

Saint Peter's School Advisory Board Meeting
5/27/2020

Members Present:

- x Father Kalita
- x Mrs. Cocozzella
- x Mr. Abreu
- x Ms. Gallagher
- x Mrs. Santos
- Mr. Loudermilk
- x Mrs. Baratian
- x Mr. Bykowski
- x Mrs. Byrdy
- x Dr. Convey
- x Mr. De La Oliva
- x Mr. Domally
- x Mrs. Giron
- x Mrs. Hooke

Meeting was convened at 7:03 P.M.

The Gospel from John 20:21-23 was read by Mrs. Baratian and discussed.

TOPIC	OPEN ITEMS	MEMBER RESPONSIBLE	STATUS/NEXT STEPS
SAB Minutes	<ul style="list-style-type: none"> • Approve January 22, 2020 Minutes 	Ms. Gallagher/All Board Members	
Mission Statement	<ul style="list-style-type: none"> • Small group name assignment • Group to shorten/condense the 2nd half of the Mission statement 	Mrs. Cocozzella Mrs. Baratian, Mr. Bykowski, Ms. Gallagher	Process interrupted due to COVID 19 – revisit in August
Blue Ribbon Application	<ul style="list-style-type: none"> • Update 	Mrs. Cocozzella	From U.S. Department of Education: "By the end of August, your National Blue Ribbon School liaison will certify your school has met final eligibility to become a recipient of the 2020 National Blue Ribbon School award. In the fall, the U. S. Secretary of Education will announce the 2020 National Blue Ribbon Schools."
Grant/Funding	<ul style="list-style-type: none"> • Aging Schools Security 	Mrs. Cocozzella	Aging Schools: \$6,357.00 Security/Safety: \$23,075.00
Teaching Mass (Catholic Identity)	<ul style="list-style-type: none"> • Update on Mrs. Mc-Granaghan implementing for middle school 	Mrs. Cocozzella	Willing to implement as much as possible (depending on what the fall looks like and what is allowed)

	<ul style="list-style-type: none"> Next Steps for 2020-2021 	Mrs. Cocozzella, Mrs. Santos, Mrs. Byrdy, Mrs. Hooke, Dr. Convey	
Technology/Infrastructure (Academic Excellence)	<ul style="list-style-type: none"> Breakdown of cost to upgrade bandwidth Fios/Comcast/Other options 	Mr. Domally	
	<ul style="list-style-type: none"> Put list together of priorities i.e. what's needed 	Mrs. Cocozzella via Mr. Szot	Mrs. C talked with Mr. Stone about this – he had a Verizon Fios engineer come to the property to give us an estimate on how much it would cost to start the project – estimate was approx. \$13,000
	<ul style="list-style-type: none"> Summary of what technology fee of tuition is used for board to potential discuss ways “fees” can be changed/increased 	Mrs. Cocozzella	
Retention & Recruitment	<ul style="list-style-type: none"> School Personnel changes for 2020-2021 	Mrs. Cocozzella	Retiring: Mrs. Natalicchio and Mrs. Hemmingson Leaving: Mr. Tremblay (middle school math) and Ms. Gardner (5 th grade HR and 4 th -5 th Math)
	<ul style="list-style-type: none"> Enrollment for 2020-2021 	Mrs. Cocozzella	Goal: 350 Current: 340
Freshman Survey	<ul style="list-style-type: none"> Review by Board Members for changes 	All Board Members	Complete
	<ul style="list-style-type: none"> Survey emailed in early February to students 	Mrs. Cocozzella	
	<ul style="list-style-type: none"> Survey results 	Mrs. Cocozzella	Will have Mrs. Randles compile results
HSEB Items	<ul style="list-style-type: none"> Gala Information/Update 	Mr. Loudermilk	Officially cancelled Letters going out to donors, sponsors, and ticket holders about refunds/donations
	<ul style="list-style-type: none"> Service Hours Update (incremental increase from 15-20, possibility of splitting requirements into 2 parts: Aug-Dec and Jan-May) If changes to service hours approved there needs to be better communication for school community. Parent Portal? 	Mr. Loudermilk	Because of the pandemic, we did not meet to finalize this decision before admissions agreements were distributed; also doesn't seem logical to increase volunteer hours when we do not know what the situation for the fall will be
2020-2021 School Calendar	Review and approval	Mrs. Cocozzella	

Budget	<ul style="list-style-type: none"> Review of 2Q, 3Q 2019-2020 budget 	Mrs. Cocozzella	While 2Q budget looked fine, 3Q budget is skewed because of pandemic and loan
	<ul style="list-style-type: none"> PPP Loan 	Mrs. Cocozzella	Approx. \$850,000
Strategic Plan	<ul style="list-style-type: none"> Review & update of document 	Mrs Cocozzella	Will have to review and update this over the summer – depending on what happens in the fall, it might need further adjustments. Will send out most up-to-date copy of strategic plan for members to review and send in feedback
Board Members	<ul style="list-style-type: none"> Membership for 2020-2021 	Mrs. Cocozzella & Father Kalita	

The following meeting minutes supplement the detailed agenda above:

SAB Minutes

The January 22, 2020 SAB meeting minutes were unanimously approved without any changes.

Mission Statement

Mrs. Cocozzella asked Mr. Bykowski, Ms. Gallagher, and Mrs. Baratian to review the St. Peter's Mission Statement shortly before COVID hit. More specifically, Mrs. Cocozzella asked if the Mission Statement, notably the second half of it, could be abbreviated. The Mission Statement review will resume in August and future proposed changes will be discussed at an SAB meeting in the Fall.

Blue Ribbon Application

Three weeks ago, St. Peter's received an email from the U.S. Department of Education indicating that St. Peters will receive certification of its final eligibility to become a recipient of the 2020 National Blue Ribbon School by late August. In addition, 2020 National Blue Ribbon schools will be announced in the Fall.

Grant Funding

Mrs. Cocozzella shared that we have not heard back from the State of Maryland. The Aging Schools' grant is \$6357.00. St. Peter's does not qualify for the entire grant because part of the school building is newer. The Security/Safety grant for film and cameras totals \$23,075.00.

Teaching Mass

Mrs. Cocozzella spoke with Mrs. McGranaghan, and they will use the summer months to review the Teaching Mass plan and determine how best to implement in middle school. Due to COVID and potential school scheduling changes in the Fall, the Teaching Mass plan going forward is still uncertain.

Technology Infrastructure

Mr. Stone and Mr. Szot reached out to Verizon FIOS. Mr. Stone had a Verizon FIOS engineer visit St. Peter's to provide an estimate on how much it would cost to initiate the project. The estimate was approx. \$13,000.

In addition to tuition, St. Peter's families also pay a technology fee. Mrs. Cocozzella explained that with the 3% tuition increase, she does not plan to increase the technology fee. She would like to revisit the technology fee again next year. Mrs. Cocozzella briefly explained what the technology fee is used for and potential ways "fees" can be changed/increased.

Retention and Recruitment

Mrs. Cocozzella shared that Mrs. Natalicchio and Mrs. Hemmingson are both retiring. Ms. Gardner and Mr. Tremblay are leaving St. Peter's and will not be returning in the Fall.

Mrs. Cocozzella indicated that the student enrollment goal is 350. St. Peter's is currently at 340 students with signed agreements. She shared how St. Peter's is "looking strong" despite ongoing COVID challenges. Mrs. Cocozzella shared that the 6th grade enrollment numbers, however, are pretty low. She also indicated that the incoming kindergarten class still has a waiting list (currently 11) and a decision has been made to accept all 11 new students. First grade will have 2 classes of 20-21 students.

Mrs. Santos asked about a possible plan for distance learning in the Fall. Mrs. Cocozzella referenced her letter to parents a few weeks back and how distance learning will look different in the Fall. Mrs. Cocozzella explained that she will be creating a Task Force to include parents, staff, parish members and Father Kalita.

Mrs. Cocozzella shared that there was not enough time, like Montgomery County, to find a distance learning platform. The Archdiocese is looking for a platform and has applied for technology grants. Mrs. Cocozzella explained the three potential scenarios for the Fall: 1) go back to school (but with a different look and feel). For example, ½ the class at school from 8am to 12pm and then the other ½ the class from 12pm to 4pm; 2) a hybrid format; or 3) distance learning. From a timing perspective, Mrs. Cocozzella will present a plan before August 1, 2020. Mrs. Cocozzella acknowledged the challenges for two working parents with no clear answers for the Fall schedule.

Mrs. Santos mentioned an upcoming survey over the next few weeks going out to St. Peter's parents to elicit feedback on distance learning.

Mrs. Hooke mentioned considering emergency strategic planning and how it could fall under Academic Excellence.

Mrs. Byrby noted the importance of sense of community that St. Peter's brings to families.

Mr. Abreu encouraged Board members and any St. Peter's families to talk to the St. Peter's Administration this summer about challenges, concerns, or recommendations concerning the school schedule for the Fall and distance learning.

Father Kalita also acknowledged the challenges for parents and how no learning program will be perfect as we work to best respond to COVID. He emphasized how St. Peter's is committed to working with families and feels confident that St. Peter's will make a well-informed decision going forward.

Mrs. Cocozzella also shared that the Archdiocese superintendent, Dr. Ryan, recently resigned and that a search was in process.

Freshman Survey

Mrs. Cocozzella shared that the Board member review for proposed changes to the Freshman Survey was complete. However, the survey results from the February student survey were not yet compiled. Mrs. Randles will compile the results and post for the Board's review.

HSEB Items

- **St. Peter's Annual Gala** – Mrs. Cocozzella shared that the school Gala has officially been canceled. Neither the previously proposed June or August dates for the Gala will be saved as the future date. Letters will be going out to donors, sponsors, and ticket holders about refunds and encouraging donations. Mrs. Cocozzella is hopeful that the responses to the letters will be positive.
- **Service Hours** – In light of COVID, an anticipated meeting to discuss potentially increasing service hours did not occur. Admissions agreements have been sent out to school families. Service hours will remain the same for the upcoming school year due to COVID uncertainties impacting Fall plans for the next school year.

2020-2021 School Calendar

Mrs. Cocozzella asked each Board member to review and approve the draft 2020-2021 school calendar. She requested an email from each Board member with proposed changes or an email stating "no changes" no later than June 1, 2020.

Budget

Mrs. Cocozzella shared that the Q2 budget looked fine and was on track. However, the Q3 budget is "skewed" because of the pandemic and loan. Mrs. Cocozzella reviewed the budget as of March 31st. She reviewed the YTD actuals versus the YTD last year. The income now is \$2.8M compared to \$3.2M this time last year. The Auxiliary numbers are \$48K ahead. The After Care numbers are about the same (just a \$3K difference). There is a delta of 33 students from the prior year.

Father Kalita discussed the PPP loan received of \$850K which will cover the payroll for St. Peter's Parish, plus utility bills. Father Kalita explained that it was a labor-intensive process applying for the loan and took a full month to prepare the application.

Father Kalita shared that the St. Peter's Parish is in a good place, overall, financially. He was very pleased with the Easter collection. The Parish offertory is in the 70-80% range compared to last year.

Strategic Plan

Mrs. Cocozzella will review and update the Strategic Plan during the summer. She will send out the current version to Board members for review and feedback.

Board Members

Mrs. Cocozzella shared that Mrs. Santos was named Volunteer of the Year. Mrs. Cocozzella thanked the Board Members who had completed their terms: Mrs. Hooke, Mrs. Byrdy, Mr. Domally, and possibly Mr. Bykowski (after further discussion with Mrs. Cocozzella and Father Kalita). Mrs. Cocozzella asked for SAB recommendations no later than June 1, 2020. Father Kalita noted that Board members who are recommended should be a “known quantity.” Father Kalita asked for consideration of family members who have children in multiple grades or who may have children in both the middle and lower schools. In light of exiting Board members, Mrs. Cocozzella also asked about potential areas of interest for the remaining SAB Board (Catholic Identity, Recruitment and Retention and Academic Excellence.)

Spiritual Matters

Father Kalita closed the meeting with a brief discussion of the Teaching Mass plans for St. Peter’s students and how it is challenging at this time with only two priests and the uncertainty of the Fall schedule (virtual vs non-virtual). Father Kalita also shared that he is not certain at this time when the Confirmation Mass will take place for 8th grade students. Four Masses will be needed for First Holy Communion due to COVID-19 seating restrictions. Seating will be determined by alphabet and will be broken down by A-K last names and then L-Z last names. At this time, there will be no altar servers and no closing hymn.

The meeting was adjourned at 8:46 P.M.