

**Our Lady of Perpetual Help School**  
**Parent Advisory Board**  
Meeting Minutes  
October 4, 2011

This report presents the minutes of the meeting of the Parent Advisory Board held on October 4, 2011 at OLPH at 7:00 p.m., as recorded by Marc Roberts. Any individual report handouts are filed with the minutes of the meeting and are attached hereto.

- The meeting was called to order by Sally Bell-Sarlitto at 7:00 p.m.
- Opening Prayer: Led by Tracy Britton.
- Attendance: Board members present at the meeting were: Monsignor Hever (Pastor); Mrs. Donna Lauro (Principal); Mrs. Sally Bell-Sarlitto, (Board President); Mrs. Tracy Britton, Mr. Tom Chermack; Mrs. M.J. Gralen; Mrs. Annie Hoyle; Dr. Markham McHenry; Mr. Dan Minton; Mr. Dennis Naughton; and Mr. Marc Roberts.
- Approval of Minutes of Previous Meeting: Tom Chermack moved to approve the minutes for the August 23, 2011 Board meeting, seconded by Dan Minton. The motion passed unanimously and the minutes were approved.
- Principal's Report: Presented by Donna Lauro (See attached written reports).
  - Reported on the following
    - School Enrollment – above expectations on the year
    - Directory – Should be printed and ready for distribution middle to end of October
    - Website – Chris Lee has been a great help to the school
    - Crisis Plan – Needs to be updated based on diocesan focus on protocol.
  - Reviewed Assistant Principal's Report
    - Tara Kassi has made great strides in the Title I and Title III programs to support students.
    - Currently reviewing student learning expectations.
    - Great strides have also been made in getting all volunteers compliant with the diocesan policies for safe environment training.
  - Reviewed Marketing / Development Report
    - Reference report for list of marketing activities
    - Would like assistance from the board on advertising and marketing ideas.
  - Reviewed Financial Statement
  - Review Booster Club Report
    - Magazine drive was extremely successful.
    - Family Harvest Picnic will be from 12:30 to 3:30 on October 23, 2011.
- Board Goals 2011 – 2012: Presented by Sally Bell-Sarlitto (See attached Mission Statement and Goals for the Board).
  - Enhance the Catholic Identity image of Our Lady of Perpetual Help Catholic School, inclusive of increasing service opportunities for our students.
  - Support the marketing efforts in an effort to increase enrollment.
  - Assist with facility improvements and enhancements, inclusive of cosmetic improvements.
  - As a group, support the Booster Club's fundraising efforts.

- Diocesan In-Service Overview (See attached handouts): The attending board members reviewed the break out sessions attended at the 9/24/11 In-Service. Sessions attended included:
  - New Board Member Orientation
  - Marketing / Website
  - Stewardship
  - CEA Tax Credit.
  
- Committees (See attached committee reports):
  - Catholic Identity (Annie Hoyle, Chair, Tracy Britton, Dan Minton, Tom Chermack).
    - In-Service helped develop purpose.
    - 1,500 pound of peanut butter dropped of at St. Mary's food bank. 6B had the most jars.
    - Will work to develop service projects or hours appropriate for each grade that occur each year.
  
  - Marketing (Markham McHenry, Chair, Dennis Naughton).
    - Lots of great ideas for areas of focus, target markets, venues and reviewed action plan.
    - Will meet with Angela Braun in the next couple weeks to discuss.
  
  - Technology / Facilities (Marc Roberts, Chair, Tracy Britton).
    - A prioritized list of maintenance / repair items is the goal.
    - With list we can then request support from the school.
  
  - Parent/Student Life (M.J. Gralen, Chair, Dan Minton).
    - "Ages and Stages" is scheduled for November 8, 2011.
    - Multiple other opportunities being explored and schedule (reference report).
  
- New Business
  - Parent Interaction
    - If parents approach PAB members looking for answers or to voice concerns to the board our job as members is direct them to the proper authority with a sympathetic ear. Our job is not to take on parent issues, but to support the community by directing them to the person that can help the most. If there is any doubt whatsoever on whom the proper person is, refer parents to Donna Lauro.
  
- Adjourn: With business concluded, Sally Bell-Sarlitto asked for a motion to adjourn. Dennis Naughton so moved to adjourn the meeting. M. J. Gralen seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:00 p.m.