

**School Advisory Committee Minutes**  
**Immaculate Heart of Mary Parish School**  
**September 11, 2019**  
**East-West Room**

**Call to Order:** Chair Danielle Martin, at 6:40 pm.

**Attendance of members:** Matt Crockett, Bill Drake, Jessica Escobedo-Emmons, David Gutierrez, Jorge Ismael, Danielle Martin, Casie Medina, Natalie Mooney, teacher team rep Hilary Pratt, Cisco Romero, Bob Thomas, and Patrick Weber.

**Not in attendance:** Fr. John Byers and Mary Margaret Utess, both with notice to Patrick.

- ◆ Everyone read the **opening verse-and-prayer**, and Danielle read our **Mission Statement**.
- ◆ **Pastor's Comments** – Father John was unable to attend. Patrick passed along some thoughts from him, though. Father extended his thanks to everyone who has come forward to serve on this important advisory committee. Father also asked that the group always give a critical look at the business-at-hand and to avoid just rubber-stamping decisions on such matters.
- ◆ **Introduction of all Committee Members-** All members, both new and returning, introduced themselves.
- ◆ **Introduction of Guests** – Former Committee member **Colette Scrimger** and also **Sarah Michaels (K-Class)** attended the meeting.
- ◆ The **May 8th Minutes** had been emailed last week. After being reviewed by Committee members, Matt moved for approval, and the Minutes were approved by consent.
- ◆ **Athletic Advisory Council (Standing) Report** – Patrick indicated Athletic Director **Bill Devine** will be retiring October 20<sup>th</sup>, and that he (Pat) will be assuming that director role. Athletics is very-much a work-in-progress, but plans are to secure a Game Manager to assist with scheduling practice times and games in the new Gym. A myriad of other details (physicals, uniforms, Parish office booking procedure, ordering of Athletic supplies and for concessions, etc.) were discussed, and Pat expressed confidence that such items will fall into place as the completion date of the Gym arrives. (He also indicated tentative plans are coming together to host an Opening Ceremony at the time the Gym officially is blessed and opened!)

- ◆ **PTO (Standing) Report** – PTO met just prior to the Committee meeting. It was largely an organizational meeting for this year’s activities, with the introduction of the PTO Exec Board. There was discussion of: A budget allocation to the Marketing Group in support of their initiatives; changes in the format of Boxtops for Education; the November 8<sup>th</sup> Adult Social; Room Rep responsibilities; and a Spirit Week calendar. (PTO Minutes can be found on-line at the school webpage.)
  
- ◆ **“Eagle Report”** – Committee members had a week to review Pat’s report. Before he asked if anyone had questions about the Eagle report, he clarified the statement he had provided concerning Facebook activity. He indicated that his *“I am not interested in the discussions”* statement was intended to mean he didn’t care to enter into that social media activity, BUT that he (and any member of the teaching team) is always ready to discuss any matters that occasionally appear on social media.
  - Pat’s report led directly into meaningful discussions in a **Members’ Roundtable** format. Comments and input which took place during the meeting appear below in no particular order.
  - Much discussion took place concerning **‘drop-off’ and the parking lot**. Pat made note of all input, including ideas of the lot’s configuration AFTER construction and street work are completed. He will continue to be vigilant and to monitor daily parking situations, to include making note of continued offenders of established procedures. The Advisory Committee will continue revisiting this matter until all construction is completed and beyond.
  - The new Email address for IHM Athletics will be **Athletics@ihmlansing.org**. All traffic at that address will go directly to Pat.
  - There will be a need to ensure IHM sports teams receive **timely information** about practice times and game schedules. Having all gym-related activities at ONE gym site will help to rectify past problems. It was felt ‘scheduling’ could be done in much the same way Bill Devine had done in the past. Timeliness and Communication will be the keys to success.
  - **Pat, and Kofi Baker**, will be the **core team** for IHM Athletics. A Game Manager will be secured. All reservations for the new gym will emanate from the Parish office, with greatest consideration given to the Athletic program. Mandatory sport meetings will take place for all participants before the start of each “season”.
  - Pat clarified information about **Sports Physicals**. Information will be made available to all IHM school families.
  - It was felt a schedule of when **After-School Care** would be **using the Gym** would be necessary in the future. (Given his expertise in this arena, David Gutierrez also reminded that the IHM Child Care would have to tend to handling a facility inspection and licensing of the Gym before any Child Care activities could take place there.
  - Pat provided information about our **current staffing level** and class-and-subject assignments. He was encouraged to provide that same update –along with parking

lot and Athletics updates - to all families via the School Bulletin and to continue with timely updates.

**Editor's Note**- The "School Bulletin", our website notices, and the Principal's "robo-calls" all serve as the official conveyance of school information. It ensures all families are **legally informed**. Whether school families chose to **read-or-listen** to the information is their choice. (*I went to court – and prevailed – on such an information matter while at MSU. Bill*)

- Pat reviewed with Committee the HR gymnastics that took place since June with securing new staff members for this school year. That review cited all the outreach to various entities (Dayton, Notre Dame, Aquinas, many other school districts, and even some convents), in order to secure new staff, the most recent being a Science teacher. Future initiatives will have to be "the right fit", (i.e., a person who is a non-Christian will not fit in at our faith-based environment no matter how great a teacher they are.)

- Referencing those other school districts, it once again became apparent all our private schools continue to fight an **uphill battle, salary-wise**. For our wonderful staff, both working inside and outside the classroom – is a labor-of-love.

- There was a concern raised about the observation of how our teachers **communicate** with families. It is noted that nearly ALL staff do it well. The concern is how it is accomplished. Information is disseminated by Email, by apps, by U-tube and by other social media; (Then there are isolated instances when nothing is sent out.) All of that, combined with no 'schedule' (sic, 'every Friday') of when information will be sent out, leads to a perceived need to establish some communication rules of the road.

- There was a proposal that **Meet The Teacher** be scheduled like it was in the past. It would be on the "Thursday before school begins", with Visit Day being the next day, and then having school begin the following Monday.

- The subject of a **Young-5** classroom was discussed. Mention was made of the current K-Class having a wide range of ages at this time. Hilary, citing her IHM Pre-school experience, indicated (sic) the Parish's Pre-School classroom costs more to operate than the 'standard' School classrooms. The case might be made for it being 'less-expensive' to run a Young-5 class within the jurisdiction of the IHM School. Note Patrick stated that in these initial discussions, the question yet to be answered is whether there would be a demand for Young-5 sufficient to hire a new teacher AND to designate a current room as the Young-5 classroom. Stay tuned.

■ **New Business –**

- **Announcements – The October Advisory Committee meeting** will be at 6:30pm on Wednesday, October 2<sup>nd</sup> in the East-West Rm. This change is due to Conferences being around the original October 9<sup>th</sup> date (and Patrick's required attendance on October 16<sup>th</sup> at the M.A.N.S. conference.)

- Bill indicated material not discussed at tonight's meeting will be moved to Old Business in October. He also indicated when he calls for October agenda input on

September 18<sup>th</sup>, he will ask members to weigh-in on what they would like to see discussed from the pending laundry list of proposed discussion items.

- **Petitions and Closing Prayer** - Our group joined in the Hail Mary once again for former Committee member Michelle Corey; for Nancy Murphy and for Nancy's mom; For Pat's loss of a close friend (and for two other relatives fighting cancer); for successful completion of the Gym, site work, and adjoining street construction; for continued success with Enrollment; for our school families and the Teaching Team; for our PTO and Advisory Committee; for our Nation on this 9-11 anniversary; and for all other personal intentions.

**ADJOURNMENT** – Danielle adjourned the meeting at 8:18 pm.

<b><u>Next Meeting:</u></b>	<b>Date:</b>	<b>October 2, 2019</b>
	<b>Location:</b>	<b>IHM East-West Room</b>
	<b>Time:</b>	<b>6:30pm</b>
	<b>Prayer:</b>	<b>All Pray the Opening Prayers</b>
	<b>Mission Statement:</b>	<b>Chair Danielle Martin</b>

**Future School Advisory Committee Meeting Dates -**

<b>November</b>	<b>13</b>
<b>January</b>	<b>8, <u>2020</u></b>
<b>February</b>	<b>12</b>
<b>March</b>	<b>11</b>
<b>April</b>	<b>8</b>
<b>May</b>	<b>13</b>

Submitted and Edited by Bill Drake, Secretary to the School Committee

***“Immaculate Heart of Mary Catholic School challenges students to discover God’s gifts spiritually, intellectually, socially and physically within a community that nurtures, honors and respects the unique person.”***