

Parent Leadership Team Meeting Agenda

November 14, 2019

Location: Melissa Hunt's Office 9 am -10:30

School Mission Statement: We exist to offer a life-changing encounter with Jesus and equip leaders to transform the culture.

Purpose: To support and enhance the experience for our students both academically and spiritually through fundraising and volunteer opportunities uniting families and staff to serve our parish school while transforming the culture.

Members:

√ Melissa Hunt
Principal

√ Kaelah Lesnau
Secretary

√ Susie Heinemen/Sally Dombrowski
Parent Lighthouse Team

√ Elizabeth Pawluszka
President

√ Becky Stasevich
Treasurer

√ Maureen Squires
Vice President

√ Angela DiSalvo
Hospitality

√ Stephanie Camalo
Fundraising

Agenda

- I. Call to Order – Elizabeth Pawluszka-9:37
- II. Opening Prayer – Becky Stasevich
- III. Approval of Last Meeting Minutes Oct 23, 2019- Angela approved, Maureen 2nd
- IV. Introduction/Welcome New Fundraising Chair – Stephanie Camalo- WELCOME!!!!
 - Becky shared some fundraising solicitations that she has received as well as an overview of what we have done in the past.
 - Steph has some really great ideas on how we can step up our fundraising game!
- V. Principal's Report – Melissa Hunt
 - the staff will be having the next Leader in Me Training on Monday, December 2nd. Angela will take care of ordering breakfast and lunch for the staff
 - Coffee Chats (Tuesday, November 19th @ 10am and Wednesday, November 20th at 7:00pm). Parents will sit according to their grade level (if they have multiple children at the school, they can choose which grade level to sit at. There will be behavioral norms set so that

we can be most productive. Every table will have a leader and a note keeper to better reach all needs. Melissa will do an introduction and then it will be more of a listening/small group discussion setting. With this new format, the school will then be able to receive more information as opposed to pushing out information. There will be a set of questions at each table that will guide the discussions. These questions are based on common questions or concerns that have been recently brought up: academics, communication, etc. We will also gather data at sign in as well such as have they been at other communication offering (Parent Learning Labs, etc).

-School Improvement Meeting

Each Action Team consists of representation from each division across the school as well as parent volunteers. We are looking at the vertical alignment across the school to ensure that all grade levels are represented on each Action Team. They made sure that each action team is working on something that supports our overall school goals. The action teams meet individually and then meet together at the end for a share out where ideas that they want to be rolled out at a school are presented (Student Support Program, MAP testing, IXL, etc). Once presented to the SIT, it then gets discussed and motioned for approval. First action team meeting are next week.

-The SIT team also conducted data driven analysis where they looked at all of the surveys from staff, parents, and students. Another group assessed the MAP results where they set growth goals from fall to spring.

-The last thing discussed was school communication. For the last few weeks, administration has been looking for ways to more effectively communicate school wide. Melissa has done her due-diligence by checking individual classroom communications as well as divisional and does see the problems and holes that exist. There is a school communications meeting every Monday that includes Kylie Cooper, John Stockwell, Greg Budde, Huay-Lin, Mary Cabble, and Terri. A few weeks ago, a parent shared the parent's side of concern. Communication options were presented to the school improvement teams:

-Face lift of Gradelink to get things more consistent across the school

-Use Google Calendar as Gradelink calendar has had issues

The SIT decided to meet with each of their divisions and create a template for each grade level. The plan is to relaunch Gradelink come January with a new look for more consistency. We will also be searching for new communication platforms to possibly replace Gradelink next year. The staff will have a PD in December that will help them get on the same page.

December

-December 2nd DAADs club will have meeting in the evening in the school library

-Advent Wreath blessing on December 3rd- the blessing will be held virtually through the white boards at 8:10.

-Tuesday, December 10th is Christmas Caroling. It will begin with us greeting the Religious Formation Students then traveling around the neighborhood. We will be gifting gift cards and Christmas cards to the neighborhood houses to thank them. Susie shared the great idea to give the neighborhood families a heads up that we will be caroling that evening.

-December 17th- Advent concert in the church at 6:00

-December 19th- all classroom parties are from 2:15-3:10

We would like to show our teachers BIG TIME appreciation in December. Last year, Melissa sent out message to parents to ask for donations of gift cards to give to the teachers and she asked if it was acceptable to do so again. We unanimously agreed that yes, it is a great idea to ask parents for gift card donations.

If there is anyway we can think of spoiling the teachers in December, Melissa is open to ideas!

VI. Old Business –

a. Robotics Club – Meeting from 11/4 overview-

-Becky, Maureen, and Elizabeth met in regards to the money request to cover the cost of their t-shirts. It was decided that we could not offer this financial support at this time, but offered ideas for fundraising to help support or initiate a fee to join the club.

b. Amity Rice Closet Proposal

-Melissa got the paint donated

-We can give \$500, Elizabeth will contact Amity so that they project can get started

VII. New Business

a. Treasurer Report

-October financial update was given to each of us

-There was more cash flow due to the Cash Bash, though we have not subtracted the expenses.

-Becky is working on reconciling our cash on hand with Nancy because we do not really have a savings account, everything we have is in checking

-Elizabeth and Maureen approved the final statement for October

Just a reminder that we should never have to pay sales tax when purchasing for the school

-Becky asked how we want to handle a big expense? Should we ask for proof of competitive bids?

b. Joleen Budget for Advent Concert- she currently has \$1500 for the spring musical. The plan is to have her use funds from this budget right now.

c. Confirm Dates for Social and Next Meeting- December 12 @ 4:00.

VIII. Closing Prayer – Maureen Squires

IX. Adjournment- 11:00