



ADVISORY COMMITTEE MEETING MINTUES

Date: January 22, 2019

Attendees:

Tom Schultz (Chair)

Lori Ortiz

Rebecca Leach (Sec)

Father Pat Travers (phone)

Hazel Brewi

Opening prayer

Agenda:

1. Opening Prayer
2. Approve minutes from prior meeting
3. approve agenda + add a vote on amendments to Bylaws Article 7
4. Administrator comments/ Catholic Schools Week
5. Set Public meeting for Wednesday, February 19th.
6. Teacher Evaluation and Job Descriptions
7. Development/Marketing
8. Closing Prayer - Adjourn

Approval of Dec. 18th Minutes

Old Business:

- A. Vote on verbiage to address parameters for Public meetings in the Bylaws Article 7 Meetings, Section 1.
 - a. The motion to amend existing Bylaws was passed.
 - b. Rebecca will finish edits to Bylaws and Email out to the Committee
- B. Catholic Schools week update by Hazel:
 - a. Appeals for Donations included text written by Hazel with a few promotional pictures.
 - b. Calendars & Reminders of events have been well-publicized to families thru emails, text reminders, & online.
 - i. Students will kick off the week by participating in Mass on Sunday: include readings and songs, also a Special Collection will be taken for the school.



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- ii. Thursday is “Celebrating Families” day: Families are invited to a breakfast social and a hot-dog luncheon. Parishioners are encouraged to also come to show support and talk to parents.
- iii. Friday is “Staff Appreciation Day.” A luncheon will be held at 1pm. AC members are welcome to join.

New Business:

- A. Public Meeting will be held Feb. 19th Starting at 5:30 End at 7pm
 - a. Agenda will be:
 - i. Approve minutes from Jan. 22, 2020
 - ii. Hazel will speak on school updates and push for ‘20-’21 enrollment
 - iii. Public Comment (restricted to 3minutes per person)
 - iv. Committee Response
 - b. Hazel will take responsibility to notify the public of the meeting via school & church online resources.
 - c. Tom is hoping that a new committee member will be identified & recommended within the next few meeks. This would allow the member to be appointed and introduced during this meeting.
- B. Report on Telephone meeting between Fr. Pat, Tom Shultz, Ann Marie & Decon Mike in Juneau:
 - a. A reminder that the ‘20-’21 Budget needs to be presented to Dioses by March 31st.
 - b. Mike reports that Juneau Dioses is “open” to supporting the school again next year if: budget is reasonable, enrollment numbers go up and viable efforts are being made towards marketing with evidence of growth.
 - c. AM presented a model for marketing strategies that may be used by the school.
- C. Teacher Evaluations:
 - a. A template from The University of Washington Center for Education LEadership 5D+ Rubric was the recommended platform.
 - b. Hazel highly recommends buying at least the books/ guides/ tools provided by the university to accompany the evaluation.
 - c. Diane is concerned about using the same standards with the younger age groups; that the evaluation wording feels too specific and may not be appropriate to properly evaluate success.



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- d. Lori comments that the key to the success of any evaluation template is WHO is conducting the evaluations. They need to appreciate the facility mission & standards, the age and maturity of the class, and the overall environment.
- e. Building an Evaluation will allow to set standards and train an observer, but the committee agrees that it is important to not reinvent the wheel. We should use the template and edit accordingly, but consider buying the training tools.
- f. Committee agreed that we should start with getting the books/ tools this spring to be prepared to implement for the '20-'21 School year. Teachers will be able to understand expectations going into the school year.
- g. Lori poses a question: Are there staff corrections that need to be addressed through evaluations during the '19-'20 school year? Comments acknowledge that the "threat" of next year's expectations may be enough to evoke change and that it will be evident early in the new school year whether the change will occur; that the setting of standards will prompt teachers to self-correct.
- h. All agreed that evaluations may be intimidating but can be flexible.
- i. EVALUATOR: Hazel does not need to do evaluations so we need to pursue others qualified for the job. The name of Martha Jacobson was suggested as a resource for training an evaluator or to do the evaluations.
- j. Fr. Pat has also agreed to follow up with the Sisters of Charity in Anc. as a training resource.
- k. Motion passed unanimously to Adopt the 5D Rubric for Instructional Growth and Teacher Evaluation.

5:15 Becca Leach had to leave. Lori Ortiz took up taking meeting notes.*

- D. Staff Job Descriptions: Hazel presented Job descriptions. She had no previous ones to work from.
 - a. There was a discussion about teacher certification
 - b. Tom would like to see grant money to support teacher certifications.
 - c. Motion to accept Staff job descriptions was passed unanimously.

5:40 Fr. Pat had to sign off phone call*



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E. Marketing and Enrollment:

- a. Discussion of the marketing plan set forward by Anna Marie.
- b. Potential Fish Fry March 27 & 28th
- c. Look into Baptism records and reach out to those families. Send invitations out for the Preschool/ Kindergarten play
- d. Over the next 3 weeks, Hazel will come up with an enrollment plan and package.
- e. Parent-Teacher Conferences will be Feb 9-13th and enrollment packages should be ready for distribution by then.
- f. Open enrollment starts March 1st, 2020

F. Budget: reminder that the Dioses wants Budget but questions arise: How many teachers? What grade combinations?

G. 2020 - 2021: School Year

- a. Diana would like to consider a 3 day pre-school; reasoning that full time pre-school is expensive. This ('19-'20) is the first year Diana has had only 10 kids.
- b. IDEA: a Pre-K & Kindergarten class

H. Religious Ed is very popular this year and we should add its activities to the FlockNotes

- a. Do an article on Anna Sherman and the projects she is doing: New religious ed teacher & director
- b. She's very popular with the kids and parents
- c. Husband Frank is with the Forest Service and her son is a successful Kayhi student.

MISC: School Community service project: Clean-up Totem Bite April 18th. Lori will look into coordinating.

Next Meeting: Public meeting for Wednesday, **February 19th. 5:30 to 7 pm.** The main focus is to allow Administrator Brewi to address the attendees and for the Committee to hear public comments.