

**ST. JOHN BOSCO CATHOLIC SCHOOL  
SCHOOL ADVISORY BOARD MEETING NOTES  
Monday, February 25, 2019**

Meeting Time: 5:30 p.m. to approximately 7:00 p.m.

Location: St. Benedict (Church Conference Room)  
16223 S. 48th Street  
Phoenix, AZ 85048

Voting Board Members:

Cency Alexander (CA) [absent]  
Holly Forseth (HF)  
Dianne Hansen (DH), Secretary  
Krista Loew (KL)  
Sam Root (SR), President, Chair  
Colleen Ruiz (CR)  
Greg Skrovan (GS)  
Ryan Whitlatch (RW), Vice President  
Brian Wiscombe (BW)

Ex-officio Non-Voting Board Members:

Fr. James Aboyi (JA), Pastoral Administrator  
Anita Petitti (AP), Principal, Administrative Officer  
Jena Gump (JG), Faculty Representative  
Jamie Bescak (JB), Pre-School Director  
Marilyn Johnston (MJ), Parish Council Representative

Guests: Mr. Hogan Macdonald (HM), STREAM Teacher/IT Director  
Mrs. Jennifer Vanderzyl, Fifth Grade Teacher

**1. Call to Order, Opening Prayer**

The Chair declared a quorum present and called the meeting to order at 5:30pm. Fr. James led the group in opening prayer.

**2. Introduction, Procedural Matters**

The Chair welcomed the two new members of the Board (BW and MJ). All members made brief introductions.

SR reviewed existing board membership and respective terms.

**3. Approval of Previous Minutes**

Members approved meeting minutes from previous meetings held November 19, 2018 and January 28, 2019.

**4. Summer Program Follow-Up**

- HM presented on STEAM camp for the summer (STEAM incorporates Science, Technology, Engineering, Arts & Math to enable higher levels of critical thinking).

- The Summer STREAM camp proposal would accept Age groups 7-10; 11-14 with 15 kids max in each age group.
- Proposed hours would be from 8:00am-12:00pm.
- Proposed cost would be \$200 per child for the week; M-F; offered for 4 weeks in June.
- Each week would have a specific focus different than the week before with each day having a unique activity to accomplish.
- HM developed and reviewed the weekly curriculum for each age group (still in process).
- Due to limited class size, the program will likely *not* be communicated outside of the SJB community.
- With success, the program could be expanded next year and/or be used as a template for other summer programs.
- HM and Mr. Hooker will formulate a budget and work with the Administration and Advisory Board Finance Committee to ensure that the school does not lose money on the undertaking.
- Assuming the program is feasible, the school would ideally get the word out in March.
- Formstack and FACTS can be used for billing.

## 5. **Principal's Report**

AP gave an update on School matters, as follows:

- Philip Hansen (SJB 8<sup>th</sup> Gr) received the prestigious Christian Service award. AP will attend the recognition luncheon.
- Advanced Math Program (AMP) will continue in the 2019/20 school year. Qualification criteria will be a little different next year (with grandfathering exceptions). To qualify for AMP, students will need to:
  1. score 90% or better on a year-end cumulative test
  2. show proficiency in standardized test scores, and\*
  3. receive teacher recommendations.

\*All criteria must be met to qualify.
- All current AMP students will be grandfathered and can continue in the program; however, they must take the year-end cumulative test. If testing below 90%, the student and parent(s) must meet with teacher and discuss.
- The program will be revamped to align with Saxon math curriculum. AMP will be available to 3<sup>rd</sup> through 8<sup>th</sup> graders going forward. Any current AMP students in grades K-2 will be grandfathered and can continue in the program. Going forward, testing will start at end of 2<sup>nd</sup> grade. AMP will not be with K – 2 grade, but teachers will teach up to those kids if need be.
- To help with logistics, Math will be taught at the same time in those grades and the students will shift classrooms for path. For example, a 3<sup>rd</sup> grade AMP student (teaching a year ahead) will go to 4<sup>th</sup> grade classroom for math session.
- SJB may be looking at a part time AMP teacher for Jr High, as it is not possible to have math class at the same time for all junior high grades/classes. A final decision won't be made until testing and enrollment are substantially complete. Note: Mrs. Frieze won't be back as she would like to retire (again).

- AMP in 2019/20 will be Mon-Thurs each week (rather than Tues-Thurs in 2018/19). Also, if a student qualifies to take high school math, they can take it at Seton assuming logistics can be worked out.
- The school is also researching the potential to incorporate Rio Salado classes and online supplements.
- AMP message to be shared with families in hopes to move up re-enrollment.

Accreditation: Delegated timeline to JG to share.

- JG shared the documented timeline for accreditation according to the Western Catholic Educational Association (WCEA) Accrediting Commission “Action Plan for St. John Bosco Catholic School”.
- A committee of SJB teachers are monitoring and documenting progress. The committee is on track per the 6-year plan. Team members will have a section to review of binder to review thoroughness before visit.
- CR to share template to help teacher committee with standards and mapping, to extent applicable.
- The teacher committee will share spring reports every year so documentation is kept current during the multi-year process. Team member can go through and field questions. Advisory Board to be updated a few times per year, or once per semester, coinciding with Spring report.
- SR to circulate accreditation findings from last round.

Advancement:

- AP attended to a conference at La Casa, follow up from enrollment conference at Notre Dame. Got some great ideas for enrollment. AP challenge team to bring one new family.

## **6. Pre-school Director’s Report**

- Pre-school is doing great. JB is projecting classes to be close to capacity next year. Hoping to have better numbers after re-enrollment is due. There is a waiting list. 3s will be full at 15; PreK will be full at 20; Kinder will be full at 25.
- Hoping for board assistance next year with regard to Marketing. Positive feedback received from open house; excitement on campus.
- Next year, will add STO meeting to open house, science fair.
- BW offered to help younger families to walk through applying for STO’s. JB will refer parents to experienced families who are willing to help. It is suggested that all families should fill out CEA and 3 STO’s.

## **7. Pastor’s Report**

- Fr. JA talked about parish picnic. It was lots of fun and a big day for parish.
- Looking for ways to get the parish staff bonded with the school staff (e.g. retreat).
- Fr James will help with enrollment. Thinks we shouldn’t limit ourselves to nearby parishes.
- Will start to join more faculty meetings to get to know the teachers more.
- On Feb 27<sup>th</sup> there will be an information meeting about building campaign. Goal is to create a Q&A to place on web site.

- Lent starts on March 3/6. Family Service Saturday 3/2. Rummage Sale 3/9, donations due by Friday, collections at mass in the trailers.
- BW asked if he can speak at end of mass regarding Bosco Gala. Father James is supportive. Add advertisement in bulletin. Hand out flyers. Add a slide to project.

## **8. SAB Committee Reports**

- Facilities Committee – Administration approved the leveraging of security expert regarding campus security. DH to accumulate findings and get back with committee.

## **9. Administrative and other items**

### Evaluations

- SR noted that board should be doing an annual self-evaluation per SJB By-Laws and Diocesan Advisory Board guidance. Evaluations were distributed with the suggestion to collect surveys at or shortly after the April meeting for timely presentation of results at May SAB meeting.
- SR also noted that board should be doing an annual evaluation of the Administrative Officer (Principal) per SJB By-Laws and Diocesan Advisory Board guidance. Evaluations were distributed with the expectation to submit evaluations to the diocese at or shortly after the May SAB meeting.

### Enrollment

- SR noted that the Advancement committee should present on enrollment – to focus on trends as to why people are enrolling, as well as leaving. The board should do more to help enrollment. Advancement Committee will create a survey or a process by which people will feel most comfortable providing the most honest feedback (in general, upon leaving, etc.). HF and KL to brainstorm on options for board to vote.
- The class of 2019 is exiting with 38 students. 32 new students already enrolled.

### Other

- SR reminded Board members to ask any new candidates for application to be on the board.

## **10. Closing Prayer**

Fr. James led the group in closing prayer.

## **11. Closed Session**

N/A