there is a meeting in June (no). Stacy announced future meetings for the 2017 – 2018 school year. Meetings will take place on Mondays at 5:30 – 7:00 in the parish office conference room B. The dates are: Sept. 18, Oct 16, Nov 27, Dec 18 (optional), Jan 22, Feb 26, March 19, April 16, May 21.
- Mr. C. updated SAC on Alpha for school parents. Six school families have stepped forward to invite others into their homes. Mondays – Saturdays will be offered. An announcement/flyer will be in the pipeline.

VIII. Closing Prayer, Karen

IX. Adjournment, 7:04 PM