

Carencro Catholic School

Advisory Council Meeting Minutes

April 18, 2018

Members Present: Fr. Mark Ledoux, Pastor
Andre Angelle, Principal
Bob Simpson, Board Chairman
Jennifer Abrams, Board Co-Chairman
Rebecca Bonvillain
Paula Frederick
Jason Guidry
Tara Primeaux

Members Absent: Dwayne Arceneaux
Tricia Menard

The Meeting was called to order at 6:38 PM.

- I. Opening Prayer** – Led by Father Ledoux
- II. Approval of Minutes** – The minutes were reviewed by the council. It was motioned by Jason Guidry and seconded by Bob Simpson to approve the minutes from the February 21, 2018 meeting of the CCS Advisory Council. Motion Passed.
- III. Old Business-**
 - A. Enrollment Update** – Currently 252 students enrolled and registered for the upcoming year. Tours are still being given to interested parents and families.
- IV. New Business -**
 - A. Parent Jordan Arceneaux-** Bob read the request by Jordan. Bob reviewed the by-laws and council duties before the meeting. He stated there is no policy stated for a pastor to meet face to face to with a parent. Bob said

the pastor would have to create his own policy to address the issue. The policy he said after discussing with Father you would have to start out by contacting the school starting from the bottom up. If it's a problem in the classroom or another staff member of the school, then you would next meet with the principal of the school after those steps and anyone doesn't receive satisfaction in their own mind then you would contact the pastor and send to him an outline of the steps that had been taken saying who was contacted what the response was and if you still have concerns what the concern or problem is, what was settled or if anything was left unsettled and explaining why you aren't satisfied after this point. If it were an administrative problem would start at whichever administrative level the problem exists at would go to the principal and continuing with the same steps and asking for a meeting with the pastor. Then the pastor would have to arrange the meeting but as the chairperson of the council Bob would be willing to sit in on the meeting if requested and representation from the council was needed. Overall, there is no policy to schedule a meeting and you would have to just go through the levels and or chain of command. Bob said the advisory council cannot control the policy of the pastor meeting with parents. The question of what would be an appropriate time frame for a response from Father would be when a concern has passed through all the steps and then Father would get with the executive committee to discuss possible solutions. The by-laws do not specify what would be the next step but it is assumed the protocol would be to contact the parent and discuss any solutions. Jason asked what would be a reasonable response time to be expected. It seems it would depend on the sense of urgency.

- B. Charge to receive copy of minutes-** The council does not have a current policy for receiving previous meeting minutes. Anyone should be entitled to the records under a certain time depending how easily an employee could get them. However, the further back in time and the more time it took an employee to produce them it may just depend on the time it took and an estimate could be made. The oldest minutes that are on the campus are from December 1971. Any money received for payment in receiving old minutes would go into a school account and in this case for producing old minutes the money would go into the supplies account. It is suggested by Bob to upload them to website for anyone to access them. Jason proposed for a vote to upload the previous six years minutes to the

website. Due to the time consumption to do this it was suggested by Bob to upload them now and moving forward in the future. Jason asked if the previous three years and moving forward would be possible. The compromise is the current year and any previous years would be determined by what the website has in storage capacity. Bob seconded the proposal.

V. Committee Reports –

A. Finance – The diocese has closed out through November. After signed off by the independent CPA, Diocese and all proper parties the report could be condensed and sent to the parents for viewing. The report format to send to parents was approved. It would most likely be sent out in November pending the diocese closing.

B. Policy – No report.

C. Facility- No report.

D. Development – see Paula's report. Father suggested for Teacher Appreciation week a card and small token be given to each teacher and faculty member. They will all be signed by the Council members showing appreciation for them.

E. Curriculum- See report.

F. Technology- See report.

G. Religion – See report.

VI. Members Input- Jason asked for a clearer time frame be set for proper responses to parents.

VII. Chairperson's Report – Officer elections at upcoming June meeting

VIII. Pastor's Report – Father said a great Easter season was celebrated at CCS. There was a meeting held for the teachers about the Lenten season. The Bishops mass will be May 16 and will be the last school mass for the school year.

IX. Principal's Report- Planning to bring the Jr. High to visit the new adoration chapel at St. Peter's. Teachers were asked about future changes they would like to see at CCS and a reasonable list was put together reflecting what they and parents would like to see.

X. Closing Prayer – Led by Father Ledoux

XI. Adjournment – The meeting adjourned at 8:05 pm.