

Saint Peter's School Advisory Board Meeting 10/24/2018

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

Members Absent: Mrs. Songer, Dr. Convey

Meeting was convened at 8:03 p.m.

****Correction made to September 26, 2018 minutes: Principal's Report, #6 (b)****

September 26, 2018 meeting Minutes reviewed and approved by SAB.

Minutes may be found in the September 26th SAB folder on OneDrive.

Pastor's Report – Father Kalita

1. Appears that Saint Peter's Parish is not experiencing any kind of significant downturn in the offertory as a result of the problems that occurred within the Archdiocese of Washington this past summer. May be partly due to Saint Peter's willingness to be open, transparent, and honest with its parishioners.
2. No negative feedback from the Sermon on the Amount.

Principal's Report – Mrs. Whelan

1. The school building had its water tested again as part of the requirement of Montgomery County. The results indicate that we are in complete compliance with the State regulations.
2. The Archdiocese of Washington has adopted new protocols for emergency response. The traditional "lock-down" approach has been broadened to include other options such as countering the intruder and evacuating the premises. The teachers have viewed an instructional video, while Mrs. Woo and Mrs. Whelan received a two-day training. Next, the school will receive information on training activities for the teachers and resources to use with parent communication and how to bring these new protocols to the students.
3. Second grade para-educator, Mrs. Jennifer Schlimm, will be leaving Saint Peter's School on Friday, October 26th. Her husband received a job transfer.

School Report – Ms. Woo

1. On October 4th the school participated in the Living Rosary followed by the Walk with Francis. All grade levels brought in various items that were donated to Shepherd's Table. The day ended with buddy activity-students decorated bags that will later be filled with food for Shepherd's Table.
2. On October 11th Mrs. Whelan led another successful State of the School Address.
3. Muffins for Moms was held on October 23rd. It was a fun event for all. Mr. Nguyen worked with grades K, 2, and 4 to put on an enjoyable performance for all of the mothers.

Home and School Executive Board Report – No report: Mrs. Songer absent

Strategic Plan Groups Follow-Up

1. Catholic Identity – Teaching Mass Curriculum

- a. Mrs. Santos, Mrs. Hooke, Dr. Convey, and Mrs. Byrdy met to discuss curriculum
 - i. had more questions than answers
 - ii. set up meeting with Mrs. Whelan for October 30th to go over list of questions
- b. Mrs. Whelan will give group curriculum standards/guidelines for the Archdiocese of Washington to see what is grade appropriate
- c. group will give follow-up at next meeting

2. Academic Excellence – Workshop on Makerspace Room

- a. all day workshop, sponsored by Bureau of Education & Research (BER) on designing a Makerspace Room to be held on Dec. 4th in Virginia
 1. investigate the idea of a Makerspace Room; will it be appropriate for Saint Peter's School?
 2. to learn more information and how to make the room purposeful and organized
 3. attending: Mrs. Whelan, Ms. Woo, Mr. Szot, Mrs. George,
 4. Mrs. Byrdy, Mr. De La Oliva

3. Recruitment and Retention – Before and Aftercare Research Findings

- a. Comparison Study – Mrs. Santos and Mrs. Giron (refer to handout)
 - i. information about the availability of before and aftercare programs in our area
 - ii. researched local schools in the area, Catholic, public, and some independent
 1. St. Patrick, St. Louis, St. John Episcopal, Washington Christian Academy, Chesterbrook, Holy Cross School, Olney Elementary, Brooke Grove, Sandy Spring Friends, and Camp Sonshine
 - iii. compared programs offered for before and aftercare to see how much they cost
 - iv. result: compared to other Catholic schools, Saint Peter's charges more; compared to public schools, Saint Peter's charges less (approximately \$100/mo.)
 - v. refer to handout for specific details of each school
 - vi. correction made on handout: under, St. Patrick's School, comments; should be, "\$30 (NOT \$70) less expensive than SP for 5 days/wk.)
 - vii. FYI: Saint Peter's School is the only school, that we know of, that offers a reduced rate for siblings that attend enrichment programs after school

viii. SAB TASKED for next meeting to consider the following questions

1. Should any of the costs be cut for aftercare?
2. Should there be any other options for aftercare?

b. Student Tracking System – Mr. De La Oliva

- i. information about using software (e.g., iPad) as a tracking system to sign aftercare students in or out, rather than using “paper”
- ii. programs investigated:
 1. ProCare, HiMama, EzCare, Jolly Tech, Hero12
- iii. Researched programs that have to do with scheduling, tracking attendance, and billing
- iv. Result: Procure and HiMama prove to be the best programs to look into
- v. Refer to handout for specific details of each program
- vi. HiMama:
 1. \$35/classroom; additional \$5/mo. for financial module; simple; will meet school’s immediate needs of accurate attendance, time tracking, and fast check-in and check-out; no installation required; cloud-based application; can cancel at any time; student and parents’ information would be outside of the school network
 2. Mr. De La Oliva signed-up for a free 30-day trial
- vii. ProCare
 1. \$550-\$1100 depending on the number of families (more pricey than HiMama); has more features than HiMama; have option of “Full” or “Mini” systems; addition of \$40/mo. if cloud services added; additional fee for additional modules; system requires software installation, but data could reside on premise or on the cloud; can be integrated with Touch Computer for fast check-in and check-out; has biometric/password/PIN combo sign-outs; modules are one-time fee (i.e. attendance tracker and family data); parent and student’s information would reside on the school intranet when not using cloud service; must have two modules; complex application
- viii. both programs can receive reports of child’s status (e.g., child went to nurse; child gets signed-out)
- ix. Mrs. Whelan will take research information and present it to Mrs. Jennifer MacDonald, before and aftercare director, and Ms. Woo, to see if this type of program is something Saint Peter’s would like to use
- x. would like to investigate if there can be some migration of data with TADS
- xi. Mrs. Whelan would like to rename before and aftercare program to, “EXTENDED DAY PROGRAM.”
- xii. SAB TASKED for next meeting to consider thoughts on the tracking system

NEW BUSINESS

Retention Rate – Mrs. Whelan

1. Report comes from the ADW
2. ADW takes the data for enrollment from all the schools to formulate information; does not take into consideration Pre-K
3. Saint Peter's retention rate is 96.3%, one of the highest in the ADW

First Quarter Review of the School Budget – Mrs. Whelan

1. Mrs. Harper, Saint Peter's book keeper, went on vacation; therefore Mrs. Whelan does not have the 1st quarter report with September's numbers for the budget
2. When Mrs. Whelan receives the report she will send it to the SAB members with highlighted areas of concern

SAB Contact Information – Mrs. Santos

1. SAB members' names and contact information (email) will be added to school website
2. School needs SAB members' approval in order to add names and contact information to website
3. Email Mrs. Santos if you prefer NOT to have any information listed

Raise the Paddle Target – Mrs. Whelan

1. Consensus from the SAB members was to raise money at the Gala's "Raise the Paddle" for security options for the school
2. Preliminary cost of package, as presented by Mrs. Songer at the last SAB meeting, was \$95,000
3. Mrs. Songer is trying to get more information regarding the cost – broken out cost
 - a. Mrs. Songer is absent from tonight's SAB meeting
 - b. Mrs. Whelan will get in touch with her to expedite process
4. School is now eligible to apply for safety grant through the state of Maryland (possibility of \$65/child)
 - a. the larger the enrollment, the more money received
 - b. for Saint Peter's School, based on last year's enrollment of 395 students:
 $395 \text{ students} \times \$65/\text{child} = \$25,545 \text{ safety grant}$
 - c. application is due by October 31st
 - d. with Raise the Paddle and safety grant combination, Saint Peter's can put together a very nice safety package
5. SAB TASKED for next meeting to think about any addition(s) that should be included in the safety package

Meeting adjourned at 9:20 pm.

Next SAB Meeting November 28th at 8:00 pm in the Media Center

Dr. Convey will lead the prayer/discussion

For next SAB meeting, members are tasked with considering:

Should any of the costs be cut for aftercare?

Should there be any more options for aftercare?

Any thoughts about the tracking system for aftercare.

Any additions to be included in the safety package.

Month	SAB Meeting Date	SAB member responsible for Prayer	Documents Due Date for File
October	Oct. 24th	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		