

Saint Peter's School Advisory Board Meeting
02/27/2019

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 8:05 P.M.

January 23, 2019 meeting Minutes reviewed and approved by SAB.

Principal's Report – Mrs. Whelan

1. Safety Protocol
 - a. Parent Meeting on the new safety protocols was held on January 31, 2019
 - i. power point was sent to out to all school families
 - b. at the Faculty Meeting, the teachers shared their plans for their classroom procedures
 - i. shared resources and discussed the consistent language to use with students
 - ii. two rally points identified, each depended upon which side of the building the students were located
 - c. Mrs. Whelan is working on meeting with the people responsible for the 2 sites to develop Memorandums of Understanding
2. The Budget Presentation was sent out to parents. Tuition increase will be under 1.5%
3. There will be one third grade class next year
4. As mentioned at last month's SAB meeting, the school will receive money from the State of Maryland (Non-public Textbook Funding, Aging Schools Grant, Safety Grant, Title IV Grant)
 - a. On March 12th, the Student Council (with Mrs. Farrell and Ms. Woo) will attend Maryland Advocacy Day to thank our legislators for remembering our non-public schools in their budget
5. Saint Peter's is eligible for \$7,758 for the Non Public Aging Schools Grant and \$25,545 for the State Safety Grant

School Report – Ms. Woo

1. January 25th – Q2 Awards Assembly recognizing academic honors and Christian Spirit recipients
2. January 28th – February 1st – Another successful and fun Catholic Schools Week, including bioluminescence presentations and experiments
3. Raised \$1,139 for Missionary Childhood Association during Raffle

4. February 9th – Mr. Nguyen led another successful Choir Festival at Good Counsel
5. February 14th – Mr. Byrdy spoke to the 8th grade classes about architecture to help them connect their engineering projects to the architectural field

Home and School Executive Board Report – Mrs. Songer

1. Building and Grounds: Clean Up Day was a big success with over 30 volunteers
2. Hospitality: “Teachers Farmers Market” was a success despite the snow
3. Enrichment: Q3 Programs are underway
4. Volunteers: A letter was sent to all families who have an outstanding balance
5. Events: Father/Daughter Dance, Friday, January 26th was a big success. Mother/Son Dance on Friday, February 22nd was well attended and a success
6. Fundraising: Panther Pride Raffle is coming up in the spring. The HSEB is on track to raise the \$100,000 it is tasked with each year, providing it hits the expected earnings with the Raffle
7. Publicity: First Parish Times was published and St. Peter’s made the front page. Next Parish Times coming out soon
8. International Night was held on February 8th and was a huge success and well attended
9. Next event is the 8th Grade vs. Faculty Basketball Game on March 14th at 7:30 PM

Pastor’s Report – Father Kalita

1. At the Safety Meeting on January 31st, Father expressed his concerns about the things that could develop and occur if we are negligent about the ordinary ways we try to take care of students and one another, e.g., students could get injured on the school’s property by the careless things we do
2. Father is particularly concerned about what he witnessed at Saint Peter’s on International Night (refer to handout for additional and specific details):
 - a. far more persons were in the Parish Hall than our occupancy permit allows
 - b. all six of the fire exits were blocked by tables
 - c. rather than serving pre-prepared finger foods, some persons were actually cooking food at the event
 - d. many tables were using extension cords which were plugged into other extension cords, etc., with a potential for overloading the electric circuits
 - e. children were permitted to run around outdoors in the dark without any supervision.
 - f. automobiles were parked in fire lanes and on the grass. Emergency vehicles would have had a difficult, if not impossible, time accessing the property if an incident had occurred
3. To ensure that these problems do not occur again, for any and all school-sponsored events in the future, a planning sheet must be presented to the Pastor, the Principal (or her delegate), and to the Director of Facilities before the event will be approved. Among the information presented on the planning sheet, should be the following:

- a. how many persons are estimated to be in attendance, and assurance that Saint Peter's will be in compliance with the numbers allowed by its Occupancy Permit
 - b. a floor plan is required indicating that the fire exits are accessible at all times
 - c. if any food preparation is to take place, a proper license from Montgomery County must be obtained
 - d. use of extension cords must be approved by the Facilities Director
 - e. any and all students on the premises must be under adult supervision at all times
 - f. when a large number of vehicles are expected, a police officer must be engaged to direct traffic and to provide overall safety
 - g. if the Principal is not present for the event, then she should appoint a member of the school faculty to be in charge and to act with the authority of the Principal. Volunteers may not serve in this capacity
 - h. policy will go into effect on 03/01/19
4. Recommendations:
- a. put formalized official document on school portal/Parish website/school handbook so that families may refer back to document for information
 - b. supply names of teacher monitors for specific event to event coordinator
 - c. create protocol for teacher monitors, for each specific event held, stating the teacher responsibility for that particular event
5. **FOR AGENDA:** evaluate the drop-off and pick-up processes, specifically with regards to the stretch of road down along the side of Saint Peter's School (where Pre-K families park)
6. Asbestos Tile Replacement
- a. during summer months, the asbestos tiles in the Parish Hall and 3 classrooms in the lower school will be removed and replaced with new tiles
 - b. these areas will be off limits
 - c. VBS, Science Club, and Art Camp will still take place in different part of building
 - d. due to receive bids from contractors
 - e. being paid for by Parish "gold envelopes"

Makerspace/STREAM Lab Presentation – Mrs. Natalicchio

- 1. Saint Peter's School will go down to one 3rd grade class next year, leaving an empty room that can be used for Makerspace Lab
- 2. Saint Peter's will call Makerspace Lab, "STREAM Lab"
- 3. Several individuals (including Mr. De La Oliva) attended Makerspace workshop in December 2018
- 4. Mrs. Natalicchio will present to SAB tonight on what A STREAM Lab entails; school will then begin marketing the STREAM Lab; information will be sent out to families regarding what lab entails and how lab will benefit the school and students
- 5. STREAM (Science- Technology-Religion-Engineering-Art-Mathematics) Lab:
 - a. students working together, collaborating on real-life projects, and as they are doing these real-life projects they are using higher-level thinking skills. They then incorporate the skills they know in these areas

- b. project-based learning: learning the technology for a project, but then actually seeing it used in action during the project
- c. "A Makerspace is a collaborative work space where students expand their knowledge to project-based learning. Tools and materials vary depending on the project at hand. The area itself has a variety of materials for student use."
- quote by Laura Fleming (one of the leaders in STEM Lab)
- d. in 2014-2015, Saint Peter's saw need for STEM program; now school has STREAM programs going on in the school daily
- e. why a STEM Lab: teaches students to work with others; to become risk takers in a safe environment; to make decisions; to not fear failure; to go back, rethink, and try to fix problem
- f. benefits of a STREAM Lab:
 - i. develops new skills
 - ii. reduces stress
 - iii. prepares students for the future
- g. cost:
 - i. will vary as to how "high tech" lab will be
 - ii. use slow roll-out – 3yr. to 5 yr. plan
 - iii. may need to sit down with Technology Committee to go over its needs for the lab
 - iv. school already has a lot of items for room; Mrs. Natalicchio has list of items needed for lab (all low budget)
 - v. possibly ask for material donations
- h. scheduling:
 - i. will vary
 - ii. options of room use include: classroom scheduling in center; for early finishers; for rainy days; a whole class going on or half a class going on
 - iii. available to every student
 - iv. possibility of opening lab after school
- i. supervising lab:
 - i. at least 2 adult teachers (depends on number of students in lab)
 - ii. possibility of having a trained parent volunteer

OLD BUSINESS

Freshman Exit Survey – Mrs. Whelan

1. Recently, draft of survey was sent out by Mrs. Whelan to SAB for review and suggestions
2. Several suggestions/ideas were made
3. **FOR AGENDA:** Mrs. Whelan will put suggestions/ideas together to create a new survey, and then re-send it to SAB for review

Review and Update of Strategic Plan – Mrs. Whelan

1. Refer to handouts for changes and additions to the three goals of the Strategic Plan
2. **FOR AGENDA:** Goal 3 – Recruitment and Retention
 - a. Activity: Limit number of classes, but increase student enrollment
 - i. need to project now for the future
 - ii. think about the possible class sizes, number of classes per grade, etc.

NEW BUSINESS

2019 – 2020 School Calendar

1. **FOR AGENDA:** Mrs. Whelan doesn't have HSEB dates or the Archdiocesan dates of the mandatory days for the calendar yet; when dates are received, Mrs. Whelan will put them on the school calendar and send calendar to SAB for review and check
2. SAB members are asked to vote on start of the next school year – before or after Labor Day
 - a. preliminary vote taken
 - b. SAB members are asked to think about the question; Mrs. Whelan will send out email asking SAB members to provide their preferences about the start of the school year
 - c. other Catholic schools in Montgomery County will be starting before Labor Day

Open Positions on the SAB

1. Members leaving the SAB after this school year include: Mrs. Byrdy, Mr. Domally, Mrs. Hooke, and possibly Mr. Bykowski
 - a. Mr. Bykowski will consider staying one more year on the SAB; will get back to Mrs. Whelan
 - b. email any recommendations for new SAB members directly to Mrs. Whelan
2. Mrs. Hooke's SAB position as secretary is open
 - a. email Mrs. Whelan if any SAB member is interested in position
 - b. may possibly use a new 2019-2020 SAB member for secretary
3. **FOR AGENDA:** Spread sheet for returning SAB members
 - a. Father Kalita would like returning members to write down his/her current area of concentration on the SAB for Strategic planning as well as next year's desired area of concentration on the SAB for Strategic planning
 - b. a spread sheet will be created based on results
 - c. spread sheet is useful in order to balance off SAB members with regards to the three Strategic Plan goals

Catholic Identity Committee Update

1. Consists of: Mrs. Santos, Mrs. Hooke, Mrs. Byrdy, Dr. Convey, Mrs. Cooley
2. Committee had one meeting to discuss "Teaching Mass"
3. Committee is working on draft curriculum with regards to vision
4. Mrs. Byrdy, Mrs. Hooke, and Mrs. Santos attended Saint Peter's Parish's Teaching Mass, with Father Kalita presiding
5. Committee plans to meet again before next SAB meeting

Academic Excellence Committee Update

1. Information is included in the "Updated Strategic Plan" portion of the handouts

Recruitment and Retention Committee Update

1. Extended Day Care Software
 - a. Saint Peter's School has attendance software piece for Extended Day Care
 - b. students' names, as well as other pertinent information, are downloaded
 - c. hope to implement system soon
 - d. in process of training Extended Day Care personnel

Meeting adjourned at 9:59 P.M.

★Next SAB Meeting is April 10, 2019 at 8:00 P.M. in the Media Center

★Mrs. Hooke will lead the prayer/discussion

★NO MARCH SAB MEETING

Action Items on the Agenda for the April SAB meeting:

- Discuss overall traffic flow at school (drop-off/pick-up)
- Review revised Freshman Survey
- Discuss Goal #3 (Recruitment and Retention) on how to project for the future (class sizes, number of classes per grade, etc.)
- Review 2019-2020 school calendar
- Follow-up on Catholic Identity, Academic Excellence, and Recruitment and Retention Committees
- Review of the Budget (January, February, March)

Reminders

- Email Mrs. Whelan with recommendations for new SAB members
- Contact Mrs. Whelan if interested in SAB secretary position
- Returning SAB members - write down requested information for Father Kalita and Mrs. Whelan regarding preferred area of concentration on SAB (to be used for spread sheet)

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. Byrdy	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		