



**Canterbury Parent Association  
Steering Committee Meeting  
High School Cafeteria  
January 17, 2019**

**Present:**

Beth Behrendt, Tania Boyd, Krista Layman, Nicole Lawson, Natalie Chenoweth, Nicole Langel, Arie Martinez, Pat Gillan, Courtney Dressler, Jessica Sharpe, Ben Ottenweller, Melinda Perry and Jessica Morales

**1. Call to Order:**

Beth called the meeting to order at 8:30 a.m.

**2. Introductions**

**3. Ben Ottenweller: All School Report**

The High School has started to shift focus to graduation, and all the tasks for seniors and senior families. Another important focus is also on the student mental health and wellness, which is always an ongoing discussion at the high school level. One exciting change will be with the Summer Programs. Ben reported that there are great programs and courses for high school students, along with new programming for all ages of campers. It was also reported that there will be a new module for Summer Program sign-ups.

Ben also shared that the ISACS visiting team will be at Canterbury on April 28 – May 1<sup>st</sup>. The team of 15 people will meet with representatives from all areas of the school, along with reviewing the self-study that Canterbury has created. It is a great time to showcase our school, along with being provided feedback on areas of improvement. The ISACS accreditation process occurs every 7 years.

**4. Marketing Report : Jessica Morales**

Currently six months into the new enrollment management strategy, which has allowed for a greater scope of our impact in the community. Looking forward to unveiling the continuation of the “Matters” campaign. Also, a reminder that contracts will be out in the coming weeks.

**5. Development Report : Melinda Perry**

Reported that we are in final stages in preparation for Laughing Cavalier, which will be held on Saturday, February 2. Hopeful that many will be in attendance. Also, a general thank you to everyone for their involvement with the school—whether through time, expertise, donations, etc. Thank you!

6. **Treasurer's Report : Cathy Diamante**  
Not in attendance but Beth shared all items are in great shape. Thankful that someone stepped up to keep Jingle Bell Boutique alive. Poinsettia Sales (entirely online) had another successful year.
7. **Secretary's Report : Jill Surendran**  
Due to Jill's absence, Beth reported that one targeted goal moving forward will be to moving to Google docs for Parent Association information. What was once in binder form, will now be available digitally. There is some concern for the migration, but believe as a whole this new method will allow for better reporting and documentation.
8. **Vice President's Report : Tania Boyd**  
Updates on community events and functions, including carpool and lunchroom. Krista Layman emphasized the new lunchroom process and the notion to reevaluate how, moving forward, the lunchroom will be managed. It is something that is on the radar of the leadership team. Friends of Faculty representatives are grateful for the continued support, and find having the division directors send out reminders to parents creates an extra boost of involvement. As always, volunteers are needed for various capacities.
9. **President's Report : Beth Behrendt**  
Thankful for everyone in their rolls for this school year. Reported that both the LS and HS parent parties were successful and fairly well attended. Beth encouraged everyone to review their desires for involvement in the coming school year, in terms of their capacity and roles. The next meeting will be the New/Old meeting and will highlight what we will be doing as we look to the 2019-2020 school year.
10. Meeting adjourned at 9:16 a.m.