

The Parish of Our Lady of Perpetual Help
Parish School Advisory Council
Meeting Minutes – September 13, 2006

Attendees: Rev. John Fell, Mrs. Christine Benson, Dr. Nancy Gilroy, Janet Keating, Robin Cooney, Barbara Bolehala, Joanne Mitchell, Marilee Braue, Trudy Clancy, Douglas deMarrais, Robert Dooley, Mary Hughes, Maria Marino, and Kelly Zimmerman

Agenda:

1. Opening Prayer and Update on New Charter – Father John Fell
2. Chairwoman's Report
3. Principal's Report – Technology and Academics
4. Subcommittee Updates
 - a.) Policy – epipen/allergy policy
5. Old Business
 - a.) Discussion of School's 90th Anniversary
6. New Business
7. Discussion of Plans for the 2006-2007 School Year
8. Meeting Adjourned

Minutes:

- 1. Opening Prayer**
- 2. Update on New/Revised Charter by Father John Fell**

*council is smaller in # this year as we did not fill last year's vacancies from attrition
*council is now 14, down from 17
*beginning date for members is July 1, as is last meeting, both moved from June 1
*Agenda Committee is now entitled Executive Committee
*committees may be lead by council members, but non-council members may and should be committee members

- 3. Chairwoman's Report – Janet Keating**

*Robin Cooney has agreed to serve as Vice-Chair on the Executive Committee and Kelly Zimmerman has agreed to serve as Secretary
*Janet Keating distributed the Parish School Advisory Council (PSAC) Subcommittee Memberships for the 2006-2007 school year

4. Principal's Report

Technology

*Mrs. Benson commended the technology team for the extraordinary amount of work accomplished over the summer with the assistance of her technology savvy volunteer husband, Robert Benson.

*accomplishments, thus far include, but are not limited to: acquiring a server; addressing licensing concerns; identifying needs and obtaining numerous need specific donations; and assuring that all teachers have operational e-mail addresses

Academics

*Mrs. Benson emphasized that all means of communication are encouraged between parents and teachers

*Mrs. Benson indicated that our school just received our "No Child Left Behind Funds", and that the monies totaled \$6460 minus a \$340 administrative fee required to be paid to the school district. She stated what these funds may be used for is extremely specific, but that the technology team will be examining how best to utilize the money.

*Mrs. Benson is investigating "e-rate" which may allow our school to save some money on our telephone bills

*Mrs. Benson referred, again, to the accomplishments of the technology team. She noted that a letter went home in the Wednesday envelope from the technology team summing up their progress, particularly in the area of donations. As of today's date over \$1200 in donations has been received.

*Mrs. Benson described her goals concerning enrichment, specifically involving our students in Johns Hopkins University's National Talent Search

*Mrs. Benson stated she will be meeting with teachers re: last year's Terra Nova Tests. She has obtained all the data she needs concerning our scores and will be reviewing them area by area and subject by subject with the staff. Thereafter, any programs for remediation or to enrich our students will be instituted. Moreover, Mrs. Benson will have a writing rubric related to the writing portion given in grade 4 and grade 7 of the Terra Novas posted on the curriculum section of the school's website. This should help parents understand and prepare their child for this portion of the standardized test.

*Mrs. Benson talked about the fact that differentiated learning is a critical part of our children's education and that a lot of time in the future will be spent on this learning process.

*Lastly, in response to a member of the Academic Subcommittee, Mrs. Benson stated that she is still in the process of assessing things here at St. Elizabeth and would be in touch concerning where the committee should focus its future efforts.

5. Subcommittee Updates

a.) Policy-epipen/allergy policy

*Mrs. Benson described, in detail, the measures she presently has in place to keep all children safe while he/she is in school. These measures include, but are not limited to: submission of child specific careplan's from each family with a child with a health issue; a copy of each careplan will be kept in each child's class so, if needed, it can be easily accessed; 2 epipens are located in a specific, accessible, identifiable, area of the Main Office as well as epipens being located in the Nurses' Office; each child with a careplan's careplan (a copy) will also be located in a known area of the Main Office; a Medical Pack is utilized at lunchtime as well as operational walkie-talkies; an allergy/peanut free table is available at lunchtime for those who need it; an in service will be conducted by the nurses October 6 including education and training with regard to allergies and epipen use; Mrs. Benson will be in touch with every family affected by this issue to discuss their concerns; and Mrs. Benson will be meeting with the nurses on a monthly basis to receive updates concerning state laws and procedures as well as our children and their health/safety issues.

b.) Technology Committee – Marilee Braue

*Marilee outlined the enthusiasm, energy and accomplishments of the technology team or committee. Specifically, she stated that the committee has worked closely with teachers re: their needs and how the technology committee could help in meeting those needs.

*Marilee stated that firewalls had been installed for all computers throughout the school

*Marilee noted that computer software has been significantly updated on roughly 75% of the school's computers

*Marilee, like Mrs. Benson, detailed the many donations we have received toward technology needs

6. Old Business

a.) Discussion of School's 90th Anniversary – Mary Hughes

*Mary Hughes briefly outlined the status of the scheduled October 14, 2006 celebration. She stated a pamphlet was sent home today detailing the day's activities.

b.) Enrollment – Mary Hughes

*Mary Hughes distributed statistical information on the school's enrollment.

c.) Development Committee – Mary Hughes

*Mary Hughes provided an update re: grant applications and other attempts to obtain funds. She also stated that this committee was "on hold" and waiting on the technology committee for direction as to additional areas of need.

7. New Business

8. Discussion of Plans for the 2006-2007 School Year

*Numerous ideas were discussed for the upcoming school year. These ideas/plans included, but were not limited to: a media blitz with the goal of getting the word out concerning St. Elizabeth, its history, its accomplishments, particularly the success of its graduates, its new principal, etc.; institution of some formal method to better our relationships with high schools in our area so that our graduating students have more information concerning all area schools thus broadening their opportunities; and instituting Advanced Math at school.

8. Meeting Adjourned