

**Saint Peter's School Advisory Board Meeting**  
**04/10/2019**

**Members Present:** Father Kalita, Mrs. Whelan, Mrs. Cocozzella, Mrs. Santos, Dr. Convey, Mr. Bykowski, Mrs. Byrdy, Mr. Domally, Mrs. Baratian, Mr. De La Oliva, Mrs. Songer, Mrs. Hooke

**Members Absent:** Mrs. Giron

**Meeting was convened at 8:07 P.M.**

**February 27, 2019 meeting Minutes reviewed and approved by SAB.**

**Principal's Report** – Mrs. Whelan

1. Teachers have started introducing the ADW's new protocol for dealing with an armed intruder
  - a. a letter will be going out tomorrow in the News and Reminders that updates the parents on where Saint Peter's is in the implementation of the new protocols
  - b. the classes will practice a calm drill independently and then after Easter Saint Peter's will do a whole school drill
2. The 5<sup>th</sup> graders will perform their plays at the Olney Theatre on Thursday the 11<sup>th</sup>; this is the culmination of the Playwriting Course
3. The choir sang at the 9:00 AM Mass on Sunday, April 7<sup>th</sup> and then again at the Cherry Blossom Festival on Saturday, April 13<sup>th</sup>

**School Report** – Mrs. Cocozzella

1. March 1<sup>st</sup> – All faculty and staff participated in training for CPR/First Aid/Stop the Bleed
2. March 8<sup>th</sup> – All teachers attended ADW Collaboration Day at Good Counsel
3. Raised \$1,139 for Missionary Childhood Association during Raffle
4. March 12<sup>th</sup> – Student Counsel attended Maryland Advocacy Day in Annapolis to support state funding
5. Students and faculty have attended Stations of the Cross multiple times using the student-inspired booklets that students created last year
6. March 29<sup>th</sup> – Honored students in grades 4-8 at Q3 Awards Assembly
7. March 29-31 – The play "Cinderella" was a success
8. April 1-5 – Students in grades 3-8 took the Faith and Knowledge Scantron tests; 8<sup>th</sup> grade took Scantron for F/K, Science, Reading, Math, Algebra
9. April 3<sup>rd</sup> – Honored Paraprofessional Day
10. Raised almost \$500 for the Alzheimer's Association

### **Home and School Executive Board Report – Mrs. Songer**

1. Building and Grounds: Angie McCleary – next clean-up day is April 11th
2. Hospitality: Stacy Mercado – Teacher Appreciation
3. Enrichment: Theresa Barczy/Heidi Gruhot – 4<sup>th</sup> quarter is underway/sign-ups went well
  - a. hope to get a better sign-up process in place by next year
  - b. great interest in the art class; well attended
4. Volunteers: Laura Davidson/Ana Georges
5. Events: Terri Russell – Bingo canceled due to low attendance and being the night before Confirmation
6. Fundraising: Marcia Riggio – Gala is scheduled for April 25, 2020  
Panther Pride Raffle is going very well so far
8. Publicity: Angel Ranero – Parish Times – New Issue coming in May
9. Vice President: Andy Loudermilk – Basketball game went well; need more volunteers to monitor the gallery and keep students in the gym; Taste of the Season went well – next one is scheduled on May 1<sup>st</sup> at California Tortilla
10. Working on board recruitment and open positions for next year; some board members want to move to new positions

### **Pastor's Report – Father Kalita**

1. Financial Report for the Operation of the Parish as of the end of February
  - a. Parish is at two-thirds mark of the fiscal year (8 months out of 12 months)
  - b. as of the end of February, the Parish is \$64,000 (rounded-off) behind where it was last year at this time (breaks down to ~ \$8,000/month or ~ \$2,000/week)
  - c. if this trend continues, the Parish will be close to \$100,000 below in its offertory from last year to this year
  - d. Gold Envelope collection is doing well
    - i. money collected from Gold Envelope can only be used for Parish repairs
  - e. ordinary operating expenses of the Parish come from the Offertory Collection supplemented by the Christmas and Easter collections
    - i. Christmas and Easter collections are not subject to Archdiocesan assessments
    - ii. donations for Christmas and Easter may be given any time of the year
    - iii. Father Kalita will be asking parishioners, if they can afford it, for a \$250 Easter donation
2. School Advisory Board Positions for the 2019-2020 school year
  - a. in light of the fact that Saint Peter's School will have a new principal next year, Father Kalita is asking all SAB members to extend their term by one more year
  - b. Father Kalita feels the school needs a strong SAB in place for the change
  - c. any SAB member who feels he/she would rather step aside and not extend his/her term should let Father know
  - d. Father Kalita thanks SAB members in advance

## OLD BUSINESS

### Finalize Freshman Survey – Mrs. Whelan

1. Mrs. Whelan took suggestions from SAB and incorporated them into survey
2. Mrs. Whelan would like to send survey out prior to Easter break
3. SAB members are asked to review final version of survey and submit any suggestions or corrections to Mrs. Whelan before the end of tonight's (April 10, 2019) SAB meeting

### Finalize the Strategic Plan – Mrs. Whelan

1. Refer to handouts for changes and additions to the three goals of the Strategic Plan
2. The goal this year was to finalize the next phase of the Strategic Plan
3. Mrs. Whelan took suggestions from SAB and updated the different goals of the Strategic Plan
  - a. Goal 1 (Catholic Identity): remains the same – no further changes from documents sent on line to SAB members
  - b. Goal 2 (Academic Excellence): changes made to 3 areas (refer to handout)
    - a. Measurable Objective 1: change: Archdiocesan is now testing 5<sup>th</sup> and 8<sup>th</sup> grades in Science only
    - b. for consistency: change, "STEM" to "STREAM"
    - c. Strategy 2: to include
      - i. Activity – Prekindergarten and Extended Day Care certification
        1. Participation in Maryland EXCELS Program – register, apply, and begin submitting requirements for State licensing
        2. Attain the Level Five rating
          - a. school receives bonus money for each level achieved (e.g., Level 1=\$50, Level 2=\$250, Level 3=\$400)
          - b. possibly reach Level 3 by end of June
  - c. Goal 3 (Recruitment and Retention)
    - a. clarified expectation of enrollment looking to the next 3-5 years
      - i. Measurable Objective 1: Collaborate to stabilize the enrollment of Saint Peter's School of 350 students as measured by the number of students enrolled in each grade level for enrollment
      - ii. Strategy 1, Activities – Close openings for grades 1 and 5 when 28-30 students have enrolled
4. Document consisting of Strategic Plan goals will be presented to school community
  - a. needs to be included on school website to be transparent
  - b. needs to be made more user friendly in order to be included on website

### **Event Planning Guide – Mrs. Whelan (refer to handout)**

1. For safety purposes, Father Kalita has requested that Saint Peter's School produce a document on how to plan for large events
2. Father Kalita would like any school event, on and off campus, to have a responsible person who is an employee of the school/Parish present at the event
3. Individual running event will fill out form and submit it to the principal, who will then run it past the Facilities Manager
4. Mrs. Whelan will put together a letter outlining the expected behavior of individuals at school events
5. SAB is asked for suggestions on how to handle Saint Peter's School events taking place off campus
6. SAB is asked to review document and then email Mrs. Whelan with any suggestions and changes; document will be kept to one page (front of page only)

### **Arrival and Dismissal Procedures – Mrs. Whelan**

1. Arrival
  - a. arrival problems seem to center specifically around those cars that come off of 108 (not in compliance with the school's drop-off pattern) for morning drop-off
  - b. school cannot shut down road coming off of 108 into Parish; must be assessable to parishioners, other Parish employees, and emergency vehicles
  - c. suggestion: obtain evidence of abusers, without being confrontational
    - i. have someone take picture of cars that come off of 108
    - ii. submit picture to principal
2. Dismissal
  - a. dismissal problems involve a variety of issues
  - b. difficult to control
  - c. consider hiring police officers to monitor parking for pick-up (cost: ~ \$45-\$50/hr)
  - d. stretch of driveway that parallels the Parish Hall and comes up along the Middle School will become a 2-way street at all times. NO PARKING will be allowed; during the summer, a yellow line will be painted down the middle of the road to designate the 2-way street
  - e. suggestions are requested from SAB as to how to handle dismissal issues

### **NEW BUSINESS**

#### **2019 – 2020 School Calendar – Mrs. Whelan**

1. 2019-2020 school year will start the week before Labor Day
2. Calendar has not been approved by Parish as of SAB meeting, April 10, 2019
3. Certain dates have been approved:
  - a. August 27, 2019: 1<sup>st</sup> day of school
  - b. Panther Pride Raffle will move to Fall – incentive: if required number of books are sold, then school will get Thanksgiving week off
  - c. Saint Peter's Gala will move to the Spring

- d. December 23, 2019-January 3, 2020: Christmas break (2 weeks since Christmas falls on a Wednesday)
  - e. April 9-17, 2020: Easter break
  - f. May 1-3, 2020: Drama Production
  - g. June 3, 2020: Pre-K and K's last day of school
  - h. June 5, 2020: 8<sup>th</sup> Grade Graduation
  - i. June 10, 2020: Last day of school
4. Dates for Home and School events will go on the calendar pending approval by Parish
- a. second Tuesday in June, will meet as a Parish to discuss Parish dates (school, ministries, etc.) for calendar

### **5<sup>th</sup> Grade for the 2019-2020 School Year**

1. Saint Peter's School will have one 5<sup>th</sup> grade class next school year
  - a. only have 28 students enrolled
  - b. not enough for 2 classes
  - c. no new students enrolled in the last 2 months
2. For the 2019-2020 School Year, Saint Petr's will have:
  - a. Pre-K (2 classes); K (2 classes); 1<sup>st</sup> grade (1 class); 2<sup>nd</sup> grade (1 class); 3<sup>rd</sup> (1 class); 4<sup>th</sup> (2 classes); 5<sup>th</sup> (1 class); 6<sup>th</sup> (2 classes); 7<sup>th</sup> (2 classes); 8<sup>th</sup> (2 classes)

### **Teaching Mass Update – Mrs. Santos**

1. Catholic Identity Committee) Mrs. Santos, Mrs. Hooke, Mrs. Byrdy, Dr. Convey, Mrs. Cooley) met and put together a Teaching Mass PowerPoint binders that were then to be given to Mrs. Whelan and Father Kalita
2. Mrs. Whelan made comments on original papers and Dr. Convey made necessary revisions
  - a. revisions were submitted via email to Mrs. Whelan, Father Kalita, and committee members
3. Material is overview of the material the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will be learning
  - a. as part of the Strategic Plan, material will be adjusted to appropriate level for K through 5<sup>th</sup> grades
  - b. scope has been done
4. For the Middle School there will be three different lessons where the Religion teacher will go through the PowerPoints and other material prior to having students actually go to the Mass
  - a. at the Mass, the Priest will highlight some of the material mentioned in the PowerPoint
5. Implementation is from the Priest and the school faculty
6. Need to fine tune certain variables
7. Once everything is in place, need to check back in 6 to 9 months to see how set-up is working; check if everything is going according to plan
8. PowerPoint will be uploaded for SAB members
9. Committee will meet again for follow-up on next steps – date TBD

### **Extended Day Care Update – Mr. De La Oliva**

1. Mr. De La Oliva is working with Mrs. Ransom on how to properly and efficiently do check-in and check-out on extended day care children
2. Mrs. Ransom encountered some problems since she only has one screen to use
  - a. to use the check-in screen, the check-out screen must be minimized
    - i. proposed that a laptop be hooked-up to another monitor so that one screen can be used for check-in and another for check-out
  - b. Mrs. Ransom would like more than one “receptionist” (individual checking in students)
    - i. need 2 individuals for check-in
    - ii. one for Pre-K children, located in lower area of school
    - iii. one for other children, located in middle school area
  - c. can log-in two users at the same time – use one for Pre-K children area and one for older children area
  - d. checking-in is taking a lot of time using the receptionist module/screen
    - i. finding child’s name is cumbersome
      1. at this time, child is located in the system by parent’s name
      2. to locate child by his/her actual name would have to do batch check-in (difficult to filter)
    - ii. Mr. De La Oliva will go in to the system and try to find a solution
3. All school families will be registered, regardless if they will use Extended Day Care
  - a. hope to have every school family registered before the next school year
  - b. to date, most of the school families are registered
4. Mr. De La Oliva will work with Mrs. Ransom to answer any questions she may have or help with any problems she may encounter
5. One of the goals of the new system is to have accurate reporting of the time the child was picked-up as well as accurate information of who picked the child up
6. Future goals:
  - a. obtain another monitor
  - b. obtain a touch screen
  - c. use a card or finger touch

Meeting adjourned at 9:45 P.M.

- ★ Next SAB Meeting is May 22, 2019 at 8:00 P.M. in the Media Center
- ★ Mrs. Cocozzella will lead the prayer/discussion
- ★ Joint SAB/HSEB meeting on Wednesday, June 5<sup>th</sup> will be at the Mercado home

**Items on the Agenda for the May SAB meeting:**

- Present accomplishments of the 2018-2019 school year
- Review the 3<sup>rd</sup> Quarter Budget

**Reminders**

- Review Strategic Plan and email Mrs. Whelan with any final suggestions and changes
- Review Event Planning Guide handout and email Mrs. Whelan with any suggestions and changes
- Suggestions are needed on how to handle Saint Peter's School events that are held off campus
- Suggestions are needed on how to handle the school's dismissal procedure problems
- Contact Mrs. Whelan if interested in SAB secretary position for next year

Month	SAB Meeting Date	SAB member responsible for Prayer	Documents Due Date for File
October	Oct. 24 <sup>th</sup>	Mr. Bykowski	10/23
November	Nov. 28 <sup>th</sup>	Dr. Convey	11/27
December	NO MEETING	NO MEETING	NO MEETING
January	Jan. 23 <sup>rd</sup>	Mrs. Byrdy	01/22/19
February	Feb. 27 <sup>th</sup>	Mrs. Songer	02/26
March	NO MEETING	NO MEETING	NO MEETING
April	Apr. 10 <sup>th</sup>	Mrs. Hooke	04/09
May	May 22 <sup>nd</sup>	Mrs. Cocozzella	05/21
June	SAB/HSEB Joint Meeting Wednesday, June 5 <sup>th</sup> at the Mercado home		