

Student Advisory Board Meeting Notes

St. John Neumann Catholic School

Date: Thursday, August 21, 2025

Time: 4:00 – 5:00 pm

Attendees: Hiram Morales, Kelly Mechelke, Will Silverberg, Alex LaFasto, Rachel Heller, Patrick Wade, Jessica Louthan, Andrea Gentile, Ashley Allen, Mary Marlowe, Chris Chandler, Erica Morales

1. Opening(4:00pm)

- Meeting called to order
 - Opening prayer offered by Hiram Morales
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2. Old Business

Presenters / Sign-up Genius

- Mary is setting up presenters for the first meeting. Going forward, responsibility will shift to Andrea Gentile.
- Presenters will use a Google Form; form submissions go to the Advisory Board email (to be verified with Jessica).

Meeting Minutes Approval Process

- Discussion about timeliness and transparency.
- Proposal: If an in-person meeting is canceled, minutes may be approved digitally.
- Concerns about ensuring all members respond to digital approvals.
- Agreement: Continue with in-person approval unless a meeting is canceled (e.g., weather, scheduling conflict).
- Suggestion to designate someone to check that approved minutes are posted promptly online.
- Clarification: May was a celebration event—no minutes required (but a note may be posted online to clarify). May Minutes have been approved and are up on the website.

Agenda Transparency

- Concern from a family that delays in publishing minutes create perception of secrecy.
 - Consensus: This is not the case. The above suggestion for the approval process should take care of this misperception.
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3. New Business

Education Relations Committee (Town of Farragut)

- PTO President must designate a representative. Sarah Toliver extended for 6 months; can appoint a proxy for 3 meetings. Amber Wagers expressed potential interest in serving.
- Requirement: Representative must be a Farragut resident.
- Farragut meetings are open to the public for observation (speaking only with prior request).

Community Outreach & Events

- Fall Festival / Harvesting for Him: Scheduled October 18–19, 2025.
 - Saturday morning 5K and Sunday festival activities.
- Knoxville Catholic “Go Irish” Tailgate – September 26, 2025.
 - All feeder schools host tents.
 - Includes games, inflatables, food, and student section experience for 8th graders.

Cafeteria Lunch Options

- Returning to using dishes and not disposable staffing needs are impact; additional

- cafeteria hire needed. A suggestion by the administration was Filipania Phan.
 - Student proposal for gluten-free pizza option on Fridays. This is the second year this request has been asked.
 - Suggestion from student: Order gluten-free Domino's pizzas, marked separately on lunch count. Parents willing to pay extra cost.
 - Administration will revisit with cafeteria manager (Kathy).
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4. Administrative & Facilities Updates

Construction Progress

- Ongoing work using "sheep's foot" roller; schedule may overlap with school days.
- Workers do not access building; background checks required.
- Designated entrances used for safety.

Visitor Management System

- New ID scanning system in place:
 - Scans IDs for nationwide safety checks.
 - Prints visitor badges with location details.
 - Allows emergency tracking of who is in the building.
- Blurb will be added to school newsletter for parent awareness.

Playground / HVAC Fence Discussion

- Aging wooden fences around HVAC units raised as safety/aesthetic concern from last year that Mr. Silverberg is working with Pedro on updating and fixing.
- Decision: Defer replacement until after construction to avoid wear and damage.
- Temporary repairs will be made as needed.

Emergency Procedures

- New SaferWatch app for attendance and emergency alerts.
 - Teachers check students via app during fire drills/emergencies.
 - Can log injuries/non-emergency alerts in real-time.
 - Provides accountability for students and visitors.
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5. Closing (4:55pm)

- No further business.
- Closing prayer offered by Hiram Morales, thanking God for wisdom, guidance, and unity in leadership.