

Lay Advisory Board Meeting Minutes

April 5, 2018

Began Meeting 6:07 pm

Adjourned Meeting 7:40 pm

In Attendance

Tom McGuire

Felicia Niven

Eric Reich

Martin Radzieta

Mike Klein

Kate Klemick

6:08 pm – Call to order/Opening prayer/Minutes approved

6:10 pm – Suggestion box – no suggestions

6:10 pm – Principal's Report

- a. **Gardening Help** – Seeking families who are able to volunteer to work on the front garden beds in preparation for the Middle States visit; gardening session is scheduled for Sun., April 8 from 12 noon to 3 pm
- b. **Latin Introduction Classes** – 5th/6th and 7th/8th grades received introduction classes; 3rd/4th grades are scheduled for April 12; plan is to offer age-appropriate instruction through grade 1
- c. **Confirmation Retreat** – Retreat organized by Agnes Bross/Saint Maximilian for 8th graders in the Parish, featured Faith-based discussions with Lay ministers
- d. **Middle States Update** – All are invited to the Welcome Reception for the Visiting Team on April 17 from 4-6 pm. The team will be on-site April 17-20, doing interviews and classroom observations.
- e. **2018-19 Priorities** – *Priority #1: Instructional Time/Rigor of Content:* The Scheduling Committee is reworking the schedule to maximize instructional time. Early Dismissal next year will be later, at 11:45 am; students who are dropped off early may be able to head to class. The Core 5 subjects are Religion, Language Arts, Math, Science and Social Studies. The administration is considering grouping students in grades 6-8 for homeroom to enhance SEL. *Priority #2: Formative Assessment:* Goal is to “diagnose” and “prescribe” educational program; STAR Assessments which provide data to inform instruction to be expanded to Reading, *Priority #3: Middle States Action Plans:* Implementation teams will be working on our four areas of focus (Math, STREAM/academic, SEL, Technology). Board suggested surveying graduates to ask “What did we not do enough of?” “How can we improve?” We can also survey high schools to see what they are expecting. They noted that our Spanish program is not strong.
- f. **Program of Distinction Consideration for 2018-19** – Bishop McHugh could apply for a Program of Distinction for one of its programs; Lay Advisory members suggested that teachers be asked if they'd like to do so, as the work for submission could fall on them.
- g. **Security** – All cameras have been merged onto one system so that they are visible on a device, such as a tablet or a phone. The state police also has access. In addition, speed bumps have been installed to slow drivers for safety. Finally, evacuation routes have been established and teachers will be practicing them with their students.

New Business

- a. 2018-21 Professional Development Planning: We are working with the Diocese on various professional development initiatives.
- b. Lay Advisory Seat available for 2018-21 (requirement: parishioner of St. Brendan the Navigator)
- c. From the Floor: The big green donation bin from “Big Brothers Big Sisters” is returning to Bishop McHugh School. Eric Reich has arranged for it; no arrival date is set. Martin suggested an Assembly instead of Family Fun Night that could offer fun for the kids but have a fundraising component for the adults. He will forward information to Felicia Niven.
- d. Meeting times: Members asked if we could move the meeting time up from 6 p.m. to 5 p.m. The group voted on it and the earlier time will start at the next meeting in May.

7:20 pm – Next meeting

The next meeting at the school will be Tues., May 15 from 5 p.m. to 6 p.m. Please note the new time.

7:21 pm – Closing prayer and adjournment