

**Saint Peter's School Advisory Board Meeting**  
**05/22/2019**

**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. Giron, Mrs. Hooke

**Members Absent:** All members present

**The SAB welcomes summer seminarian, Ryan Braam**

**Meeting was convened at 8:10 P.M.**

**April 10, 2019 meeting Minutes reviewed and approved by SAB.**

**Principal's Report – Mrs. Whelan**

1. Mrs. Ransom was named a Golden Apple winner. The awards dinner is May 16<sup>th</sup>. As a result, STREAM NIGHT had to be moved to May 23<sup>rd</sup>.
2. The school advanced band earned a Superior rating at this year's Archdiocesan music festival.
3. At the King's Dominion Music Festival, the band and choir both earned Superior ratings.
4. Mrs. Redmond and Mrs. Whelan attended the National Catholic Education Association's Conference in Chicago over the Easter break.
5. Plans are being made to install the camera/buzzer system at the Extended Day Care doorway.
6. Saint Peter's Extended Day Care families are registering for the new on-line sign in/sign out program. This will streamline the billing system and keep more accurate records.

**Principal's Report – Accomplishments for the 2018-2019 School Year – Mrs. Whelan**

1. Report of accomplishments is included at the end of the May minutes
2. Suggestions for add-ons to accomplishments report:
  - a. replacement of the asbestos floor in the Parish Hall and a few classrooms in the lower school
  - b. successful Drama program performance of Cinderella at Good Counsel High School
  - c. successful raffle fundraiser; all tickets were sold

**School Report – Mrs. Cocozzella**

1. April 11<sup>th</sup> – Breakfast of Champions to honor and thank students who serve the school in various ways
2. April 18 to 26 – Easter Break
3. May 1<sup>st</sup> – Celebrated "Administrative Assistant Day" – honored Mrs. Corless and Mrs. Randles

4. May 8<sup>th</sup> – Celebrated “Nurse/Counselor Day” – honored Mrs. Towson, Mrs. Becraft, and Mrs. Hemmingson
5. May 9<sup>th</sup> – Mr. Seubert, Mrs. Natalicchio, Mrs. Proday, Mrs. Santos, and Mrs. Cocozzella took a “field trip” to Immaculate Conception Catholic School (Pre-K to 8, in Towson, MD) to observe a functioning Makerspace/STREAM lab
6. May 16<sup>th</sup> – ADW recognized Mrs. Ransom as a Golden Apple recipient at a dinner held at the Mayflower Hotel in Washington, DC.
7. May 19<sup>th</sup> – 2<sup>nd</sup> graders received their First Holy Communion
8. May 20<sup>th</sup> – Spring band concert
9. May 21<sup>st</sup> – Beautiful May Procession led by the Spiritual Life Committee

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

1. Building and Grounds: Successful cleanup; order less mulch for next year
2. School Services/Hospitality: Something small planned in May; Staff Luncheon in June; Final joint board meeting to be held at Mrs. Mercado’s home on June 5<sup>th</sup> at 7 PM
3. Enrichment: Online database update moving forward
4. Volunteers: Will forward letter to Mrs. Corless for distribution; Mrs. Georges will continue in position
5. School Programs/Events: Waiting on reports for dance; receipts must be turned in as soon as event is over; Feb. 21<sup>st</sup>: Mother/Son Dance; Feb. 7<sup>th</sup>: Choir Showcase at Good Counsel
6. Fundraising: Raffle incentives paid off; best revenue ever; next year books will be \$150 (15 tickets); board to consider a re-distribution of prize money; Mrs. Riggio to resubmit Gala projected income and expenses to Mrs. Whelan; may do away with live auction items; will be an outdoor venue; Gala to be held on April 25, 2020
7. Publicity: First article for *Parish Times* completed; 2 more on the way; *Parish Times* May Issue published
8. Recruitment: Preliminary listing of current and future board members and terms distributed to Mrs. Songer; Mrs. Songer continues to recruit; have potential members attend monthly meetings to check out the HSEB; Event Chairs in place; suggestion of pairing current with future event chairs for seamless transition
9. Budget Review: Summary of HSEB expenses distributed by Mrs. Whelan; Mrs. Whelan to collect final numbers for all events and programs from board members which will then be presented to Mrs. Harper in the Parish Office for the June meeting; Events Chairs need clarification of amount budgeted in order to prevent spending own funds; Final event reports must be submitted promptly for timely and accurate budget submission; Cost of security at events discussed; projected \$50-\$65/hour for on-site law enforcement for any event with a high number of attendees or where alcohol is being consumed (e.g. Gala); Proposed charging an entrance fee for International Night (suggested \$5/person, capped at \$20/family)

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

1. Father Kalita does not have anything to report for this meeting

## **OLD BUSINESS**

### **Final Strategic Plan Document (Final Version) – Mrs. Whelan**

1. Copy of final version handed out to SAB members
2. Includes cover letter, title page, Principal's letter, Pastor's letter, and history of school
3. Document will be scanned and included in website

### **Calendar for the 2019-2020 School Year – Mrs. Whelan**

1. Copy handed out to SAB members
2. Calendar has not been officially approved by ADW to date
3. Calendar has not been officially approved by Saint Peter's Parish
  - a. Dates were submitted to Parish Office
  - b. Parish calendar meeting will be held in June; any changes will be made at that time

### **Ski Club – Mrs. Whelan**

1. Due to the fact that there are no paid school personnel on the Ski Club at this point in time, there cannot be a Ski Club that is part of Saint Peter's School program
2. Families can organize a Ski Club on their own, but it cannot be affiliated with Saint Peter's School

### **Secretary for the 2019-2020 SAB Year – Mrs. Santos**

1. Since there are no volunteers for the position of SAB Secretary to take Mrs. Hooke's place, the minutes for next year's SAB meetings will be done on a rotating basis with SAB members signing-up for each month

### **Review of the 3<sup>rd</sup> Quarter Budget – Mrs. Whelan**

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

## **NEW BUSINESS**

### **Makerspace/STEM Lab Visit – Mrs. Cocozzella**

1. Place: Immaculate Conception School in Towson, MD
2. School: Pre-K to 8<sup>th</sup> grade; in 4<sup>th</sup> year of STREAM Lab; started STEM program in 2011
3. Who attended: Mrs. Natalicchio, Mr. Seubert, Mrs. Santos, Mrs. Proday, Mrs. Cocozzella
4. Goal: To observe a functioning Makerspace/STREAM Lab in action and to learn about the roll-out process
5. Their space: a classroom very similar to the one Saint Peter's will be using
6. Their start-up budget: \$5,000; Saint Peter's start-up budget: \$3,000
7. They attained many of their materials through donations

8. Main technology used in STREAM Lab: Chrombases (like Chromebooks, but PC desktop style), SMART board, Ozobots
9. Other stations – light board, LEGO board, blocks, magnetic building tiles
10. Geared toward and accessible to grades Pre-K to 2<sup>nd</sup> grade
11. Teachers sign-up through email to bring their classes in throughout the week – usually once or twice per week
12. Start date: end of October (definitely in the Fall)
13. Overall: Very successful and insightful trip. It excited the group to start seeing the Saint Peter’s STREAM Lab begin to come to life

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

1. Procure has purchased a small company – will be able to check out children from the Extended Care program through an iPhone
2. Working with company on how to integrate this with Saint Peter’s system

**Principal Appraisal Form – Mrs. Santos**

1. Distributed to SAB members

**Meeting adjourned at 9:27 P.M.**

**★Next SAB Meeting: June 5<sup>th</sup>, SAB/HSEB Joint Meeting at the Mercado’s at 7:00 PM.  
More information to follow via evite.**

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 7:00 PM		

## *Accomplishments of the 2018-2019 School Year*

### **Curriculum**

- Introduction of the Gateway program of Project Lead the Way. In this middle school curriculum, the first module introduced for the 7<sup>th</sup> and 8<sup>th</sup> graders was Green Architecture. The unit familiarized the students to various architecture and engineering fields, taught them the environmental philosophy of building design, utilized Computer-Aided Design (CAD) computer program to design a house, and have them the opportunity to build a small shed.
  - Mr. Seubert was trained at the Project Lead the Way conference
- Afterschool clubs include: guitar, piano, ukulele, cooking, art, Spanish, yoga, science, chess, and computer coding
- Additional arts courses offered within the school day include: Collaborative Play Writing Class and Writing a Monologue Class (both offered through the Olney Theatre) and a Puppetry Class (offered through the Beechtree Puppet Co.).
- Will add a third level of math for the 6<sup>th</sup> grade next year
- The Band and Choir both earned a Superior rating at the Kings Dominion Music Festival
- The Advanced Band earned a Superior rating at the Archdiocesan Band Festival
- Standardized test scores met the cut off scores to be eligible for the National Blue Ribbon of Excellence Award – 6 years in a row
- Excellent high school admissions results – every student who applied was accepted into a Catholic high school
- School Advisory Board completed the next 3-5 year phase of the Strategic Plan
- Technology updates: 10 iPads for PLTW; 30 iPads; new 3-D Printer; 30 robots (15 for grades 3-5; 15 for middle school); 5 new computers for teachers (now all teachers have upgraded machines); new projector in the computer room; iPad and tripod with zoom lens for music; and gift of a Smartboard in the middle school math room
- Upgraded the new Reading series to now include PreK – 3<sup>rd</sup> Grade
- Student Assistance Team assisted 48 students this year. Student needs include ADHD, Executive functioning, dyslexia, dysgraphia, autism spectrum, traumatic brain injury, Downs Syndrome, and acute medical issues, and hearing impairment.
- Spanish was increased to 5 days a week for the middle school

### **Spiritual/Cultural**

- Christy Ransom was awarded the Archdiocese's Golden Apple Award for excellence in teaching
- New sign-in web-based program for Extended Day Care was initiated. This will provide more accurate accounting of the student attendance and billing.

- The number of children who received the State of Maryland’s BOOST Scholarship increased to 14 this year.
- The school trained the teachers and students in the ALICE program for dealing with an active shooter. Two rally points and the reunification point were identified.
  - School and Parish employees were trained in CPR, First Aid, and Stop the Bleed.
  - Hosted a Parent informational session to inform them of the new safety protocols
- This year’s Gala raised over \$65,000 for the school – including \$12,000 for the first installment of the safety features
- Celebrated various school personnel – Administrative Assistant’s Day; School Nurse Day; Paraprofessional Day; School Counselor Day; and Mrs. Whelan’s 35<sup>th</sup> Anniversary of working in the Catholic schools.
- Contest was held for students to design this year’s Easter card.
- The school attended *Elf, The Musical* at Olney Theater
- Beautiful, sincere expressions of the students’ faith through the Walk with Francis; the Advent prayer service (Blessing of the Advent Wreaths), Epiphany Procession, Stations of the Cross, Living Rosary, and the May Procession.
- The Home and School Association’s Movie Night, Father-Daughter Dance, Mother-Son Dance, International Night, and Teachers vs. 8<sup>th</sup> grade basketball game were well-attended community building events.
- The Home and School Association added a publicity piece – a parent wrote articles and submitted photos to the Our Parish Times newspaper.
- Students demonstrated their commitment to service through the several raffles for the Missions, the Help the Homeless Walk, several Food Drives, collection for the Gabriel Project, collecting baby pain relievers and vitamins for the clinic in Honduras, and Wounded Warriors.

## **Physical Plant**

- Start of the Security Project – new walkie-talkies, camera/buzzer system for Extended Day Care, and “bullet-resistant” film for office windows and doors