

ADVISORY COMMITTEE MEETING MINTUES

Date: June 6, 2019

1. Attendees:

Hazel Brewi <h.brewi@holynametekn.org>
Patti Krosse <pkrosse@fs.fed.us>
Becca Leach <tenderstjude@yahoo.com>
Lori Ortiz <ortizd@kpunet.net>
Kathleen Svenson <kathleens@gci.net>

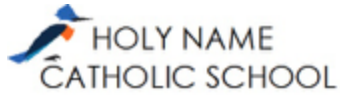
Presiding: Father Pat Travers

2. Opening Prayer

4. Old Business

5. New Business

- A. Bylaws: Read thru and made edit suggestions:
 - a. Article 1: edit facilities manager reports the Pastor & Principal/administrator, and the facilities manager (a volunteer position) will coordinate volunteer efforts to complete projects.
 - b. Member #: refer to the diocesan recommendation, but we will give a broad scope of 6-9 for the time.
 - c. Consensus: discussion of how decisions will be made. In cases when a consensus cannot be achieved, refer to the diocesan recommendation in the Admin/ Finance Policies and Procedures 2015
 - d. Edit verbiage:
 - i. Edit Principal to principal/ administrator
 - ii. Clarification of an executive meeting and how it is called
 - iii. That any committee member or Pastor can call an executive meeting at any time.
- B. Staff Job description & evaluations:
 - a. Job descriptions need to be reviewed
 - b. Staff evaluations, or lack of, were a major concern
 - c. A standard evaluation needs to be established: staff self-evaluation, parent evaluation, and Fr.'s observations.
- C. Enrollment Survey: Need to establish which families are planning to return. Hazel suggested using Survey Monkey.com. We discussed survey questions and decided to let Hazel word questions as appropriate.
- D. Parish survey regarding school advocacy and support
 - a. Lori voiced concern over discernment for the disconnect between the congregation and school
 - b. Ask Parish why?



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- c. Committee would like to see the congregation approached thru email and paper.
- E. Recruitment: discussed various bonus programs: family referral bonus, paid-in-full tuition discount, and Auction Chair discount.
- F. Auction:
 - a. A corporate letter was reviewed
 - b. Goals for mailings were July 5th and the end of July

The meeting was called to close with the Lord's Prayer.