

PTC Meeting Minutes- 10/14/15

Attendees:

Thom Gasper- School President
Dr. Neil Quinly- Principal
Barbara Corrigan- PTC President
Lori Matsunaga- (sitting in for Anna Korte & Xochitl Vega) Vice President
Daniel Austin- Treasurer
Nina Knierim- Secretary
Laura Heimer- Enrichment
DJ Davis- Health & Safety
Kate Jerkens- Hospitality
AZ Hawkins- PR
Maureen Snider- Room Parents
Gillian Ricotta- Technology
Antje Moriarty- Staff Update

Introduction and Prayer: Dr. Quinly

Dr. Quinly- Principal update:

- Checked in with the debifrillator with the diocese and they commented that they have no position on having/not having. They did provide some questions for us to consider regarding whether or not to place them around the school and church.
- Timeline for input and comments on SLEs and Philosophy/Mission Statement- Dr. Quinly will take our comments until October 30th.
- Standardized testing has been changed this year. The change was from the Iowa Test of Basic Skills (ITBS) to Renaissance Learning STAR Testing. The ITBS was administered once a year, the STAR testing will be administered 4 times this year. ITBS gave us a one time snap-shot, STAR will provide us with longitudinal data and student growth that we can use in real time to inform our curriculum and this improve student learning.
- Advantage is that is all on-line and we can administer the test whenever we choose, last week of October/first week of November is when testing will take place- looked at class summaries and analyzed the information/testing data- had difficulties with administration as well as the volume of tests in the past. For example the mouse did not work for the K/TK age level.
- Issue of class rosters and how to best address not being able to get the information to parents in a timely manner. Dr. Quinly is suggesting that we use the Emergency Card and provide an option for inclusion/exclusion of contact information on the class roster (opt-out).
 - o One option is to use Google Docs (some classes have already adopted this)for all classes and just update with new student information as it is passed on to the new room parents.

Antje Moriarty: Staff report

- Open House on November 4th and would appreciate any PTC members to join if we can.

- Have 3 open houses planned and doing it differently- For example, on December 6th it is going to be on a Sunday so that more of the community can join and makes it a little more accessible to parishioners. The idea came from other catholic schools that are doing it on weekends.
- Library update—50 new books from the Book Fair this year and very happy!

Lori Matsunaga- Fundraising Update (Filling in for Anna K. and Xochitl V.)

- Update on Seahawk Social
- About 170 paid admissions, teachers are invited for free and can bring guests for a very small donation.
- In this week's parents packets we are receiving 3 sets of raffle tickets (class project raffle ticket, iPaq raffle tickets- iphone 6S and Apple Watch Sport, and the wine cellar raffle ticket)
- We have 100 Bottles of Collected Wine Bottles (52 are stored for the vintage wine cabinet for the auction)-pulling all of the wine that has been donated and select the best for the wine cellar. We will take the rest of the wine that was donated and basket it up by region and put it in the silent auction table for bidding.
- PTC/School community will be given the one-sheet letter for companies/corporations who want to donate to the silent auction and it will be posted on the Seahawk Social button.

Barbara Corrigan: Christian Service Coordinator update

- Announced the position and that nominations are welcome and due October 20th; the ballot will be put out November 4th and close November 11th
- The difference for this new position is that school community members can email Barbara Corrigan instead of doing paper nominations.

DJ Davis- Campus Security update

- Would like to know the campus security schedules and is suggesting that we have a full-time, ongoing campus security
- Kate Jerkens brought up the subject of how to address campus emergencies when there is a threat? And do the students know what they are practicing when doing a lock down drill? The response from Dr. Quinly is that information of a "threat" is explained in an age appropriate manner.
 - Dr. Quinly provided information on when the school gates are open and closed. When high school is out of session early and because elementary school is still in session-- there is a high school employee to monitor the gate. The gates near Duval are open from 6am to 7am without supervision, and from 7 am to 8:30 am with supervision.
 - Staff is reminded every Monday that if you see anyone on campus without a Visitor Badge they are directed to please get one ASAP.
 - Lock Downs and Drills- last year we implemented a lock down drill in coordination with fire drill/earthquake drill. For example if armed intruder- the best thing is for staff to try to disarm the person immediately. The teacher is instructed to lock the classroom door and students/teacher are to go to a place that is not visible from the door/windows.
- Question from Maureen Snider- At the end of any after-school sports activity like football practice, is there a sign-out protocol/process? The observation is that there is

no accountability right now and she has spoken to the Athletic director but still does not feel that the issue has been addressed.

- o Comment from DJ is that there should be additional security and/or sign-out process when the gates are still open.
 - o Comment is that should there be a paid school employee in the school until 5:00pm because there is enrichment classes/sports until 4:15-4:30-5:00pm and Mrs. Auer has left and locked the doors. The suggestion is a school employee can take after-hours calls, knows when/who is picking up children during these times.
 - o Question- Is there a drill for where is the safe place for children to go if there is an emergency during after-school hours (but still activities on-going). Response from Dr. Quinly is there is not.
 - o Question- does the archdiocese have a policy or stance on school campus security? Or has the school been in contact with SMPD to review our campus safety procedures. Response from Dr. Quinly is no contact with SMPD as of yet and No, we have not have requested to have them come and audit. Also Archdiocese does not have a position but only provides questions/issues to consider.
 - o Suggestion from all PTC Members- Can we please hire a security/campus personnel to do nothing but monitor and secure the school campus??
- Question- Is there additional information regarding the transportation to the school games/sports activities? Response from Dr. Quinly is that for van use there is only room for 10 students and there is no additional driver's license requirement for driving the van.

Thom Gasper- President Update

- Construction and capital campaign update- We are grateful that several parents have volunteered to host the fundraising parties.
- Effertz, Jerkens and Hawkins, Corrigan, and Putnams have all agreed to host grade-specific parties.
- Clarks are hosting for high-school families
- Dates for Support Parties:
 - o 2nd and 4th grade, Friday, October 30th - Hawkins house
 - o High School, Tuesday, November 3rd
 - o Putnams, Saturday, November 7th
 - o Corrigan's, TBD
- Terrace space ideas are being developed right now
- Need to also improve the programs that will go into the new construction- Ms. Nuzz is doing an admin intern program to help and join the ES administrators with the strategy and analysis of:
 - o Topics including Middle School staffing needs, programming, which subjects and tracks, behavioral expectations/systems, academic expectations, and planned activities for TK-5; biggest opportunity is to have intentional buy-in and understanding expectations. Students will have more exposure to how they can be more a part of what is expected of them.
 - o Another item that is being looked at is are there off-campus retreats that can be appropriate for 6th, 7th graders, as well as other curriculum opportunities?

- Dr. Quinly and Thom Gasper did a site-visit at Windward School (prep school grades 7-12) to get ideas for the middle school. Think that this is a great opportunity to see things that they like and things that they don't and will encourage ideas and dialogue on middle school as whole that might not otherwise happen.
- It is still going to be determined how many or if additional class/students for 6th grade
- The strategic plan had highlighted the need for a more and real enhanced middle school.
- A suggestion from one of the parents/officers is to have a Guidance Counselor for the middle school especially because it is typically a very difficult time for students in general
- A Resource Teacher has been hired (not in place of Ms. Lydiard) and Dr. Quinly wants to continue to work with the psych program for additional resources and possibly for a guidance counselor replacement.

Special Guest: Monsignor

- Is very excited to see the planning and implementation of the middle school and wants to see it through to completion!

New Business- none!