

Saint Peter's School Advisory Board Meeting
01/23/2019

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

Members Absent: Mr. De La Oliva

Meeting was convened at 8:02 P.M.

November 28, 2018 meeting Minutes reviewed and approved by SAB.

Pastor's Report – Father Kalita

1. Father Kalita continues to be concerned about families who are directly affected by the “temporary” government shut-down
 - a. touches families with children at Saint Peter's School
 - b. two weekends ago Father Kalita spoke at the end of every Mass making people aware that Saint Peter's Parish will help to the best of its ability, particularly with regards to food
 - c. last week there was an overwhelming response by parishioners to the need of others – brought in an abundance of food
 - d. Father Kalita asks SAB members to encourage any family in need to seek help from the Parish and school
2. SAB members are asked to keep in mind families who have had losses recently, in particular we remember Deanna Perucci – Saint Peter's alumna, class of 2008
 - a. our Parish family reached out to help the Perucci family
 - b. grateful to the Arimatheans for helping the grieving family and friends
3. Father Kalita is becoming more concerned about traffic and parking conditions around the school grounds
 - a. with International Night coming up on February 8th, families need to be reminded to abide by traffic regulations and to exercise good judgement

Principal's Report – Mrs. Whelan

1. The school's application for the Non-public School Textbook Funding has been approved – usually runs around \$25,000
2. The school's application for the Aging Schools Grant has been approved, as well as the State's Security Grant.
 - a. will probably get around \$9,000 from Aging Schools Grant and \$25,000 from Safety Grant
 - b. money will go towards the security proposal

3. Title IV Grant has been approved
 - a. Student Support and Academic Enrichment Grant
 - b. Should receive about \$4,000
 - c. will be used to partially fund the Playwriting Course (5th grade) and Monologue Course (4th grade) taught by Olney Theater
4. HSPT results are in to the school. Families will receive scores soon
5. BOOST Grant Program – started 2 years ago
 - i. for families that qualify for free and reduced meals
 - ii. have several students that benefit from program
 - iii. checks came in – received \$23,000 from state of Maryland
6. Maryland Advocacy Day – to recognize and thank our representatives in Maryland legislature for approving Non-public School Textbook Funding; Non-public School Aging Schools Grant; new Security Grant; Title IV Grant; and BOOST Grant
 - a. Student Council will attend to thank representatives
 - b. each year Saint Peter’s School gets a little more money from grants

School Report – Ms. Woo

1. December 12th: All students in Grades K-8 attended *Elf the Musical* at Olney Theater
2. December 10th – 14th: Families and faculty donated vitamins and Tylenol for children in Honduras; was very successful
3. December 14th: 7th and 8th graders participated in the annual Ballroom Dance Competition
4. December 15th: 2nd graders received the sacrament of Penance
5. January 4, 2019: The Spiritual Life Committee in 5th grade led the whole school in the Epiphany Procession
6. January 16th: The students/faculty celebrated Baptism Day throughout the school
7. January 18th: 2nd Quarter ended

Home and School Executive Board Report – Mrs. Songer

1. Building and Grounds: Next Clean Up Day is January 21st
2. Hospitality: Teacher Appreciation for Catholic Schools Week will include a “Teachers Farmers Market” where teachers can “shop” for various treats
3. Enrichment: Q3 registration deadline is January 11th
4. Volunteers: Letters with remaining volunteers service hours for families will go out with report cards in January
5. Events: Next event is Father/Daughter Dance on Friday, January 26th
6. Fundraising: Gala did not bring in as much as in the past.
 1. preliminary numbers for the November 2018 Gala: \$100,000 (gross); \$68,000 (net); with \$12,000 of profit going to Raise the Paddle for the Security Package
 2. committee is looking at other options for next year
 - a. moving the raffle to the fall and modeling it after Good Counsel’s raffle

- b. moving Gala to the spring and making it more casual to attract more families to attend; still have auction portion
 - c. suggestion: use another name besides “Gala,” such as Fiesta or Spring Fling, to make event sound less formal
 - d. possibility of a golf tournament – need to look at cost/benefit ratio
 - e. the HSEB is on track to raise the \$100,000 it is tasked with each year providing it hits the expected earnings with the Panther Pride Raffle
7. Publicity: Saint Peter’s is in the *Parish Times* this month
– comes out January 24th
 8. International Night is February 8th

OLD BUSINESS

Second Quarter Review of the School Budget (October, November, December) – Mrs. Whelan

1. Handout distributed to SAB members
2. Details regarding the school budget review will not be included in the minutes
3. Any questions and/or concerns about the budget review should be addressed directly to Mrs. Whelan

Discussion on the 2019-2020 Budget/Tuition – Mrs. Whelan

1. Handout distributed to SAB members
2. Details regarding the budget draft will not be included in the minutes at this time
3. Any questions and/or concerns about the budget draft should be addressed directly to Mrs. Whelan
4. “Saint Peter’s School Budget Presentation” information will be sent out to families during Catholic Schools Week
 - a. includes information for the upcoming 2019-2020 School Year with regards to: the STREAM program, accomplishments, Scantron Testing, the 2018-2019 Budget, the 2019-2020 Tuition, and what to look for in the future
 - b. refer to handout for discussion on each agenda for any **changes and additions**
 - i. 2019-2020 Tuition Rates, **{ADD}**: The lower rate increase from last year to this year is the result of the prudent management of tuition and other resources.
 - ii. Grant in Aid, **{CHANGE TO}**: ...This will be verified by the **Parish Office**.
 - iii. Fees and Extended Day Care, **{CHANGE TO}**: **Fees will not** change for the school or Extended Day Care (Before and After Care) **for the 2019-2020 school year.**
 - iv. Expenses, **{CHANGE TO}**: **Extended Day Care**

NEW BUSINESS

Enrollment

1. 2019-2020 Enrollment Forecaster distributed to SAB members
 - a. produced by Archdiocese for every school
 - b. gives general idea of Catholic School enrollment in different types of schools
 - c. front page: same for every school; general comparison between the 2017-2018 and the 2018-2019 school years for elementary/middle schools and high schools in the ADW
 - d. second page: data about Saint Peter's School
 - i. looks at both School Census 2018 Data and Parish Census 2018 Data
 - ii. includes, # of registered families; # of children; # of baptisms; # of First Communions; # of Confirmations; average Mass attendance
 - e. third page: enrollment data for the last 5 years for Saint Peter's School: goal number is to have 380 students
2. Strategic plan goal for ADW is to increase the retention rate
 - a. would like every school to be at 91% retention rate
 - b. average retention rate for ADW is 88%
 - c. Saint Peter's School's retention rate is 96% - very high retention rate
3. Enrollment Plan for 2019-2020 School year
Pre-K (2 classes); K (2 classes); 1st (1 class); 2nd (1 class); 3rd (1 class); 4th (2 classes); 5th (2 classes); 6th (2 classes); 7th (2 classes); 8th (2 classes)

Catholic Identity Committee

1. Consists of: Mrs. Santos, Mrs. Hooke, Mrs. Byrdy, Dr. Convey, Mrs. Cooley
2. Met with Mrs. Whelan to gather more information about "Teaching Mass"
3. Students will be separated into 3 groups based on grade level: K-2, 3-5, 6-8
4. Still need to spell out what Saint Peter's wants to accomplish for Teaching Mass (e.g., # of Masses, catechesis, activities, etc.); Father Kalita needs more clarity – a type of "script"
5. Committee will meet in the next couple of weeks to discuss plans

Academic Excellence Committee

1. No report – Mr. De La Oliva is absent for tonight's meeting

Recruitment and Retention Committee

1. Working on designing a Freshman Survey
 - a. a questionnaire that will be sent to current high school freshman that graduated from Saint Peter's 8th grade last year
 - b. will be sent during second half of school year
 - c. ask approximately 5 questions
 - d. Mrs. Whelan will send preliminary survey to SAB members for review after Catholic Schools Week and before next meeting
 - e. suggestion: send survey to parents of recent 8th grade graduates as well

Meeting adjourned at 9:57 P.M.

- ★ Next SAB Meeting is February 27, 2019 at 8:00 P.M. in the Media Center
- ★ Mrs. Songer will lead the prayer/discussion
- ★ NO MARCH SAB MEETING

Action Items for February SAB meeting:

- Work on next year's calendar
- Discuss Freshman Survey
- Discuss open SAB positions – email any recommendations directly to Mrs. Whelan prior to the next meeting
- Follow-up on Catholic Identity, Academic Excellence, and Recruitment and Retention Committees

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	NO MEETING	NO MEETING	NO MEETING
January	Jan. 23 rd	Mrs. Byrdey	01/22/19
February	Feb. 27 th	Mrs. Songer	02/26
March	NO MEETING	NO MEETING	NO MEETING
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		