

**Minutes for DLS Parent Association Meeting
Recording Minutes – Jennifer Accardo
February 2, 2026**

Spencer Shively, Vice President for Mission and Student Life, called the meeting to order at 7:00 p.m.

7:01pm - Opening prayer: Valerie Wright

Welcome and Introductions: Spencer Shively, Vice President for Mission and Student Life

15 Minute Speaker: Mr. Jon Norfolk, Learning Center Coordinator, NHS Moderator

Mr. Shively introduced Mr. Norfolk.

Mr. Norfolk began his presentation, introducing key personnel involved in the operations of the Learning Center, including Mr. Frank Byrne (Study Hall Moderator), Mr. Garth Adlao (Bishop Cummins Scholarship Program Coordinator), and Mr. Terry Eidson (Bishop Cummins Scholarship Program Staff, Assistant Coach - Varsity Football).

Operations of the Learning Center and Tutoring Support

- Mr. Norfolk shared that the Learning Center operates from the end of the school day until 5pm, offering various programs and support. He handles tutoring support throughout the school, including for the National Honor Society (NHS), leadership, study skills classes, and finals prep day.
- Finals prep day is held on Sunday before finals, with all NHS peer tutors and adult volunteer tutors participating from 1 PM to 6 PM.

Study Skills Classes and Curriculum

- Mr. Norfolk teaches section two of the study skills class, which is part of a full-year curriculum for freshmen.
- The study skills class averages 13 to 15 students per class, hand-picked before the school year starts.
- The curriculum includes life skills, time management, project management, and a book club.
- The study skills class is spearheaded by Mr. Sean Bristol (Learning Needs Coordinator) and involves collaboration with other staff members like Mr. Adlao and Ms. Alexandra Stevenson (English Teacher, Dept Chair).

Makeup and Extended Time Testing

- The learning center houses makeup and extended time testing, with tests scheduled on Tuesdays, Wednesdays, and Thursdays after school until 4:30 PM.

- Test request forms are available in every classroom and on the learning center website, requiring a 24-hour notice for scheduling.
- Makeup tests are managed and proctored by Mr. Bristol, who also handles extended time testing for students with diagnosed learning disabilities (LDs) like dyslexia and ADHD.
- De La Salle has Appointy, a database tool, which is used for checking in and out of the learning center, tracking student activities and needs.

Tutoring Database System and Scheduling

- De La Salle utilizes Appointy for scheduling tutoring appointments, with 20 NHS peer tutors and one adult tutor logged in.
- Students can schedule tutoring appointments online through the Appointy system, selecting their preferred tutor based on expertise and availability.
- The system allows for real-time scheduling and tracking of tutoring hours, with notifications sent to tutors and students for confirmed appointments.
- The learning center encourages students to schedule tutoring face-to-face for better communication and understanding of their specific needs.

National Honor Society

- The NHS program involves 125 members, including sophomores, juniors, and seniors, with applications due on February 28 for the next induction.
- Members must maintain an overall unweighted GPA of 3.65 and participate in ambassador, leadership, and fundraising events.
- The NHS program has grown from 40 members to 125, with a focus on aligning academic standards and community service.
- Members are required to complete eight hours of tutoring per semester, with flexibility for students in season or with extracurricular commitments.

Community Service and Fundraising Events

- NHS members organize various community service and fundraising events, such as the Brotherhood Fund and school events.
- The Learning Center partners with Advancement to support these events, ensuring alignment with the chapter's mission.
- The NHS program emphasizes the importance of community service and building relationships with teachers and peers.
- The Learning Center encourages students to seek help from teachers first before coming to the Learning Center for additional support.

Adult Volunteer Tutors and Their Role

- The Learning Center has six adult volunteer tutors, all credentialed and experienced, who come in twice a week to provide one-on-one tutoring.

- Adult volunteer tutors are not scheduled online but are available for students who need extra help.
- The Learning Center provides flexibility for students with extracurricular commitments, allowing them to tutor teammates or off-campus if needed.
- The adult volunteer tutors play a crucial role in building relationships and providing mentorship to students.

President of the Parent Association: Michelle Anderson

Parent Association Board – Chair Reports

Expense Report: Jennifer Accardo, Parent Association Expense Administrator. A reminder to everyone to turn requests for reimbursements with receipts within 30 days of the event. If anyone needs any forms, Jennifer has forms.

Volunteer Coordinators: Yesenia Feustel & Lisa Borba - No updates.

Frosh Parent Reps: Janet Wright, Khatera Tamplen, Tanja Fabel, Tavoria Wilson-Morton – Freshman Football was undefeated for the season!

Sophomore Parent Reps: Ariana Marbley, Tara Preston, Jemisse Hurd – No updates.

Junior Parent Reps: Betzy Lesser, Lolo O’Keefe, Winn Acle, Patricia Pon – No updates.

Senior Parent Reps: Michelle Anderson, Jen Accardo – No updates

Carondelet High School Representative: Gwenn Ertoz - Last Parents Guild meeting was January 21 and covered the AP class system and how it’s structured for only 11 AP classes total. Carondelet is one of 4% of schools in the nation that are nationally merited schools. Freshman/Sophomore dance is coming up.

Hospitality: Winn Acle, Joni Dupont, Jody Muñoz, Patricia Pon, Jill Steele, Jemisse Hurd, Ariana Marbley – The next event is the Freshman Welcome Night, and the volunteer sign up genius will be sent out soon.

Special Events: Noel Hughes, Angelica Nathan, Patricia Pon, Lolo O’Keefe, Valerie Wright, Shirley Valero, Rena Cota, Anna Febiana – Loaves of Love in February will be dropped off on 2/17 for the staff. This year it’s strawberry chocolate chip with cream cheese.

Community Outreach: Angelica Nathan, Ariana Marbley, Tara Preston, Jemisse Hurd – No updates.

Crab Feed: Patricia Pon, Betzy Lesser, Tavoria Wilson-Morton – Patricia was to have a meeting with the leads after the event. If you have any suggestions or ideas for working the crab feed or going to the crab feed, please share that with her once she returns from traveling.

Dad's Club: Alex Esparza, Michael Nathan, David Brumley, Nic Anca, Larry Morton Jr, Jesse Tamplen – No updates.

Miscellaneous: *Auction Dessert Dash* - please sign up if you can as there are 40 desserts needed for the auction night. The auction is on May 2nd. Stock the Teacher/Faculty Lounge - If you can participate, you can send in donated items with the boys and they can drop it off in the office, or can order it online and have it delivered to the school.

Spartan Updates: Spencer Shively, Vice President of Mission and Student Life

Crab Feed - This community event/fundraiser raised well over \$30,000 and our student servers raised between \$6,000-\$7,000 in tips that were donated to the Brotherhood Fund.

- National Signing Day 2/4
- Parent / Son Retreat - 2/7-2/8
- Frosh / Soph Dance (A Night In Greece) - 2/7
- Faculty / Staff Professional Development Day (NO CLASSES) - 2/13
- Presidents Day Holiday (NO CLASSES) - 2/16
- Senior Mother / Son Brunch 3/1

There has been discussion of students participating in the National walkout on 2/24. Please have a conversation with your student regarding this. The school will handle it according to attendance as an unexcused absence, and will keep students safe while on campus.

The Parent Association is considering inviting external guest speakers to provide valuable information and insights to parents and is open to suggestions for guest speakers and topics that would be beneficial for the parent community. Parents expressed interest in hearing about social media safety, AI safety, and other relevant topics.

Reminders:

- Next PA meeting is Monday, March 2, 2026, with guest speaker Ms. Cecilia Del Toro of College Counseling.

Closing Prayer: Valerie Wright

The meeting was adjourned at 7:53 p.m.