

February 7, 2019

Advisory Board Meeting Agenda

- 1) **Call to Order 7:00 PM**
- 2) **Opening Prayer**
- 3) **Approval of January minutes Approved**
- 4) **Pastor's Report**
 - a) **Wiring for WIFI/Security Cameras being installed weekend of 2/9.**
 - b) **New sign for Southwest Highway is in progress. Holy Name will be covering the costs. Timeline TBD.**
 - c) **Archdiocese budget meeting held 2/5. Tom Forbes attended and will be working on formulating the 2019-2020 budget.**
- 5) **Principal's Report**
 - a) **Catapault Learning Inc, a large consulting firm for education, will be with faculty multiple days fostering skills on gradual release model of instruction. The focus will be on K-5 literacy skills. Skills will be implemented gradually starting immediately.**
- 6) **President's Report: Introduction of new board member, Christina Lavin. Welcome!**
 - a) **Report of sub-committees**
 - i) **Budget & Finance**
 - (1) **P. Oberholtzer & M. Soto**
 - (a) **Working with Forbes to schedule a meeting to discuss.**
 - (i) **Budget due in April**
 - (ii) **Board would like line items added for technology and facility improvements**
 - (iii) **Tom Forbes still waiting on a few pieces of information from the arch**
 - ii) **Marketing & PR**
 - (1) **M. Kolar & P. Oberholtzer**
 - (a) **Old Business**
 - (i) **Need follow up with Mary Jane Kennedy and Debbie Janicke on new website creation, emails, etc.**
 - (b) **Social Media Content Strategy Presentation Update**
 - (i) **Since being added to the Admin group, 28 posts have been submitted.**
 1. **Page Views: Increased 553%**
 2. **Page Likes: Increased 1967%**
 3. **Post Reach: Increased 742%**
 4. **Post Engagements: Increased 1954%**
 5. **Post regarding the money raised by NJHS reached the most people over all posts in the last year.**
 - (ii) **Teacher involvement positive**
 - (iii) **Posting guidelines**
 - (c) **90th Year Celebration**
 - (i) **Fundraising (\$90K in the 90th Year????)**

- (ii) Events (90th Year BBQ????)
 - (iii) Monthly History/Stories?
 - iii) Planning & Policy
 - (1) M. Kolar & C. Ball
 - (a) Meeting Minutes
 - (i) Revision of Bylaws- Still to complete
 - 1. Strike "Approval of the minutes" from Article VII, Section F, Number 3
 - 2. Add following description to Article VI, Section D:
 - a. The minutes shall be delivered to the Principal via email within one week of the monthly board meeting with the President and Vice President on copy. The approval of the meeting minutes will happen via email within 1 week of the Principal receiving the minutes from the Board Secretary. Upon approval of the Principal, the meeting minutes will be posted on the school board website within 48hrs.
- iv) Development
 - (1) P. Oberholtzer & C. Ball
 - (a) Open House
 - (i) 5 new families registered- confirm
 - (ii) Follow up emails have been sent to families who did not register.
 - 1. **Suggestion made to follow up with calls as well.**
 - (iii) Feedback from Open House:
 - 1. Language Class (Spanish)
 - a. **7th and 8th grade are taking Spanish once a week (meets Blue Ribbon requirement)**
 - 2. Curriculum guidelines
 - 3. Open House talking points
- v) Building & Maintenance
 - (1) R. Schipma & C. Ball
 - (a) Water fountain
 - (i) Working on coordinating installation and payment for installation
 - (b) Status on new sign on Southwest Highway
- vi) Legislative Action
 - (1) M. Soto & H. Kruszewski
- vii) Safety & Security
 - (1) H. Kruszewski & R. Schipma
 - (a) Two nurses have volunteered to instruct on better EpiPen procedures and are looking into getting an extra to keep in the lunch room.
 - (i) Michelle Perez & Laurie Whalley gathering info and will be in touch by 1/11
- viii) Technology
 - (1) C. Ball & P. Oberholtzer
 - (a) Status on WIFI/Camera installation
 - (i) **Cable pulled, cameras being installed**

- (ii) Father will try to get a list of equipment being installed for the WIFI
- (b) New computers funded by Manna.
 - (i) Specs available?
 - 1. IT, Mary Jane Kennedy have input into what is purchased
- (c) Update on Faculty Tech Committee

7) Old Business

- a) Proposed sending out a notice of Parish Contributions in May, in addition to November, to help families stay on track.

8) New Business/Announcements

9) Questions/Comments from the floor

- a) Extended Day Billing: Is there a way to see a breakdown of the charges to confirm?
- b) Manna voicemail box is full.

10) Motion to Adjourn 8:05 pm

11) Closing Prayer