

**August 7<sup>th</sup>, 2023, 7:00pm**  
**MQP Board of Education**  
**Meeting Minutes Summary**

**In attendance:**

Danielle Emert  
Katie Basara  
Tricia Steffens  
Kelly Pimmel  
Steve Notestine  
Eric Field  
Denise Molen  
Beth Ward (on Zoom)  
Beth Radefeld  
Fr. Craig  
Principal Heather Fanning  
Pam Miller

Absent: Lisa Schulte

**Presentation:**

Parents from the 1st grade class spoke to the BOE regarding class sizes. This information was summarized and disseminated by Fr. Craig on August 8, 2023.

**Official BOE Meeting**

**Opening prayer – Fr. Craig**

**Voting:**

June minutes were voted on and passed

**Committee Discussion:**

**Inclusion** - Steve reports the committee will meet once a month on Tuesdays at 7:15 AM. The Inclusion Committee and the Marketing Committee are still working on the completion of the booklet. Once it is finalized the Marketing Committee will have it published.

Pre-K: Ms. Russo's suggestion is to make Pre-K parents aware of the different services Inclusion provides.

Elementary: Social and emotional support will be the main goal. Ms. Towey has asked for a specific curriculum, and it has been ordered. Mr. Towey is working to meet with each class once a month and focus on different topics. She wants to make them aware of things they can do. Inclusion is looking into

having the police department and other outside agencies come in to discuss drugs and other age-appropriate topics.

Inclusion is working on a study skills curriculum, to begin in either 4<sup>th</sup> or 5<sup>th</sup> grade. This would include items such as note taking, scheduling and planning (executive skills). There is an existing social and emotional curriculum that can be used, and Inclusion is looking for an executive skill one, to avoid developing one on their own. Some of the local high schools have a similar curriculum, and these will be reviewed.

MQP needs to streamline where assignments are posted for both the teachers and parents to follow.

**Marketing** – First meeting to be scheduled.

**Security** – signage has been completed for each classroom, detailing the proper exit protocols in case of an emergency. These will be installed in the respective classrooms.

**Middle school** – No new update at this time

**Principal Update:**

The current enrollment at MQP is 429 students.

Ms. Fanning is working on multiple handbooks that will be available as guides. The Middle School handbook is completed and will be disseminated soon. The other handbooks are Pre-K, Elementary School and Faculty. All of these are available on fast direct, top right-hand corner, under the links option. The newly revised disciplinary policy is integrated in each handbook.

The School Calendar will be updated to convert a couple of half days to full days. December 8<sup>th</sup> and March 1<sup>st</sup> could potentially be full days to meet the Archdiocese requirement.

**Pastor Update:**

The painting of the gym has been completed. The “Fund-a-Need” projects continue. The teachers’ lounge should be ready next week and the Holy Family room next month.

Pam Miller, DRE, was introduced and will be a non voting member of the board.

PSR: Pam indicated the PSR registration was closed with 81 students. She will have a Catechist meeting soon, and the classes will start soon after school starts. She needs a Catechist for 3/4<sup>th</sup> grade.

School: Pam will be an assistant on Monday afternoon in the classroom, working on all school masses, specific grade masses with confession, and adoration with students. There are prayer services on the calendar for the students. There will be a prayer service on August 8, 2023 for the faculty and staff. This year’s school theme is “we are one body in Christ.” Romans 12:5 “We are many parts, but one body in Christ” and the focus will be on humility.

**Closing prayer**

Meeting adjourned

