

Saint Peter's School Advisory Board Meeting
09/26/2018

Members Present: Father Kalita, Mrs. Whelan, Ms. Woo, Mrs. Santos, Dr. Convey,
Mr. Bykowski, Mrs. Byrdy, Mr. Domally, Mrs. Giron, Mr. De La Oliva,
Mrs. Songer, Mrs. Hooke

Members Absent: Mrs. Baratian

Meeting was convened at 8:07 p.m.

September 5, 2018 meeting Minutes reviewed and approved by SAB.

Prayer – Father Kalita

1. Father Kalita introduces new idea for saying opening prayer at Parish meetings
 - a. start by looking at the Gospel for the upcoming weekend
 - b. at meeting Gospel will be read twice
 - i. first time to get the gist of the story
 - ii. second time
 1. read more slowly
 2. put ourselves in story (e.g. crowd, apostles, etc.)
 3. imagine what it would be like to hear Jesus speak the words in the Gospel for the first time
 4. reflect for 1 – 2 minutes
 5. share thoughts that the Holy Spirit may be laying in our hearts
2. Sign-up sheet for SAB meeting monthly prayer distributed to members
 - a. Mrs. Whelan/Mrs. Santos will send the Gospel reading to the SAB member responsible for monthly prayer prior to each meeting

Pastor's Report – Father Kalita

1. The school year is off and running
 - a. School of Religion (SOR) began
 - i. need to make sure SOR drop-off and Aftercare afternoon pick-up, which both occur around the same time, run smoothly
2. Saint Peter's Parish, Sermon on the Amount, will take place on the first weekend of October (the Anniversary of the Dedication of the Church)
 - i. various members of the Parish Finance Council will be assisting Father Kalita in writing/delivering the report
 - ii. Mr. Paul Zaremba (former SAB member, now on Parish Finance Council) will help write the draft for presentation to parishioners
 - iii. Saint Peter's Parish financial situation is going well

- iv. good news for the Parish:
 - 1. Parish typically sets aside a large amount of money every year (\$250,000 - \$300,000) to support the school should the need arise
 - 2. last year, for the first time, due most likely to increased enrollment and excellent management of expenditures, THE SCHOOL PAID FOR ITSELF
 - 3. this school year (2018 – 2019) the Parish set aside \$285,000 to assist the school should the need arise
- 3. on Friday, October 5th (8:30 am) to Saturday, October 6th (8:30 am), after the First Friday Mass, the Parish will have 24hr. Eucharistic Adoration
 - i. Father Kalita encourages everyone to sign-up
- 4. Middle School will have confessions on Friday, Oct. 6th – Father Kalita invites everyone to confessions as well
- 5. Ecumenical collection of school supplies organized by Saint Peter’s Parish in August for “adopted school” was extremely successful
 - a. due to overwhelming amount of supplies collected, Saint Peter’s was able to take excess supplies and adopt a second school to give supplies to
 - b. Saint Peter’s is always good at taking care of the least of its sisters and brothers
- 6. Due to the unsettling news that came out during the summer, on the weekend after the PA Grand Jury report came out, Father Kalita offered to have listening sessions with the parishioners after each of the 5 Masses
 - a. after 3 Masses he spent 1 hour listening, after 2 Masses he spent 2 hours listening
 - b. Cardinal Wuerl has gone to Rome to talk to the Holy Father about accepting his resignation from the pastoral governance of the ADW
 - i. if resignation is accepted, there will be a lag time before new appointment is made
 - ii. we need to be there for one another for support during this difficult and challenging time
- 7. Capital Reserve Study (handout)
 - a. with the assistance of Parish Finance Council, Saint Peter’s hired Becht Engineering (out of Columbia, MD) to do study
 - b. Becht went through every single building (church, rectory, school) looking at every single item that Saint Peter’s has (heating and cooling systems, etc.)
 - c. building-by-building looked at shelf life of various products
 - d. report generated for each building goes room-by-room looking at different things – all are welcome to go to the Rectory to read the full report
 - e. for the school a 30 year “prediction” (up to year 2048) was put together by Becht of things that will need to be fixed or replaced
 - i. most expenses have to do with air handler systems, lighting, plumbing, ceiling tiles
 - f. any questions may be directed to Mr. Eric Stone (Facilities Manager) or Mr. Ted McCord (Parish Finance Council member)

Principal's Report – Mrs. Whelan

1. School opened on August 29th with 385 students and full faculty
2. Saint Peter's School hosted a 4-week science camp this summer
 - a. the \$10,000 profit from this camp is being used to purchase the materials necessary for the new middle school PLTW program, Green Architecture.
 - i. course is for 7th and 8th graders – they will learn about alternative energy sources, ways to minimize the negative environmental impact of buildings, and to use a conscious approach to energy and ecological conservation in the design of a building
3. The on-line standardized testing, Scantron, has begun for grades 2 – 8
 - a. scores are on track to apply for the National Blue Ribbon of Excellence in November
 - b. students will be tested again in January and at the end of the school year
4. Virtus training was held in the Parish Hall on September 20th
5. the teachers were trained (using on-line video) in hide, fight, or flight strategies in the event of an armed intruder attack
6. Mrs. Whelan and Ms. Woo attended an Archdiocesan 2-day in-service training on the new directive on how to handle an active shooter – information was shared with the faculty
 - a. the Archdiocese is leaving the idea of the lockdown protocol used in the past and now giving schools permission to choose various options when necessary; schools will be more proactive when handling the threat of an aggressive intruder or active shooter
 - b. use A-L-I-C-E: Alert; Lockdown; Inform; Counter (should shooter walk in to the room, throw objects, yell, scream - only recommended when no other options are available); and Evacuate.
 - c. Mrs. Whelan plans to present information to parents at The State of the School
 - d. Archdiocese is working on protocol-hopefully will be ready by November
 - e. Mrs. Whelan and Ms. Woo will work with teachers to look at environmental opportunities in the classroom that may be used for protection (i.e. items that can be shoved against doors, items that can be moved to block entry)
 - f. Mr. Domally recommended book to SAB: *Gift of Fear* by Gavin de Becker

Home and School Executive Board Report – Mrs. Songer

1. Charleston Wrap sale ended September 21st with gross sales approaching \$27,000; based on program incentive, Saint Peter's will receive \$7,000 - \$9,000
2. Movie Night was a great hit; this year it turned a profit of \$584
3. Enrichment Programs are underway; 1st quarter had successful enrollment; added Piano (2 sessions) and Spanish programs
4. Gala (to be held Saturday, November 17th) planning is going well
5. Hospitality group provided cart treats for teachers at the opening of the school year, and provided refreshments at Back-to-School Night
6. Clean-up Day went well

OLD BUSINESS

**** Highlighted areas indicate focus and priority for SAB****

Strategic Plan Review (Prioritize things for the SAB to focus on) – Mrs. Whelan

1. Catholic Identity

a. Lesson Plans on the Mass (“teaching Mass”)

- i. Priests will do catechesis of the Mass
- ii. Father Kalita would like the SAB to come up with lesson plan
- iii. things to consider: what part of the Mass to do; should there be a systemic review of the Mass; what grade level to target; what do we want to do for each age group
- iv. Mrs. Byrdy, Mrs. Hooke, Mrs. Santos, and Dr. Convey will work on plan

b. Family Faith Formation Goal: informing the school families about events that are happening in the Parish so they can participate

- i. every month Mrs. Santos will incorporate Parish events in the school newsletter
- ii. Masses and confession times were added to the school calendar for each month
- iii. offering Tea-ology with Father Qureshi on Fridays at 2:00pm through Nov. 9th

c. Discipleship: Father Kalita will elaborate on this at another time

2. Academic Excellence

a. secure business support for PLTW

- i. next phase: have STEM related businesses come into the school to talk, or have them fund the program in some way (i.e. corporate sponsorship)

b. Mr. Seubert will be teaching a new PLTW course on Green Architecture to the 7th and 8th grade

c. standardized testing in science

- i. in order to receive the BOOST Scholarship, a school is required to submit scores in math, reading, and science; students are tested in the area of science in 5th and 8th grade
- ii. Mrs. Whelan would like to eventually test all grades in science
- iii. possible task for SAB members: receive science test scores, keep track of scores, analyze scores to detect strong and weak areas

d. renovating science lab – Mr. Butler (parishioner) has volunteered to help redesign science lab – no further details at this time

e. creating a Makerspace Room

- i. use empty classroom
- ii. students could continue to work on: big projects, STEM related projects, video productions on different subjects, completing a painting, etc.

- iii. all day workshop (sponsored by BER) on designing a Makerspace to be held on Dec. 4th in Virginia
 - 1. to learn more information and how to make the room purposeful and organized
 - 2. attending: Mrs. Whelan, Ms. Woo, Mr. Szot, Mrs. George, Mrs. Byrdy, Mr. De La Oliva
- f. oversee technology plan and purchases that go along with the plan; SAB will do evaluation once a month to make sure school is on task

3. Recruitment and Retention

- a. budget review: during SAB meetings in October, January, and April; final budget year will be reviewed at first SAB meeting of the year
- b. calendar for budget
 - i. projecting a 3-year budget
 - ii. SAB will look into this in November
- c. review reserve study
- d. investigate other income streams (e.g. endowments, annual funds, scholarships)
- e. alumni
 - i. invite alumni back – use database, alumni events, etc.
 - 1. clean-up alumni base; contact alumni once alumni base is cleaned-up
 - 2. objective is to get everyone on one document
- f. Mrs. Songer will work on alumni and different income streams areas of strategy

NEW BUSINESS

Review of 2017-2018 Budget – Mrs. Whelan

- 1. Last year was the first year SAB added a regular review of the budget
- 2. The school did not use any of its subsidy (\$56,000); money went back to the Parish
 - a. possible reasons for success:
 - i. under budgeted for enrollment
 - ii. 20 extra students enrolled
 - iii. good management of expenditures
- 3. Tuition is the biggest income factor, while salaries and benefits are the biggest expenses
- 4. Outcome of the budget will vary from year to year
- 5. Aftercare Program review
 - a. had some discrepancies
 - i. reasons may include:
 - 1. too many individuals involved in handling aftercare process (ideally should just have one individual)
 - 2. keeping track of the many different options of aftercare (5) and payments (regular and 2 automatic): drop-ins, automatic payments
 - b. solution: Mrs. Whelan took program and tried to overhaul it

- i. if using the automatic payment option: payments will be deducted automatically on the first of each month out of TADS
 - ii. the drop-in aftercare options are now under the care of one person who will formulate things and do the billing
 - iii. plan is in place to make sure discrepancy does not occur again
 - c. Aftercare Project: Mrs. Whelan tasks SAB members to look at other afterschool programs
 - i. find out the going rate for these programs and the various options available: consider, should Saint Peter's change its options, should Saint Peter's have additional options, is Saint Peter's charging too much or too little
 - ii. look into programs using software for sign-in; automatic sign-in whereby reports can then be generated – eliminates the use of sign-in sheets (which can be time consuming)
 - iii. Mrs. Santos volunteers to check out cost of area schools, both public and Catholic
 - 1. look at the cost of area aftercare: hourly vs. a one set operation
 - iv. Mr. De La Oliva will check out the software for aftercare
 - 1. Look at software for attendance where reports can be created

Raise the Paddle Target – Mrs. Songer/Mrs. Whelan

(in years past, Raise the Paddle has raised anywhere from \$12,000 to \$37,000)

- 1. Security (total cost: \$95,000 - done in 3 phases)
 - a. Mrs. Songer walked through school with Mr. Loudermilk and Mr. Frankowski (both experienced with security and surveillance)
 - b. vulnerability of building looked at; there are 40 + doors in the building; 7 in the Parish Hall; most vulnerable spot is the front door of school where a person enters the school; glass doors can be easily shattered
 - c. proposal
 - i. 3M product film placed on every vulnerable window and door (\$39,000)
 - 1. can't shoot through it; bullet resistant
 - 2. impact protection
 - 3. can see out from inside, but can't see in from outside
 - ii. Mag Locks ware (\$1,500 per door)
 - 1. office would be equipped with Mag Lock button that would magnetically lock every door in the building should someone try to enter the building
 - iii. security cameras
 - 1. 3 dome cameras in breezeway on both doors; have a fob to access doors; 1 camera placed in Parish Hall
 - a. will allow for more security for aftercare

- b. cameras will be recording to station in the front office and to a drive
 - 2. 6 surround video cameras placed strategically around building
 - a. where one 180° vision ends the next 180° vision begins
 - b. allows for complete coverage of building
- 2. Technology (total cost: approximately \$22,700)
 - a. package is based on what is written in the technology strategic plan
 - b. involves: 30 Chromebooks and cart (\$10,000)
30 iPads and cart (\$11,500)
wireless graphic drawing tablet with stylist (\$60/each; total: \$1,200)
- 3. SAB members will vote on security package vs. technology package to be used as Raise the Paddle item for Gala on November 17th; faculty will be asked for input as well
 - a. send email to Mrs. Whelan stating thoughts and priority
 - b. Mrs. Songer will get documents about security package uploaded into SAB files; will have security package broken down into 3 phases for review

Meeting adjourned at 10:05 pm.

Next SAB Meeting October 24th at 8:00 pm in the Media Center – SAB will review budget line-by-line

Month	SAB Meeting Date	SAB member responsible for Prayer	Documents Due Date for File
October	Oct. 24 th	Mr. Bykowski	10/23
November	Nov. 28 th	Dr. Convey	11/27
December	Dec. 12 th	Mr. De La Oliva	12/11
January	Jan. 23 rd	Mrs. Byrdy	01/22/19
February	Feb. 27 th	Mrs. Songer	02/26
March	Mar. 20 th	Mr. Domally	03/19
April	Apr. 10 th	Mrs. Hooke	04/09
May	May 22 nd	Ms. Woo	05/21
June	SAB/HSEB Joint Meeting June 5 th 7 pm offsite		