

**St. Stephen Martyr School Advisory Committee Meeting Minutes  
October 2, 2008**

<b>Member</b>	<b>Present?</b>	<b>Member</b>	<b>Present?</b>	<b>Member</b>	<b>Present?</b>
Susan Abel	Y	Ami Hart		Jennifer McCauley	Y
Karen Bayens	Y	Noel Jolly		Laura Stevens	Y
Margaret Bowen	Y	Pat Kehoe		Barbara Stuecker	Y
Kathleen Burke	Y	Laura Kelty	Y	Joe Wright	Y

**Review of Minutes**

- The minutes for the September meeting were approved with one correction:
  - The Book bill item should be clarified to indicate that both the 10 month tuition schedule and the July book bill automatic withdrawal were proposals. The FAB would still need to approve this approach
- There was one correction submitted for the August minutes:
  - The March, 2008 meeting date is not 3/5/08 (as indicated in the minutes) but 3/12/08. 3/5/08 is a conference day and we cannot hold a meeting that evening. In addition, SAC has been asked to supply food for the teachers for that conference day.

**Old Business**

- Review of the 2007-2008 SAC Self Evaluation
  - Laura Stevens reviewed the results (which will be sent out with the minutes). All scores were at 3.0 or above (Good – Very Good), other than the following questions:
    - § 4 – Members confine remarks to relevant matters – 2.71
    - § 18 – SAC has assisted in the budget development and review for SSM School – 2.17
    - § 19 – SAC has participated in the evaluation of curriculum and handbook changes – 2.86.
  - In addition, both written comments mentioned SAC not being involved in budget development. Mrs. Bowen indicated that with a parish business manager in place, the role of a school board in budget development is lessened. Laura Stevens pointed out that section 6 of the bylaws state SAC should be involved, so perhaps if that is not the current model, the bylaws should be updated to more clearly reflect SAC’s role. Mrs. Bowen will provide a manual on school board construction; Laura Stevens will bring a recommendation to the November meeting on how the bylaw could be clarified.

**Principal’s Report**

Mrs. Bowen mentioned that the Freshman survey will go out soon – right after high school conferences. The exit interview is now in place. In the past, with PowerSchool, it was difficult to pull information for students who had left SSM. New procedures are in place now to make this easier on a go forward basis.

Mrs. Bowen has been working with Linda Bogner on an assessment of the financial impact of various class sizes and number of classes based on teacher salaries (not including benefits or 401K, etc.). They are trying to find a point at which a 2 class per grade model is doable and can be advertised as a benefit (lower student – teacher ratio). A sheet with the figures was distributed; additional work will be done to move this forward.

Aaron Riggs (an SSM graduate) was honored by the National Merit Corporation for his success at St. X. This will be passed to the Alumni Committee for possible inclusion in the newsletter. The 8<sup>th</sup> grade was also recognized by the Franciscan Shelter House for their service work at that facility. The school has adopted 2 cancer patients, and has been communicating with them regularly.

**SSM Teacher Report**

Ms. McCauley has solicited information for the faculty for the monthly SAC meeting. For this month:

- Mrs. Whoberry is working on spirit activities. Homecoming is this weekend and several things are planned.
- Mrs. Sullivan is working with K-2<sup>nd</sup> grade for a performance of “Bugs” at JCC on 10/13.
- Ms. Sims took 35 6th graders to Huntsville on 9/27.
- Junior High has been going to a team building course. Many elements and skills of Discipline with a Purpose are being incorporated.

**Committee Reports**

- PTO - Due to the windstorm, the September PTO meeting had to be cancelled. They will have the presentation on differentiated instruction in January. The Sally Foster results are looking good.
- Alumni - The committee has not done much recently; the fundraiser seems to be going slowly. Laura Kelty suggested a web campaign that she has heard of. It's hosted by an organization and the costs are fairly minimal.

**New Business**

- Christmas Party Date
  - The group chose 12/11 as the preferred date with 12/4 being a backup. Laura Stevens will book the Weiker room and we will discuss logistics at the November meeting.
- Web Site Update
  - Several people pointed out that the web site is not up to date regarding SAC. Cindy Stinson is the contact person for updating the site. Joe Wright volunteered to make the updates if Cindy can give him the appropriate access. Mrs. Bowen will send Cindy's contact information.
- Conferences
  - Laura Kelty suggested that, in order to allow parents to meet with more of their children's teachers at conference, that the fall conference should be held with the homeroom teacher, and the spring conference with the other teacher in that grade. This would start in the 3<sup>rd</sup> grade, where the classes begin to move around more. Mrs. Bowen and Ms. McCauley will discuss this with the faculty as an option. Parents, additionally, can always request a conference with any of their children's teachers.
- Classroom Observations
  - Mrs. Bowen has been doing classroom observations and discussing results with the teachers.
- New business for next meeting:
  - Discuss how the handbook is reviewed and updated
  - New curriculum changes being instituted by the Archdiocese.

**The next meeting will be Thursday, November 6, 2008 at 7:00 p.m. in the Library.**