

AGENDA

Saint Robert Catholic School Board Meeting

Date | time 9/21/2017 6:35 PM | *Meeting called by* Rana Lotti

Board members

Father John Green, Pastor | Margo Wright, School Principal | Rana Lotti | Megan Carey | Dexter Navarro | Laurie Scribner | Nick Paras | Lisa Carbone | Erin Tresmontan

Item	Owner
Welcome – Opening Prayer & Intentions	All
Pastor’s Report	Margo
<ul style="list-style-type: none">• Fr. Greene on vacation the first 2 weeks of October• New church organ will be dedicated – date of celebration in this week’s church bulletin• 10/7 Archdiocese consecration of the Immaculate Heart of Mary, will include procession throughout San Francisco, all Archdiocesan parishioners are invited and encouraged to attend.	
Principal’s Report	Margo
<ul style="list-style-type: none">• 10/6 (4) SR student council members will be participating in the Mission Childhood Association mass at St. Mary’s Cathedral• School board by-laws were last updated in 2012, time for the board to review and update this year• School financial health:<ul style="list-style-type: none">○ Current student count at 312 students, 313 students budgeted○ School earned monies from last school year, which will go towards main savings account that we continue to try to build, goal is to have at least one 1 year of operating expenses saved.○ Financial report will be submitted to the Archdiocese at the end of the month and at that time a report as in past years will be submitted to School Board and Parents.• School festival:<ul style="list-style-type: none">○ Seems to have high turnout this year, food booths ran out of key food items by early Sunday afternoon○ New churro booth seemed well received, if booth does well we will negotiate receiving a larger percentage for next year’s festival○ Friday night ice cream social was cancelled Thursday before festival, but they will re-evaluate to see if one is going to be scheduled for next year.• Changes to 8th grade graduation events<ul style="list-style-type: none">○ Valedictorian will be announced in school assembly, to bring awareness of high academic achievement and role model to the younger grades○ Wednesday night:<ul style="list-style-type: none">▪ baccalaureate mass, recognize students for their service to the church as choir members or altar servers▪ 7th grade hosted dinner○ Thursday night: Graduation ceremonies includeing --Valedictorian speech, passing	

- of awards and diplomas
 - Scholarships: given only graduates attending Catholic high school
 - Subject awards: all graduates in good academic standing
 - Sports awards, etc.
- Ann Clifford awarded Science Teacher of the Year by RAFT a corporate sponsored awarded for 2016-2017 school year
 - Award announced last May 2017
 - Award dinner to take place next week, to honor Ann and corporate sponsors of RAFT.
- John Wooden's Pyramid of Success
 - To incorporate discussion throughout this year's school board meetings
 - School assembly next month by Harper for Kids
 - All students will get a visual of the Pyramid
 - Younger grades will get Inch and Miles, by John Wooden
- First STAR assessment for school year conducted 9/5-9/15
 - There will be 3 faculty meetings to review results before Parent Teacher Conf.
 - Teachers will compare results of this test with the last 2 tests from last school year
 - Parents will receive STAR test summary results and discuss with teachers at parent conference scheduled
 - Bridget Lopez is our full time onsite resource teacher (1st, vice principal 2nd to assist students with probable or urgent intervention scores.) We are fortunate to have a resource teacher full time, that is rare among Arch Catholic School.
- Mrs. Dasho will start handling the Garden Club beginning next week
- Upcoming School Activities
 - Volunteer /Service Hours may be only sent in 2x year instead of three. We will hear from School office more about this. We need to reduce the number of hours spent on administration of the hours cards. School board members receive 40hrs for their involvement in the board
 - 11/10 (Friday) Spell-a-thon
 - 11/10,11/13-14 (half days): Parent teacher conferences
 - November: 6th through the 17th is next STAR testing dates. (#2)
 - 2/14: Valentine's Day falls on Ash Wednesday – no school parties, will need to move up to 2/13 (Fat Tuesday) Faculty will be approached on this and info will go to room moms.

Old Business

- Updating school board page on school website All
 - School website will be managed by Beehively which manages other Catholic school websites
 - Approx.. \$3,000 fee for initial setup plus monthly maintenance fee
 - 11/1: new site launch planned
 - Margo and Julie Cress have iterated with Beehively to ensure site design is mobile friendly
- Festival school board booth: 1 festival shirt + 1 Womens Guild SR logo sticker sold
- How to increase school community aware of school board, ideas:
 - Open House (Late Jan.), Back to School Nite (Late August)
 - School Board Members stationed throughout school entrances and available for questions for potential/existing families

- Board members to wear any SR spirit gear they have and school board member badge
 - Erin to research badges, reach out to Annette for new SR logo & buttons ideas
- Festival:
 - Board members walk around festival
 - Solicit suggestions/ask questions– name can be picked for prize (e.g. Spirit Gear)
- Morning drop off safety
 - Wednesday Communication reminded all that no parking is allowed for drop off along Oak Ave. during both drop-off and pick-up
 - Both driveways in/out of parking lot are high traffic areas and can be dangerous for families walking on sidewalk
 - Signs: SR can only place signs on SR property (e.g. on fences)
 - No cones allowed to be placed in street to block left turn into driveway due to liability
 - Cars parked to right to exit driveway result in exiting cars making wide right turns potentially to traffic going up Oak Ave.
 - Will ask Father Greene if area can be made red zone at next meeting. If so, Laurie will proceed to work with San Bruno traffic and safety.

New Business

- Board Roles for 2017-2018 – to be done at next meeting Margo
- Discuss topics for board to consider in upcoming school year Rana
 - Increased school board exposure (see notes above)
 - Hot Lunch Program – how to eliminate manual processing
- School board meetings:
 - Scheduled every third Thursday of the month, 6:30-8pm
 - Meetings scheduled: 10/19, 11/16, 1/18, 2/15, 3/15, 4/19, 5/17, August – in preparation for upcoming school year
 - School board celebrations: 12/20 Christmas dinner, 5/31 End of the year dinner

Agenda items for next meeting (October):

All

- Father Greene's report on the festival
- Finance: review of financial report submitted to Archdiocese
- Plant: discuss next steps with flag pole - remove bottom or order pole
- Safety: check with Father Greene if parking spot to right of exit driveway can be made into red zone
- Discuss Pyramid of Success

Agenda items for future meetings:

- November
 - Planning for Open House school board stations
 - Review school board by-laws
 - Hot Lunch Program – how to eliminate manually processing
- Jan.: Planning for Open House school board stations
- May: Festival planning

Item

Owner

Adjournment at 7:55 pm

Rana
