



Advisory Board Meeting Note

Date: 11/20/2025

Time: 4:00pm

Location: Seton Hall

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

Speakers: Jenny Moss, Melissa Barnett

Spectators: Sean Sanderson, Dani Sanderson

Opening Prayer

- Father Mark opened with prayer

Speakers

- **Melissa Barnett**
 - Parent involvement with student [Melissa Barnett Meeting Notes](#)
- **Jenny Moss**
 - Communication around Basketball particularly hosting elementary games
[Jenny Moss Meeting Notes](#)

Clarifications & Background

- The previous Athletic Director resigned the day before the first day of school. Administration and others covered responsibilities until a replacement was found for about 6 weeks
- The new Athletic Director was hired 6 weeks ago.

Concern

- After a person was asked to leave both the church & school that person is now attending Mass.
- This person was previously restricted from campus; guidelines unclear to some families what happens when a person or families are asked to leave SJN or SJN Parish and then reinvited to the Parish. How can we respect that person's privacy, yet have families feel safe?

Recommended policy development:

- Guidelines for families asked to leave
- Clear distinction between school property vs. church property.

Policy Recommendations

- Need a clear policy for dismissed families and parishioners:
 - Define behavior expectations
 - Distinguish between school and church property
 - Outline documentation processes for parental behavior and bullying
- Ensure parental voices can be heard without fear of reprisal
- Emphasis on HR-like procedures for documenting code-of-conduct violations

Parish Concerns

- Parish council currently inactive; required by diocesan guidelines
- Discussion of safety procedures for Mass and school events:
 - Officers present at school but not at Sunday Mass
 - Potential for resource officer on Sundays being considered
- Staff and families feel uncertain and unsafe due to unclear communication and restrictions.

Athletics & Elementary School Basketball

- Reason for not hosting elementary school games:
 - Chris being new to the position when the year had already begun, did not commit to Saturdays due to not wanting to put that on staff members or have to cancel last minute. He now knows moving forward the enormous support he has.

- Focused on growing the program and skill development for children with the Saturday morning program for lower elementary students which has been successful
 - Elementary players often had limited prior experience.
- Efforts include:
 - Saturday skills sessions led by Joe McGinn and Bryan Schreiber
 - Focus on long-term development of basketball skills
- Athletic Director responsibilities:
 - Chris Carroll is planning to host end-of-season tournament, thus bringing in revenue
 - Criticism about professionalism and program priorities addressed

Athletics Subcommittee & Parent Involvement

- Plan to form a subcommittee to support athletics:
 - Mrs. Heller spearheading this group.
 - Provide volunteers, help coordinate concessions and admissions at home games, update website, calendars, help with communication, and signups.

New Business

- Mission and Catholic Identity, Governance and Leadership, Academic Excellence
 - Staff are encouraged to find a saint whose life and characteristics reflect their own, and to take time in prayer and reflection to consider how they might grow in holiness by following that saint's example.
 - Saturday, Nov. 8 a group (Dr. Mechelke, Sabrina Talley, Michelle Dougherty, Mallory Nygard, Rebecca Baker, Claudette Buccola, Kathleen Dorma, & Darcy Devrnja) met to work on updating and aligning English Language Arts (ELA) Standards. The Diocesan ones are dated 2015. We are working with the Diocese on updating our series for ELA this year so thought it was important that staff have what is current best practice when teaching.
 - Tonight, Nov. 20 the family outreach group is showing the movie Charlie Brown Thanksgiving at 4:00 and again at 5:30. They are serving treats and drinks as well.
 - Book study *Behavior Breakthrough Twelve Skills to Transform Behavior at Home and in the Classroom* by Bailey Payne
 - Mary Marlowe is leaving SJN. She is telling us early (she is finishing out her contract) so we hope to find someone she can help train and support for the transition.
- Operational Vitality
 - Update on the construction
 - Atrium should be done Christmas Break 2025
 - the building project portion approximately October 2026
 - Harvest for Him was a success. The event was inside due to weather; yet well attended.

Closing & Next Steps

- Updates:
 - Executive Committee to meet and create policy for families asked to leave so all are clear how it works when families are asked to leave. This will be added to the Code of Conduct document. This will help create clarity.

11. Final Prayer

- Father Mark led group in a Glory Be

Action Items:

- Executive Committee to meet to develop clear documentation procedures and behavioral expectations for dismissed families and parishioners that will be given to Father Mark and Diocese for final approval.
- Subcommittee formation for athletics to support staff and programs.