

St. Catherine of Siena
School Advisory Board Minutes
January 16, 2018 at 7pm
School Library

Meeting Schedule for the 2017 - 2018 school year:

Tuesday, January 16th

Tuesday, February 20th

Tuesday, April 17th

Tuesday, May 15th

June - End of Year Dinner - Date and Place TBD

I. Call to Order - 7:05 pm

- a. Opening Prayer - Fr. John

II. Routine Matters

- a. Attendance

In attendance: Sr. Antonella, Fr. John, Mrs. Patty Bandel, Mrs. Mayi Apour, Mrs. Jackie Devgan, Mrs. Christine Engstrom, Mrs. Marichi Fernandez, Mrs. Lucy Gonzalez, Mrs. Tammy Kiely, Mr. Michael Stallman, Mr. Garrett Wade

Absent: Mr. Jeremy Link

- b. Review and Approval of November 21st Meeting Minutes - Approved

III. Information

- a. Pastor's Report - Fr. John

Archbishop Cordileone's visit last December went very well. This is an opportunity that happens roughly every five years. It was nice to have him and he was great in the classrooms with the children, whose questions according to the Archbishop were challenging. He had a glowing impression of the school, particularly the children's participation at Mass.

Ash Wednesday is on February 14th, while Easter Sunday is on April 1st.

The first phase of the stained glass project, apart for two touch-ups, is essentially complete. One phase per calendar year is the target. For 2018, Fr. John will choose between the apostles' window overlooking Bayswater, or the lower windows and the chapel towards Primrose. He is leaning towards repairing the lower windows first, but will review two proposals which will be presented towards the end of January. The \$150k expense for the first phase and the lower windows will be funded with current reserves. Since the apostles' windows will cost more, fundraising will begin in 2019. Fr. John anticipates that the support structures for all the windows will have to be reinforced, since that was a necessary step for the first phase.

Pledge payments for the Archbishop's Annual Appeal are still ongoing, and we will find out shortly if the goal was met.

All the lights have been replaced with the help of several church and school fathers. Only one bulb was not replaced, as it was in a dangerous spot by the railing in the balcony. The original lightbulbs were never replaced, so the new lighting definitely allows everyone to see the ceiling clearly.

As in the past, lectures will be scheduled in March. During Lent, a historian in the parish will enlighten us on the differences and similarities of the Orthodox and Anglican traditions with Catholicism.

b. Principal's Report - Sr. Antonella

The children did an excellent job with the Christmas performance. Junior high's message about bringing the light into our lives was wonderful.

Kindergarten applications are still low but will hopefully experience a push in the next few weeks.

A good number of 8th graders (23 out of 36) are applying to Catholic schools. They took the entrance test to Catholic high schools, and the feedback received from the students is that the test is less difficult than expected. Transcripts and letters of recommendations will be sent to the high schools at the end of the quarter.

The science fair for grades 7-8 is scheduled for the week of January 22nd to coincide with Catholic Schools Week.

The religion program will be stopped for a few weeks in lieu of Family Life. Parents are welcome to request the family manual.

The safety program, in conjunction with Family Life, is ongoing and will conclude at the end of January for grades K-3. Grades 4-5 will begin their online training as soon as the new program is ready. Some parents who are in close interaction with the children will also complete the new training.

Hearing test for grades K, 4, and 6 was done earlier this month.

There will be no school on Friday, February 2nd, as the faculty will be in an educators' conference.

The third STAR testing for this school year will be administered in the coming weeks. Kindergarteners will take math and reading, just like they did in November.

Confirmation candidates will attend a retreat. The Confirmation program will start in March, with Confirmation scheduled in April. Religion program in grade 8 will halt for a few weeks in preparation for Confirmation.

Two of our students have won first prize in the Respect Life Essay Contest for their grade level in San Mateo County.

Towards the end of January, an email survey for all parents about Catholic Identity will be sent out. It will help the school to examine accomplishments as well as areas of improvement.

IV. Committee Reports

a. Sports - Mrs. Engstrom

An email was sent to all parents recently. This letter aims to reinforce proper behavior and sportsmanship of parents, students, and spectators. This is to reinforce what was already sent in September.

Basketball -The season just started. The 6th grade boys won the St. Charles tournament. We will host games starting this weekend for 3-4 weekends in a row.

Track sign-ups for grades 5-8 will be sent home mid-February.

The sign-up for a combined basketball clinic for boys and girls in Kindergarten through 3rd grade will be sent shortly.

b. Finance - Mrs. Devgan/Mr. Wade

Numbers are on track and in line with the budget: the school continues to have strong financials and a strong balance sheet. Scrip number is negative, but money is still coming in. The goal is to continue to raise money through the sale of gift cards. We encourage everyone to use the Benefit app to earn Scrip \$ for the school. Amazon smile will be reintroduced. Sr. Antonella will most likely limit gift card choices for the coming year.

V. Old Business - None

VI. New Business

a. Catholic Schools Week/Open House - Mrs. Devgan/Sr. Antonella

Catholic Schools Week/Open House will commence with the 9 am Mass on Sunday, January 28th. Open house follows immediately after Mass until 12:30 pm. Board members will be present around the school to greet visitors and answer questions. Children who come to the 9 am Mass in full uniform will be rewarded with free dress on Monday.

b. 2018/2019 Tuition Proposal - Mrs. Devgan/Mr. Wade

St. Catherine tuition is the third least expensive in the cluster, thus making it very competitive. The guideline has been to increase yearly tuition by approximately 2% yearly to adjust for inflation. In previous years, an increase of 3% and 2.5% were given to participating and non-participating families, respectively. The goal has always been to keep the increase to non-participating families as close to the school's cost to educate one child. As the school has healthy financials, the Finance Committee recommended an increase of 2.5 % for participating and 2.0% for non-participating families.

There is a discount for additional children, and the fifth child is free. Although the tuition rates are stated as such, family's situations are taken into consideration. In addition to the tuition assistance received by some families directly from the Archdiocese, St. Catherine also gives to those in need. No child has to leave St. Catherine due to financial reasons.

Thanks to the generosity of a long-time parishioner, the parish has a special endowment fund that is to be used strictly for tuition assistance. If someone is in need and comes to the school or church for help, they will not be turned away. The school has its own tuition assistance fund, however families must apply to TADS or BASIC tuition assistance programs first.

Motion approved for tuition increase of 2.5% for participating and 2.0% for non-participating families.

VII. Comments from the Floor

None

VIII. Adjournment - Adjourned at 8:00 pm