

**Saint Peter's School Advisory Board and Home and School Executive Board Joint  
Meeting 09/05/2018**

**Present:** Mrs. Whelan (SAB and HSEB)  
Ms. Woo (SAB) Faculty Liaison  
Mrs. Santos (SAB) President  
Mr. Convey (SAB) Parish Representative  
Mr. Bykowski (SAB)  
Mrs. Giron (SAB)  
Mrs. Baratian (SAB)  
Mr. DeLa Olivia (SAB)  
Mrs. Hooke (SAB) Secretary  
Mrs. Randles (HSEB) Faculty Liaison  
Mrs. Songer (HSEB) President  
Mr. Loudermilk (HSEB) Vice President  
Mrs. Huisentruit (HSEB) Secretary  
Mrs. Riggio (HSEB)  
Mrs. Ranero (HSEB)  
Mrs. Russell (HSEB)  
Mrs. Mercado (HSEB)  
Mrs. Chicas-Georges (HSEB)  
Mrs. Davidson (HSEB)  
Mrs. Donodeo (HSEB)

**Not Present:** Father Kalita  
Mrs. Byrdy (SAB)  
Mr. Domally (SAB)  
Mrs. McCleary (HSEB)  
Mrs. Gruhot (HSEB)

**Introduction - Mrs. Whelan**

1. Mrs. Whelan thanks the members of the SAB and HSEB for their service, leadership, and help with Saint Peter's School.
  - a. Home and School Executive Board (HSEB): traditionally meets 1<sup>st</sup> Wednesday of the month
  - b. School Advisory Board (SAB): traditionally meets 3<sup>rd</sup> or 4<sup>th</sup> Wednesday of the month

**Reports:**

1. **Role and Expectations of the School Advisory Board (SAB) and the Home and School Executive Board (HSEB) - Mrs. Whelan**
  - a. Role
    - i. SAB and HSEB are Catholic School Boards
      1. serve in advisory role
      2. asked to find information
      3. come up with ideas, do projects, run events
      4. present proposals to administration, with administration then making final decision

ii. School Advisory Board (SAB)

1. helps to keep school on the “straight and narrow” with the strategic plan
2. works with the pastor and principal in strategic planning and decision making in appropriate areas
3. Strategic Plan includes: Catholic Identity, Academic Excellence, and Recruitment and Retention
  - a. completed phase I of Strategic Plan
  - b. now on phase II of Strategic Plan
    - i. for next 5 yrs. role is to help follow plan and make adaptations as needed

iii. Home and School Executive Board (HSEB)

1. tasked with running school events
2. run fundraising and “fun” raising events
3. come up with new ideas for school events

b. Expectations

- i. attendance: make effort to attend all meetings; everyone’s “voice” is important and needed
- ii. confidentiality: certain matters cannot and should not be shared outside of the meeting
- iii. support: once a decision has been made it is the expectation that everyone on the board is supportive of the decision
- iv. trust: help maintain the trust that Father Kalita and Mrs. Whelan places in each board member
- v. not a conduit of problems - issues NOT to be discussed by SAB and HSEB:
  1. actual academic curriculum (determined by Archdiocese and cannot be changed)
  2. personnel issues
  3. student issues
  4. parent issues
  5. problems between personnel, students, and parents
- vi. concerns and complaints from school families should be directed by the family to Mrs. Whelan either directly or by e-mail NOT to the SAB or HSEB

## 2. Home and School Executive Report - Mrs. Songer

- a. School supply boxes summer program: supplies are ordered on-line and delivered to home
  - i. fairly successful
  - ii. 119 boxes ordered
  - iii. brought in \$766.00
  - iv. received positive feedback
  - v. may try again next summer as service to parents
- b. To be investigated: Can the supplies be ordered throughout the year or do they have to be ordered during the summer only?
- c. Movie Night - First event of the year to be held on September 22<sup>nd</sup>. *Toy Story* will be shown. The school choir will sing at the 5 pm Mass prior to the movie.
- d. Disco Night - Canceled for this school year. Unable to fit possible Disco Night dates into schedule.

## 3. Strategic Plan for Saint Peter's School - Mrs. Whelan (detailed plan and graphic plan papers

handed out for review)

- a. **detailed plan** (still in review at this time)
  - i. will be the guiding document for the next several years
  - ii. document will be shared on website after it is finalized
  - iii. includes:
    1. introduction from Pastor and Principal
    2. summary
    3. mission statement, objectives, and vision for future
    4. school profile and history
    5. strategic goals:
      - a. Catholic Identity
      - b. Academic Excellence
      - c. Recruitment and Retention
  - iv. SAB and HSEB are encouraged to review the detailed Strategic Plan handout
- b. **graphic plan (Strategic Plan Timeline)**

- i. gives overview of the main strategies
- ii. does not include details of the three goals
- iii. based on template of Archdiocese
- iv. a few important and key things were chosen to be included on the graphics
  - 1. included are: 3 goals, plan for goals, and timeline
    - a. Goal 1: Catholic Identity
      - i. catechist certification; catechesis of the Mass; integration of the faith throughout the curriculum
    - b. Goal 2: Academic Excellence
      - i. emphasis is on STEM/STREAM; enrichment of math and language arts program; technology is major portion of this area
    - c. Goal 3: Retention and Recruitment
      - i. stabilize enrollment; develop 3-5 yr. financial plan; looking at possibility of having a Maker Space Room for students to work on STEM programs and project-based activities in a classroom setting; enhance marketing and publicity program; restructuring areas and things, such as the science lab; retain excellent teachers and develop an effective mentoring program for teachers
- v. SAB and HSEB are encouraged to review graphic plan

#### 4. “Raise the Paddle” - Mrs. Whelan

- a. Mrs. Santos, the SAB President, has tasked the SAB and HSEB to come-up with several ideas for the Gala’s “Raise the Paddle”
  - i. from suggestions, one will be chosen for the Gala’s “Raise the Paddle”
  - ii. ideas must come from the three Strategic Plan Goals: Catholic Identity; Academic Excellence; Recruitment and Retention
  - iii. must follow school’s mission
  - iv. needs to have appeal
  - v. in the past the amount generated: \$22,000 to \$40,000
  - vi. suggestions from SAB and HSEB members include:
    - 1. science lab
    - 2. technology

- a. smart boards
  - b. google chrome books (have 30; goal is to get 30 in each classroom)
  - c. I-pads
  - d. professional development
- 3. parish hall/kitchen
  - a. basketball hoops (that come down from ceiling)
  - b. windows
  - c. sturdy partitions
  - d. ADA factors
- 4. storage shed
- 5. security features
- vii. ideas require extensive research and investigation, permits, etc.
- viii. some ideas may not be ready for this year's Gala
- ix. for this year's Gala may need to choose an idea that doesn't require much investigation
  - 1. continue to investigate other suggestions for future use
- b. Mrs. Whelan tasks the SAB and HSEB to put together a package on the suggestions
  - i. need volunteers to work on ideas
  - ii. need dollar amount, estimates, contractor information, number of phases required, etc.
  - iii. Mrs. Whelan will send an e-mail to SAB and HSEB members requesting volunteers, other suggestions, feedback
  - iv. decision will be made at next SAB meeting on September 26<sup>th</sup>

## 5. Future Goal for SAB/HSEB Joint Meetings

- a. Establish a "culture" whereby joint SAB/HSEB meetings will introduce ideas and then work on these ideas together
- b. Goal is that ideas will be researched throughout the present school year and then proposals, based on the research, will be brought up at the beginning of the next school year at the joint SAB/HSEB meeting

**NEXT SAB MEETING: Wednesday, September 26, 2018 at 8:00 pm in the Media Center**