



SCHOOL ADVISORY COUNCIL
Thursday, January 19, 2012
7PM, Faculty Room

MEMBERSHIP: Cathy Allen (Parish), Betty Angelino (Parish), Cathy Broch, Brenda Chizanskos, Brian Higgins (Men's Club) Scott Higgins (Chair), Dave Reynolds (Co-Chair), Kristina Ryan (Mothers' Guild), Heather Watts, Fr. Dan Derry (Pastor), Christa Hanson (Principal).

- I. **CALL TO ORDER:** Scott called the meeting to order at 7:07PM.
- II. **INTRODUCTION OF ATTENDEES & GUESTS:**
Members present: Scott, Brenda, Cathy, Dave, Heather, Kristina, Betty, Christa; Cathy was excused; Brian was absent
Staff members present: Vicki, Shelley
Guests present: Lawrence Garibaldi, Shannon Souza, Alisa Fernald
- III. **FAITH SHARING:** Christa read the Gospel from the 3rd Sunday in Ordinary Time. Attendees shared their impressions and special intentions.
- IV. **ACTION ITEMS**
 - A. Approval of November 17, 2011 minutes: Kristina moved to accept the minutes as written; Cathy seconded the motion. Minutes were approved as written.
- V. **REPORTS**
 - A. Principal's Report (C. Hanson)

Enrollment 292

We had our Kindergarten Open House, as well as a general Open House on January 11 and 12. This is about 3 weeks earlier than in the past. Other schools in the area are having open houses earlier, and we also have the challenge of WCEA/WASC coming up. We won't know exactly how many new students are contemplating coming to the school until formal registration and screening. At the Kindergarten Open House, there were 20 cards turned in (some of our parents whose children had previously gone through our kindergarten did not come). Many of the people at the general open house were "repeats" from the kindergarten open house. Screening of new students (incoming 1-8) will be this Saturday, the 21st, and kindergarten screening will be the next two Saturdays (Jan. 28 and Feb. 4).

Intents to return for our present families went home yesterday, January 18th. Re-Registration of current school families begins April 18; Registration fees are due May 1.

Curriculum/Technology:

Staff changes: Farewell to Christine Taylor, Yard Duty with a welcome to Rebecca Hernandez, alum, in the Yard Duty position.

Mary Sanchez, First Grade Aide, is facing another back surgery at the end of February and will not be returning to her position.

We "officially" welcome Mena Donovan to the First Grade Aide position, thanking her for her flexibility over the past several months and delighted she is staying on in this position.

Our new music director/teacher, Joan Locsin, has made a smooth transition into our program. She is very skilled and effective in working with children. It was very impressive how she was so easily able to pull off the Advent program only coming to the school in November.

- Mrs. Cathers is working on the mural that will be placed on First Street near the gym entrance. The three versions of the church, beautifully done; installed on First Street. Will be completed by Catholic Schools Week.
- Melly Alnas, the Spanish teacher, has added weekly office hours to answer questions or offer assistance to students and/or parents.
- In the area of discipline mentioned last time, we have sent out the letter informing parents and students of the usual protocol for handling serious disciplinary issues, especially of physical confrontations.
- In the area of technology, we had difficulties with our internet and email connections over the Christmas break. Charter had to do some work and rewiring on the pole outside and then integrate the changes into our system. We seem to be up and running better. An upgrade of the access points should improve this situation.

- The carts and projectors for Grades 1 and 2 have been ordered from Walk-a-Thon money, and the equipment should arrive shortly. The 8th grade projector needs to be replaced, so this has been ordered. We will receive a donation of HP printers. These are efficient and the toner/ink is not as expensive as for some other brands and models.

- At the last Principal meeting, Greg Dhuyvetter, the Orange County Catholic Superintendent, shared some technology trends. There are strengths and areas to deal with for each of these. I'll just briefly mention:

1. Mobility, tools and resources always with you, always connected
2. End of traditional textbook
3. The Cloud
4. Paper....Less
5. Web-based Instruction and assessment
6. Shifts in instruction - less delivery, more discovery
7. Alternative research methods
8. Social media
9. Who owns what? - copyright and fair use
10. The end of the "Tech Teacher" - technology as a tool, not a subject

There are lots of implications for future planning and purchases and finding funding. One of our greatest needs is having the infrastructure to handle what will be coming up. Heather stated that if we could get in front of that, it would be a great recruiting tool. Christa suggested initiating it in at a grade level (6th Grade), to begin, with each student assigned a computer.

- Heidi Wierzba and Christa went at the invitation of Jim Simoni, school parent, to Las Animas School to view the school's integration of technology into teaching. The principal, Silvia Reyes spent several hours with us, showing us through many classrooms. The students use "clickers," which allows for immediate feedback. Document cameras are used, plus a variety of other technology. It was quite impressive, as was the general demeanor of the school and the use of whole brain teaching. Jim works with the schools through the Bar Association to adopt the principles of Character Counts (trustworthiness, respect, responsibility, fairness, caring, and citizenship). Christa is looking forward to lunch with the Superintendent to "build some bridges." On days off, our teachers could visit and collaborate.

- Heidi Wierzba attended the Asilomar Reading Conference, one of the best in this area.

- Half of the second trimester is over, and progress reports went out today, January 19. 7th and 8th grade did not receive Progress Report if student received a "D". Parents are able to go onto School One to view grades.

- Activities/Events: Jan. 13: Gr. 3 to DeAnza Planetarium; Jan. 23-27: Gr. 6 to Walden West; January 26: Gr. 4 to Seymour Marine Lab; Jan. 29-Feb. 3: Activities of Catholic Schools' Week; Feb. 9: Spring Photos; Feb. 10: Principal for Day (Anthony Burns) and Gr. 7/8 Valentine Dance.

- The 8th Grade will be starting their play. This will be done outside of actual school time however, all students will be expected to take part. Gregory Camacho-Light wrote the script and is the main director, with the assistance of Lynn Cordia, Denise Esparza and other parents. The coordinator for all of this to happen was Brenda Chizanskos. The play is scheduled the day before the activities before the 140th. Practices will take place at lunch, after school and evenings. Christa and Brenda will go into classroom to introduce the play to the students.

- Grandparents' Day is coming up on February 17th.

Catholic Identity:

- We are encouraging classes to sign up to the 8:30 A.M. parish liturgy on Fridays. It is most difficult to get our 7 & 8th graders because this is Math time, but they will be going.

- Cathy and Pat Allen gave a tour of the church to the 5th Grade on Friday, January 13. Altar server training will be the next step.

- Our Advent Project to support foster children through donations to Sleep Train was very successful—more than 10 barrels full! The faculty also fulfilled the wish list for the 30 children "adopted" from Rebekah's home. Every child got everything they asked for! Alisa's project in Crockett was participated in by many of our 7th and 8th grade families. We are fortunate to be in a community where families are so generous.

- The Advent Program was very well done and well received. 8th Grade provided luncheon during the school day to thank all who participated: Ms. Hanson, Mr. Brozene, Ms. Locsin, etc. Mics worked and that made a huge difference.

- Gr. 5-8 celebrated a Peace and Justice Liturgy today, January 19th.

- Catholic Schools' Week is the week of Jan. 29- Feb. 4. The national theme is Catholic Schools: Faith. Academics. Service. We begin with the Sunday evening liturgy on January 29th. Bishop P.J. McGrath is the president. Knights of Columbus will also be present.

- ACRE testing will take place the week of January 23 -27. This is a general faith/doctrine/religious vocabulary knowledge test, as well as an assessment of student religious perceptions for Grades 5 and 8.

Safety: The bushes in the overflow parking lot have been cut down to increase visibility and reduce hiding behind the bushes. The large bin will be emptied out this summer.

WCEA/WASC: The self-study is being printed and will be ready for next week's pre-visit (January 24th) by the WCEA/WASC Visiting Team. We will have a special WASC representative on our team (a Catholic school principal from the Sacramento area), making our team total of chairperson and five other persons. SAC members will be informed shortly about participating in the interviews during the visit, March 12-14. Hopefully, many present will be available.

Point of Information Forms: None this month.

- B. Mothers' Guild Report (K. Ryan) The January meeting was a Night at the Spa and it was well attended. (Traditionally, there is no January meeting scheduled; an event of this type allows the group to gather socially.
- C. Men's Club Report (B. Higgins—not present.) Vicki will call Brian asking that report be made by someone else if he cannot be present; there was an important motion made at the November SAC meeting which was not brought to the attention of the Men's Club at their November meeting. Receiving the Men's Club minutes in a timely manner and having representation present at SAC ensures good communication between the group and the school/Administration.
- Spaghetti Dinner Planning—50th—Christmas Social—SAC was expecting a report from Men's Club informing them of what is being planned for the May Dinner—the 50th Anniversary.
- [TABLED: SPAGHETTI DINNER PLANS FOR MAY DINNER'S 50TH ANNIVERSARY](#)

D. Anniversary Gala Weekend (V. Campanella)

Development Report: Thanks to parent volunteers and student ambassadors who were present to lead tours of prospective parents. Students were outstanding as they represented St. Mary School, both at the K Open House (Hailey Webb) and at the Gr. 1-8 Open House.

[ACTION: K. Ryan suggested students be in "full uniform" for Open House](#)

- ANNUAL FUND: Mailing was sent out the week of January 10; to date, in its second week, the school has received 47 gifts totaling \$15,200! The goal of the fund is \$20,000. Also included in the mailing was an opportunity to become a sponsor of the Auction; 4 gifts have been received.

ANNIVERSARY WEEKEND plans are shaping up nicely: Thursday PM, 8th Grade Play kicks off the weekend; Friday, Family Fun Night/Homecoming, is a chance for our current school families to welcome home alumni (DC students will offer a dinner from Stubby's (\$10 for adults/\$7 for students) or guests may bring their own picnic foods; appetizers, beer and wine will be offered; Classroom baskets will be offered with the purchase of tickets) Amy & Mike Tripoli and Tracy & Gary Shipman, Chairs. On Saturday, Alumni Basketball Tournament will "bring home our 20-30 year olds—Jon Sanchez, Chair. Saturday PM, Ann & Rich Fiorio and Lilia and Luis Vaca Chair "Classic Hollywood: the Silver Screen." Procurement of Live Auction items has been "low key." We are looking forward to a full and vey exciting weekend!

VI. OLD BUSINESS

- A. Finance Committee Report (S. Webb) Report from January 18 SAC Finance Committee meeting:
- Parish finance meeting of this month was canceled; previously, committee reviewed school statements and were satisfied with that they saw and heard.
 - Discussed solar panels for the school; diocese will be contacting the parish with information.
 - Committee proposed a Referral Recognition Fee. If families recommend families to the school, they will be recognized with a \$200 Scrip incentive and two tickets for the 2012-13 Auction
- Discussion: if you recruit multiple families, what would happen?
Fee would be paid from profit of Scrip Program.
- SAC felt this was a good idea, recognizing parents are our best ambassadors; word of mouth is the best marketing tool.
- Motion was made by D. Reynolds to amend incentive to \$200 Scrip, with no limit of enrollees and no Auction Ticket; H. Watts seconded the motion. The motion was approved unanimously.
- The program will be referred to as the **Referral Recognition Program (RRP)**
- Questions on budget line items; all were explained.
 - MOTION was made at the SAC Finance Meeting: For any major fundraisers, groups must have budget in place and submitted to Administration at least 3 months in advance of event. At the SAC meeting**

following the date of the event, a formal evaluation of the event, based on the budget, must be presented to SAC.

SAC member asked: have we ever received budgets from other fundraisers? Have from WAT and Auction; never Spaghetti Dinner.

- Protocol: budget established before event; wrap up after the event doing analysis. Administration/finance has received nothing yet re: Wrap Up or follow up from Fall dinner.

It has been noted that expenses have doubled over the years; we have tried through Finance and SAC to talk about it and come back to us with these reports. However, nothing has come back.

There needs to be a change; there is hand holding being done by Vicki to initiate action and follow up while planning the Spaghetti Dinner. However, this “hand holding” may not always be available to the club. At the SAC Finance Meeting, John Blaettler offered to meet with Men’s Club President, Treasurer, and Spaghetti Dinner Committee Chairs

ACTION: Vicki will contact key players and John Blaetter will walk them through formulating budget; getting donations will come up in the discussion.

John will work with them on getting donations and using our resources as best we can. This will be 50th Anniversary and we have heard that they want to do something extra.

- Kristina asked: why are we not counting the number of tickets sold to determine how much to buy? Men’s Club uses Excel spreadsheet and this information can be easily determined. Shelley will gather information on past dinners and send on to John Blaettler to help him formulate the budget for the upcoming dinner.

- Shelley will be proposing changes to our financial policy; one example is having everyone sign up for FACTS. Shelley is having conference call with FACTS; there will be more options (i.e., Band, Spanish, Scrip) that would mean less handling of cash. Better tracking of money. Won’t affect the 1 or 2% discount. There may be some resistance, which is dealt with on a case-by-case basis.

- Registration fee: Shelley recommends the Registration fee be raised from \$350 to \$400 after considering increased costs in the areas covered under this fee. Last year, she polled other schools in the diocese and found, at \$350, we are among the lowest. Most were in the \$400 to \$700 range last year.

- SCRIP family deposit: The fee will remain at \$200 for the 2012-13 school year; plans are to have this payment be collected through FACTS along with tuition.

- Graduation fee: Shelley distributed a spreadsheet showing costs for the 8th grade year. Her recommendation is that the fee be raised from \$100 to \$150. Again, she shared the results of a poll of other schools from the prior year, showing \$100 among the lowest of the charges.

- Commitment to the school has been paid in full (\$15,000) by Mothers’ Guild and one half of Men’s Club commitment (\$7,500) has been paid. Auction’s commitment is \$12,500.

B. SAC Goals: Review (S. Higgins)

- Leadership Development Planning (H. Watts) Will discuss after Auction is complete.

ACTION: Include Finance piece from January 18 SAC Finance meeting

- Parish Liaison Role between parish and school (C. Allen) covered in Principal’s Report

- Facilities committee, parish/school (B. Higgins)

- Surveillance cameras for grounds (S. Higgins)—will become one group;

ACTION: awaiting scheduling of meeting with Diocesan Facilities Director Ian Abell by Parish Office Manager Debbie Pelliccione.

- D.C. Trip future planning (B. Chizanskos) 8th Grade Trip is planned for June 2012. Alisa Fernald reports that 27 are signed p from 7th grade to travel the following April. Stacy Huddleston is going as the staff member with current 8th Grade; Joan Miller is going with the 7th Grade; Mary Johnson will go with the current 6th Grade when they travel.

ACTION: Brenda asked if some of General Fund money be used for scholarship for students that need financial assistance?

ACTION: Alisa Fernald will meet with Scott Higgins to order more cloth bags. It took 4 years to sell 1000 bags. With more cities banning plastic bags, these should be big sellers.

C. Follow up on “Action” Items (S. Higgins/C. Hanson)

- Discipline (C. Hanson)-letter was sent to parents as discussed in November 11 minutes.

- Playground Supervision--talked to teachers/staff asking them to move around while supervising at recess and lunch.

At AM assembly, students gather in the gym when it’s 40 degrees or less at 7:30AM.

VII. NEW BUSINESS

A. Garlic Festival Update (S. Souza)

Shannon asked that we lower our commitment to the Garlic Festival; given 108 spots in Gourmet Alley but could only fill 100; also need 24 volunteers in Cookbook.

Suggest we do 75 in Gourmet Alley, having a hard time filling it. It's a difficult job; no problem filling Cookbooks. Men have separate hours. Shannon secures volunteers for both since she has not had a liaison from Men's Club to secure volunteers. This is Shannon's last year and would like to have someone shadow her. Uses Volunteer Spot and has cut down on phone calls.

Asked Shannon to identify some who have helped in the past as potential leaders.

At last year's SAC, we discussed combining the booth the Men's Club held. Men's Club did not want to give this up, but did not organize the volunteers.

Shannon will get a call asking for number of hours. She would like to tell them 75 hours. Dave Reynolds will help school move to area in Gourmet Alley.

Tabled until February Take it back to Men's Club; if no Volunteer leader is identified, Shannon will schedule all volunteers and all monies will be returned to the school.

B. Fundraisers 2012-13 (C. Hanson/V. Campanella)

•Calendaring of fundraisers (TABLED until February meeting) Awaiting news of scheduling of Parish Festival

C. Pastor's Report (Fr. D. Derry) Not present

VIII. COMMENTS FROM THE FLOOR: None

IX. ADJOURNMENT AND CLOSING PRAYER: the meeting was adjourned at 9:03PM.

Respectfully submitted,

Vicki Campanella