

## School Advisory Board Meeting – October 16, 2019

Mrs. Cocozzella, Ms. Gallagher, Mr. DeOliva, Dr. Convey, Mike, Bykowski, Mrs. Giron, Mrs. Santos, Mrs. Hooke, Mrs. Byrdy, Megan Dean, Mr. Domally

- I. Prayer – Mr. Domally
- II. Review of the minutes and reports
  - a. Review of the Minutes
    - i. Dr. Convey says: “The date was wrong for the Open House”
    - ii. Bykowski says: “Margaret should do them all the time”
    - iii. Discussion about the Old Business vs. New Business – what is the difference?
      1. Old Business is from the previous meeting
    - iv. Principal’s Report – all good
    - v. School Report – nothing to add
      1. A lot of upcoming events
    - vi. HSEB –
      1. Drawing is November 1<sup>st</sup> for raffle tickets
      2. 19 Cars for Trunk or Treat
      3. International Night – updated date – moved to February
- III. Old Business
  - a. Catholic Identity
    - i. Teaching of the Mass – ask Mrs. McGranaghan and Father
      1. Presented some ideas
      2. Starting with 1 or 2 grades (6<sup>th</sup> grade, 5<sup>th</sup> grade)
      3. Would be willing to help implement in the 6<sup>th</sup> grade curriculum
      4. Father Kalita was hesitant because they are short handed with priests
      5. Father Ryan – always willing to say yes – but might need to revisit
        - a. More than willing, but need to figure out how often things might occur
      6. Put a binder together – should probably give to Mrs. McGranahan and she could make decisions based on that. Need to send powerpoint
      7. Mike Bykowski – is it a requirement to have a St. Peter’s priest? Is it a good idea to bring in a seminarian or something (Catholic or Mount St. Mary’s)
      8. Mr. Domally – but the diocese is stretched really thin – this is something to consider
      9. It was supposed to be a teaching Mass – but might need to shift the focus
      10. Seminarian would need virtue training
  - b. Academic Excellence
    - i. Technology – Verizon? Comcast?
      1. Still in limbo – nothing has advanced. Domally talked to Mr. Szot – trying to figure out. Verizon is residential, but trying to figure out the business side.
      2. We do not have the bandwidth – want to increase it
        - a. Potentially pull in the other line
        - b. Who is going to pay to pull the fiber?
  - c. Recruitment and Retention
    - i. Open House, flyers, post-cards
      1. Good discussion last meeting about where we are with enrollment management.
      2. One of the ideas was going locally – posting flyers, postcards, got a list from the parish for all families under the age of 11.
        - a. Did a mass mailing
        - b. Promote the Open House on October 22<sup>nd</sup>
          - i. Trying to get the school extra ready/spruced up
          - ii. Front foyer and entrance revamped for fall
          - iii. Bulletin Board replaced with a flat screen TV
          - iv. Pulpit
          - v. Parent volunteers – Mrs. Randles took them around to train them for tours
          - vi. Mrs. Redmond took 8<sup>th</sup> grade student council members to be ambassadors
          - vii. Do we have something in the Greater Olney News
            1. It was expensive to put an ad in

viii. Is the Arch Diocese doing an announcement? – they put one on Twitter, but it was a generic link that has all of the Open Houses

ix. Other ideas?

1. Bringing Flyers around
2. Fletchers sign – put something on the sign?
3. Sunday Open House with real estate agents?
4. Olney Community Night?
5. Olney Days Parade?
6. Strawberry Festival in Sandy Spring?

- c. Mrs. Baratian comments – the best way through happy families. Personal outreach to parishioners to come to the open house. Maybe have a family reach out. Also, do we have a good handle on why parents and families stay at St. Peter's – we can find out why people are sticking around. Could we do a survey?
- d. There is an exit interview with families when they leave.
  - i. 2 families left because of the class size
  - ii. 2 moved out the area
  - iii. Sibling at a different school
- e. Where are the graduating classes going and what are they doing?
- f. Showing the school's success rate in going to the next level
- g. Data from alumni in high school in terms of honors programs
- h. "She started here..." "He started here..." Campaign
- i. Transition into high school – getting that feedback

ii. Transition to 6<sup>th</sup> grade to 2020-21

1. Brought to attention that this is the year that the school has to decide what is going to happen with 6<sup>th</sup> grade
2. 27 students in the 5<sup>th</sup> grade class and going into 6<sup>th</sup> grade
  - a. Strategic plan was never meant to be 1 grade for 6<sup>th</sup> grade
  - b. Mrs. Cocozella – parents want small class sizes, but logistically and financially can that happen? The class after them is big.
  - c. 18-20 is feasible per section
  - d. In the 4<sup>th</sup> grade there are 2 classes
  - e. Now there is a waiting list for some grades – there is demand to come in
  - f. What is the school's timeline for staffing and budget – when do we have to make these choices?
  - g. Do we do marketing differently for middle school than we do for elementary school?
  - h. Variable is cost –
  - i. Try to keep 2 6<sup>th</sup> grade classes for next year – it would not be a great precedent
  - j. Promoting to Non-Catholic families?
    - i. Community night and events
    - ii. School Fairs?
    - iii. Online marketing?
  - k. Need to do all we can to get more kids in the seats for the Middle School

iii. Mission Statement

1. Asked the SAB to review the mission statement
  - a. Is the goal to shorten the mission statement?
  - b. The Mission Statement has been around for a long time – but does it need to be revamped. The tagline came out of the Mission Statement.
  - c. Archdiocese wants it revisited every 3 years
  - d. The Mission Statement: "To unlock all the doors of the human character to release the spiritual, intellectual, social, emotional, and physical, potential of each child. Toward this end, the school is committed to continual self-evaluation and growth."
  - e. We need to have a committee or something to discuss the mission statement
  - f. Survey parents about why Catholic School
    - i. Academics
    - ii. Catholic Identity – value added component
    - iii. Discipline and safety

iv. Tagline – "Unlocking potential through faith and knowledge"

1. Should be emphasized more – and used more

2. What do we say our goal and mission is and what are we actually doing everything
3. Thoughts on the Mission Statement should be sent to Mrs. Cocozella by Friday November 8<sup>th</sup>

IV. New Business

- a. First Quarter Review of the school budget – will be next meeting due to the early October meeting (do not have the report from Mrs. Harper yet)
  - i. Deferred til next meeting
- b. We are not doing the Gala until the Spring
  - i. Just calling it a Luau – trying to make it more informal, a little bit less money.
  - ii. Changing up a lot of the fundraising
    1. Not doing the live auction
    2. Silent Auction
    3. Putting out events/items where a certain amount of people can do the event
  - iii. Raise the paddle ideas?
    1. Continuing with the security
      - a. After care security camera and doorbell
      - b. Brand new set of walkie talkies
      - c. Bullet proof film on the front windows of the school
        - i. What about the Music Room?
        - ii. Interior Doors?
        - iii. \$60,000
        - iv. Still in need of additional security cameras
    2. What does the school need most?
      - a. Windows in the classrooms.
      - b. Different fears and thoughts based on different
    3. Security and Technology
      - a. Text message communication to parents
        - i. The system was tested in August
    4. What do we need
      - a. Bandwith?
      - b. Flexible Furniture?
    5. Capital Campaign?
      - a. Sponsorship from the company for the wiring?
    6. What is the goal for the raise the paddle
      - a. New Floor in the parish hall
- c. STREAM Lab updates
  - i. Been functioning for 2.5 weeks
  - ii. The kids are obsessed with it – they are really excited about it and it has taken off
  - iii. Was not a huge budget item and won't be a huge hit in the future– very positive
- d. Scantron Scores
  - i. Full analysis of all the fall scantron scores – and they meet the Blue Ribbon Standard
  - ii. Scantron for algebra were the highest they have ever been
  - iii. We cannot compare to MCPS as they do not take the same assessment
  - iv. Faith and Knowledge is given to 3<sup>rd</sup> grade and up in February

V. Action items

- a. Feedback about the Mission Statement//Taglines – by November 8<sup>th</sup>
- b. Raise the Paddle Ideas – by November 8<sup>th</sup>

VI. Next Meeting – November 20<sup>th</sup> (Dr. Convey – prayer)