

Advisory Board Meeting Minutes  
Immaculate Conception School  
September 18, 2017

Attending: Joan Sullivan, Principal; Rev. Tim Harrison, Pastor; Interim Board Chair, John Camozzi; Secretary, Betsy Farrell; Board Members: Andrew de Bernardo, Richard Eaton.

The meeting was called to order at 7:15 pm and Fr. Tim led the Board in an opening prayer.

**Pastor's Report:** Father Tim reported that the summer was a good and uneventful one. He is preparing for his mission trip to Rome and Assisi; Fr. George has just left for his vacation. The Holy Redeemer recently kicked off a capital campaign and have already achieved two-thirds of their goal.

Mrs. Sullivan then walked through her agenda:

**Current Enrollment:** 250; we have 31 new students and lost 11 students, most of those were due to family moves. The pre-K and K classes have a lower enrollment this year than in the past, which is reflective of trends in population, but 3 new families came into pre-K in late August – early September.

**Staff Changes:** Pre-K: our new pre-K teacher has had an excellent start with positive reports from teachers and students alike. Library: Mrs. Jenn Troisi has returned as the school librarian; in addition to her library experience, Jenn is well-versed in Makerspaces and STREAM (science, technology, religion, engineering, arts, math), so she will be supporting teachers in implementing some of the programs. Success has already been seen in the 4<sup>th</sup> grade's creative design plans for the unused card catalogue in the library. Gym: the company that the school has contracted with did not have anyone to staff our school; Mrs. Sullivan hopes to make a staff announcement by the end of the week, and gym will start this week.

**Building Improvements:** Lighting: much of the lighting in the classrooms has been replaced to cool blue fluorescent lighting, making a significant difference in the hallways and in the lower level classrooms. Housekeeping: an effort to do more regular, deeper cleaning has begun, in particular, removing scuff marks in the hallways and clearing out dust. Classrooms: some classrooms have had furniture/equipment moved or upgraded to enhance the learning experience for students.

**Marketing:** Print materials: materials will be printed in smaller numbers so as to be easily revised without extensive waste; the materials will keep up with upcoming changes that are rolled-out throughout the year. Website: the website will be updated to include academic/curriculum information. Open House dates: Mrs. Sullivan has scheduled 3 open houses between October and December and will continue to host throughout the year; she is also giving tours of the building during school hours so that potential families can see the students in their environment. Daily Visibility: Mrs. Sullivan does daily visits to the classrooms

and has made herself available to the IC community at the car line and other school opening events.

**Academic Initiatives:** STEM and STREAM: grades 3 and 4 will be participating in STREAM programs rolled-out in November, emphasizing collaborative engineering projects. A new Makerspace will be established to support the STREAM program. G Suite for Education and Use of Technology: plans for an increase in technology for more collaborative learning are forthcoming, including use of “G Suite” (Google Suite) for Education; current iPads will remain a part of this plan. Computer Classes: the computer teacher fully embraces STREAM and technology/engineering as an engineer herself, and will also introduce computer coding. Learning Styles: Mrs. Sullivan has asked that all teachers use both auditory and visual learning tools to maximize the learning for all students.

**Development:** Discussion regarding development included the importance of raising funds to support our operational budget as well as ensure the “rainy day” fund; an assessment of textbook updates may be needed. Dates for our two major fundraisers are set: NPE, December 2, 2017 and Auction, March 17, 2018. It is hoped that all members of the IC community will participate; the information about the funds raised from these events is, as always, available.

**Student and School Community Events:** The opening Cook-Out and Open House were well-attended, with 81% of parents attending the Open House. Plans are ongoing for the PTO Fun Run (September 28) and XC has begun.

**Board Appointments:** Betsy Farrell has joined the Board and will serve as Secretary.

**Next Meeting:** October 30, 2017, 7:00 PM

The meeting was closed in prayer led by Fr. Tim, and adjourned at 8:20 pm.

Respectfully submitted,

Betsy Farrell, Secretary, IC School Advisory Board