

**Queen of Martyrs Parish - School Advisory Council
Minutes from 12/06/11
@ 7:00pm School Library**

Council Members Present:

Fr. Ed	Mr. Krsek
Mrs. Kettering	Lisa Ellerbeck
Dan McGuire	Kevin Flynn
Cathy Larkin	Agnes O'Shea
Maureen Larkin-Revers	Jason Szczesniak
Katie Demcak	

Opening Prayer provided by: Mrs. O'Shea

Refreshments provided by: Mrs. O'Shea

Review of 11/01/11 Minutes: Approved

Pastor's Report:

- Fr. Ed celebrated the Teen CHRP mass and reconciliation.
- Attended the monthly Deanery meeting.
- Attended the Girl Scout Investiture ceremony.
- Celebrated the Thanksgiving service.
- Attended the Finance Council meeting.
- Celebrated First Reconciliation for the 2nd grade.
- Attended the Pastor/Principal meeting, discussed school finances and any items needs to be addressed for next year.

Principal's Report:

- Mr. Krsek presented an update on the 2011-2012 School Goals and Objectives:
 - ***Catholic Identity - Genesis Goal #4-*** Expand the competencies of the administration and faculty through ongoing development of spiritual and faith practice.
 - Steps completed:*
 - Ms. Smierciak has been providing the faculty with printed information regarding the changes.
 - "Blest Are We" religion series for grades 1-8 incorporates changes throughout curriculum.

- ***Catholic Identity - Genesis Goal #5*** – Provide Archdiocesan Catechetical Certification for teachers.
 - Steps completed:*
 - Teachers are made aware of required courses and are free to “pick and chose”.
- ***Academic Excellence - Genesis Goal #3*** – Expand the competency of the faculty through ongoing development of professional knowledge and skills.
 - Steps completed:*
 - Teachers have been trained on the use of the Backward Design.
 - Teachers incorporate Study Island objectives when planning lessons.
 - Teachers incorporate Illinois Common Core Standards in Language Arts and Math (K-8) when planning lesson.
- ***Academic Excellence – Genesis Goal #4*** – Utilize a variety of assessments as a means of developing more effective instructional programs to enhance student achievement.
 - Steps completed:*
 - Subject Coordinators meet monthly with “same subject” teachers to share new instructional and assessment strategies and evaluate their effectiveness. A monthly report is turned in regarding their progress.
 - Teachers attend workshops for advanced methods of assessment and then share with colleagues.
- ***School Vitality – Genesis Goal # 5-*** Provide continuous support for strategic marketing and communication to support Catholic Schools.
 - Steps completed:*
 - Mr. Flynn has emailed the Office of Catholic Education regarding the Parent Ambassador Program.
 - O.C.E. Marketing and Enrollment Newsletters are given to Mr. Flynn and Mrs. Ellerbeck.
 - Mr. Krsek asked if the Advisory Council is working on developing a Marketing Program.
- ***School Vitality – Genesis Goal # 6*** – Expand the competencies of the administration, advisory council, faculty and staff through ongoing development of Professional knowledge and a greater demonstration of Leadership skills.

Steps completed:

- School Leadership Team meets weekly to discuss new plans, programs and concerns. The Team consists of Mrs. King, Mrs. Kirkland, Mrs. Pkelnicky, Mrs. Kettering and Mr. Krsek.
- Subject Coordinators meet monthly.
- SIP Report of the Office of Catholic Schools Visiting Team
 - Mr. Krsek passed out the School Summary Report which includes the responses of the visiting team.
 - The report summarizes that all the requirements were met, foundation statements were articulated and that all supporting documents were of high quality and completed.
- St. Joseph's parking lot for recess
 - As was mentioned at the November Advisory meeting, one of the recommendations from the SIP team was to utilize the St. Joseph's parking lot for recess with the teachers parking in the St. Louis lot.
 - The use of the St. Joseph's parking lot for recess started on 11/1/11 and during this trial basis it was concluded that it was not working out.
 - There was too much traffic in the St. Louis lot with both the parents and teacher's parking there.
 - Also, the St. Louis lot needs to be available for funerals, etc.
 - To resolve this, the teacher's and staff are parking along the perimeter of the St. Joseph's lot allowing the students to still have recess in middle of the parking lot.
 - So far this has not been disruptive to other classes.
 - Recess in the St. Joseph's parking lot will be permanent.
- Update on progress towards becoming a Blue Ribbon School
 - We are under a severe time-constraint
 - The application process just opened up last week.
 - Need ID and Password which was just received yesterday.
 - The initial application is due by January 6, 2012 and includes 11 pages of data that needs to be submitted.
 - The plan is that Miss Eichberger, whom has experience with the application process, will chair a committee of 5 people (Mrs. King, Miss Stokes, Mrs. Kettering, Mr. Krsek and herself).
 - This group will meet both individually and as a group for 3 days before Christmas break to start working on the process. Substitute teachers will be hired for those days.
 - It should be noted that the majority of schools that submit applications are rejected the first time.

Assistant Principal's Report:

- Promethean Smart Boards have been ordered, total came to \$4,120
 - Everything has arrived for it, hardware, etc.
 - On 12/13/11, the company will come in to do a survey of the school to verify that there is no asbestos where the boards will be installed. Mr. Tuttle and Mrs. Kettering will be present for the survey.
 - Laptops have been ordered through the Safety Block grant.
 - The first 90 minutes of training will be free, any training after that will be charged. Funds from the Professional Growth fund can be accessed to cover charges of any additional training needed.
 - The teachers are very excited about getting the Smart Boards.
 - The plan is to also get one more smart board for the primary grades.
 - The two smart boards that have been ordered will be permanent and not on rollers.
- Celtic Ceili Weekend
 - Scheduled for March 2nd – 4th
 - Mrs. Flynn has created a very nice poster for the event.
 - A blog has been created for the event along with an email address and flyers.
 - Entertainment will include: The Larkin Brothers on Friday, Irish Family Mass at 4pm with bagpipes to the gym, Irish Soda Bread contest, raffles on Saturday.
 - Will be serving beer, wine, pop, water and corned beef sandwiches.
 - Teachers will help to run various stations at the event.
 - Sunday, March 4th, will be the Celtic K, 5K run/2K walk
 - Will be throughout Evergreen Park
 - A pancake breakfast will follow afterwards
 - T-shirts will be sold for the event and families can purchase a banner also.
- High Schools are all using the same High School Placement Test (HSPT) for entrance exams.
 - QofM students will be prepared.

President's Report:

- *"Faith in the Classroom"* segment is going very well and we had some nice pieces in the bulletin.
- Catholic Schools week
 - Starts in January. Mrs. Ellerbeck suggested that posters be created to promote/advertise.

- Mrs. Ellerbeck mentioned that we can create a marketing plan and correlate it with the Archdioceses’.
- Mr. Krsek mentioned that we are still doing Shadow days in PK.
- Also Mrs. Creevy will be in charge of Catholic Schools Week, so any questions or concerns should be directed to her.

Committees’ Reports:

Finance:

- This Saturday and at all of the Sunday masses, members of the finance committee will be presenting the parish financial report.

Marketing/Public Relations:

- Mr. Flynn mentioned that we need to get started working on Catholic Schools Week.
- Mr. Flynn asked if we are creating an Enrollment Team
- Mr. Flynn mentioned that we should set a date for the Beverly Review to come and take pictures for the Promethean Boards.

Maintenance:

- Mr. Szczesniak sent a letter out to all teachers asking them to create a list of any maintenance issues that need to be addressed in the classroom.
- After receiving this list, Mr. Szczesniak will create a master list of all maintenance issues.
- Will do a walk thru of the school with Mr. Tuttle and Mrs. O’Shea to address any issues.

Paver Bricks:

- Nothing to report

Old Business:

- All School Reunion
 - Karen Laurencell will be the chairperson for this event and was present at the meeting tonight.
 - The event will take place on April 21st at Bourbon Street and we have both rooms booked for us. The time is from 4-8pm.
 - Tickets will be \$40 for adults/\$35 for seniors. Maybe give the teachers a discount also?
 - The goal is to sell 2,000 tickets

- Flyers have been created will be sent home through the Communicator and put in the bulletin.
- Will reach out to Alumni and others through Facebook.
- We need baskets to be created for the Silent Auction.
 - Can have each classroom donate a basket, have the room moms coordinate them.
- Need to discuss where the funds received from the event should be utilized
 - Suggestions mentioned were for a new gym roof, air conditioner, etc
 - Fr. Ed mentioned that we should use the funds to do what we can to keep tuition costs down.
 - Mrs. Ellerbeck suggested creating a “Wish List” of what we need done.
- Magazine Fundraiser:
 - Mrs. Larkin-Revers stated that another “Be on the Lookout” flyer will go out in the communicator.
 - Will advertise the fundraiser the first week of January in the bulletin.
 - Proceeds from the fundraiser will be used for Smart boards.

New Business:

- School Summary Report from October’s Evaluation
 - Previously discussed in the Principal’s report. Handout was given to all members.
- Catholic Schools Week 2012
 - Please see the President’s report and Marketing Committee report.

Audience Comments/Questions

How many in attendance: 2

- A question was raised regarding the Accelerated Reader list that is on the website. It was brought to the Advisory Council’s attention that this list is not updated with the correct grade values for each book.
 - Mrs. Kettering will look into this.
- A question was asked if there is any hopes in replacing the Music program at Queen of Martyrs
 - Mr. Krsek mentioned that due to budget constraints we chose not to fill the Music teacher position at this time.

- Mrs. O'Shea mentioned that since we will not be having the "Show of Songs" Christmas concert this year, that maybe the teachers can work on having a Spring concert.

Closing Prayer

- Provided by Mrs. O'Shea

Meeting adjourned at 8:00 pm

***Note: Next Advisory Council meeting is scheduled for:
Tuesday, January 10, 2012 @7:00p.m.***