

**St. Catherine of Siena**  
**School Advisory Board Minutes**  
**February 20, 2018 at 7pm**  
**School Library**

**Meeting Schedule for the 2017 - 2018 school year:**

Tuesday, April 17<sup>th</sup>

Tuesday, May 15<sup>th</sup>

June - End of Year Dinner - Date and Place TBD

**I. Call to Order - 7 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. Marichi Fernandez, Mrs. Lucy Gonzalez, Mrs. Tammy Kiely, Mr. Jeremy Link, Mr. Michael Stallman, Mr. Garrett Wade

Absent: Mrs. Christine Engstrom

- b. Review and Approval of January 16<sup>th</sup> Meeting Minutes - Approved

**III. Information**

- a. Pastor's Report - Fr. John

The Lenten series of talks will occur throughout Lent on Tuesday evenings at 7 pm in the Parish Center.

Lent has begun and as part of the celebration, Stations of the Cross are held on Fridays at 2:30 pm with the school children and again at 7 pm.

Confirmation is scheduled for Sunday, April 22<sup>nd</sup> with Bishop Justice as celebrant.

Fr. John is still reviewing which section of the church's stained glass will be restored next. There are certain sections where glass is hidden from public view yet are in need of immediate attention. It is more cost effective to restore a section together. Fr. John will soon decide how much to do this year. The biggest project (along Bayswater) will be undertaken in another year.

- b. Principal's Report - Sr. Antonella

The children have just finished taking the third STAR test this school year, so results have not yet been shared. The last test will be given in May.

The entrance test for Kindergarten applicants has been completed. Acceptance letters for siblings will be mailed this Friday, February 23<sup>rd</sup>. The kindergarten number is still low. Sr. Antonella is optimistic that there will be a push for applicants towards the end of the school year.

Registration is due on Monday, March 5<sup>th</sup>, and just like last year the registration fee will be withdrawn from each family through FACTS. The test for new applicants in grades 1-6 was administered last week. Families will be contacted shortly. There are not very many spaces currently, so priority will be given to those who have already taken the test.

The annual Spell-a-Thon is scheduled for the week of February 26<sup>th</sup>.

Arbor Day is on March 7<sup>th</sup>. Student government will be presenting to the City of Burlingame during the ceremony.

Caritas Week for the fifth graders is scheduled for the week of March 19<sup>th</sup>.

The 8<sup>th</sup> graders are interviewing with various high schools. Feedback has been good so far.

Faculty has taken time to analyze and examine new religion books that offer a different approach to the lessons, as the current books have been used for several years. A new series has been chosen for

grades 1-5 and a different one for the junior high grades. All are approved by the Archdiocese. Family Life is from one of those series and the updated version has been purchased.

The updated version of history books for junior high is also being examined.

Mrs. Carey (grade 3 teacher) is going on leave, so the remainder of the school year will be taught by a substitute. She will inform the school soon enough if she will return to St. Catherine.

St. Catherine would like to participate at the educational expo at Hillsdale Mall next year. The event was canceled this year due to remodeling in the mall.

#### **IV. Committee Reports**

a. Sports - Mrs. Devgan for Mrs. Engstrom

One of our girls' teams is going to playoffs.

The 6<sup>th</sup> grade boys' A team is likely to go to the playoffs next week. The 7<sup>th</sup> and 8<sup>th</sup> grade boys' teams are going to playoffs.

Track forms have been sent home.

The 7<sup>th</sup> and 8<sup>th</sup> grade cheerleaders will have a competition in Notre Dame on Friday, March 16<sup>th</sup>, followed by another one sponsored by Mercy High School.

#### **V. Old Business**

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

As in the past, there was a good showing of people at this year's open house. Families were, as expected, interested in the kindergarten class, however there were also several families looking at grades 1-6.

#### **VI. New Business**

a. Catholic Identity - Mrs. Bandel/Sr. Antonella

In mid-January, the Catholic Identity survey was emailed to all families. The results are very positive. The standards established for this year were prayer, Sacraments, signs, etc. The faculty will discuss the results and submit a narrative to the Archdiocese at the end of the school year. These findings will be presented at the next WASC.

b. Election Timeline - Mrs. Devgan

The candidacy paper will be emailed to all families on Monday, April 9<sup>th</sup>. Those interested in serving are requested to return the paper by Friday, April 13<sup>th</sup>. They will attend the board meeting on Tuesday, April 17<sup>th</sup>. A short biography of the candidate is due by Monday, May 1<sup>st</sup>. The biography and ballots will be sent home to all families on Wednesday, May 9<sup>th</sup>. Ballots are due back to the school by Friday, May 11<sup>th</sup> and will be tallied that afternoon. The three new board members will be immediately notified the same day. The new members will be present at next meeting on Tuesday, May 15<sup>th</sup>.

#### **VII. Comments from the Floor**

Mr. Link shared his feedback with the Board regarding a recent incident involving some junior high students. The information he received was passed on from his children, without any official communication from the school.

Sr. Antonella emphasized that her primary concern is the children in the upper grades that were directly involved. An email was sent to all junior high parents. She is pleased that the younger children are talking with their parents about the events that took place. The school has met with every child involved, along with their parents. The next step is all parents will be invited to an evening workshop given by the San Mateo County Narcotics Unit, and students will have a class given by the Burlingame Police Department.

Mrs. Kiely expressed her satisfaction with the communication from the school.

Fr. John attested to the countless hours put in by the junior high teachers, interviewing junior high students and meeting with parents, and commended the excellent work that was done by these teachers.

#### **VIII. Adjournment - Adjourned at 7:53 pm**