

ST. JOHN BOSCO CATHOLIC SCHOOL
SCHOOL ADVISORY BOARD MEETING NOTES

August 25, 2020

Meeting Time: 5:30 p.m. to approximately 8:00 p.m.

Location: Virtual via Google Meets

Voting Board Members:

Cheryl O'Malley (CO) , Secretary
Erica Seidel (ES)
Holly Forseth (HF)
Marianne Biegler (MB)
Krista Loew (KL), Vice President
Ryan Whitlatch (RW), President, Chair
Brian Wiscombe (BW)
Natalie Peterson (NP)
Mark Rivas (MR)

Ex-officio Non-Voting Board Members:

Fr. James Aboyi (JA), Pastoral Administrator
Anita Petitti (AP), Principal, Administrative Officer
Kelly Rafford (KR), Faculty Representative
Jamie Bescak (JB), Pre-School Director
Marilyn Johnston (MJ), Parish Council Representative (absent)
Hogan MacDonald (HM), Technology Director

Agenda	Topic	Action items/follow up
Opening prayer	Ryan Whitlatch	
Pastor's report	<ol style="list-style-type: none"> 1. Welcomed new members and thanked all attendees for the support during this challenging time. 2. Did not apply for the PPP loan because it might limit the ability to apply for the loan for the church building. Will reconsider if it comes available again. 3. Several integrations between the school and parish. School is a ministry of the parish. <ul style="list-style-type: none"> • Beginning in July 2020, contracted the finances for parish and school to Streamline Business Solutions accounting firm. Change will allow improved ability for future projections but the school and parish continue with separate accounts. This cost \$30,000 per year with \$18,000 by parish and \$12,000 by school 	Father James will follow up on the Spring school survey administered through the diocese.

Finalized 9/9/2020 for posting to SJB website and records

	<ul style="list-style-type: none"> • Mary Jane is now doing HR for the school and parish to share some staff • School masses on Friday continue • Other anticipated changes include electronic approval, payroll, invoice and billing process. <p>4. Survey follow up- diocesan company had some delays. This had been being worked on with the diocesan superintendent before he left. Father James will now look into it.</p>	
Principal's report	<ol style="list-style-type: none"> 1. Welcomed Mrs. Kelly Rafford as teacher representative on the board. 2. Expressed appreciation for Mrs. Bescak and Mr. MacDonald for the school reentry and Mrs. Bescak's role as facility supervisor. Mr. MacDonald is the IT champion of the diocese and a great asset to have him. 3. Return to school plan: <ul style="list-style-type: none"> • Goal date for return to school is 9/8/2020 but continue to monitor with weekly meetings for principals and bi-weekly principal/pastor meetings with the diocese. The date of 9/8/2020 was a target date for most of the schools. • Diocese uses the Maricopa county data to decide rather than zip codes but all seem to be in the moderate range. • Plan is to phase children in (youngest in first). • Will be offering a virtual option for the whole year for families who want that. • Some catholic schools have applied for waivers to open early and so it is allowing others to learn from the early experience. • Communication plan: <ul style="list-style-type: none"> ○ Going to create a video for parents next week to talk through what re-opening will look like and reason for the phasing in. ○ Email to parents will come out in the next week to ensure pro-active communication. 4. Accreditation Spring report submitted to the diocese. We aren't due until 2022 and current ones are being delayed so anticipate the cycle being pushed back. 	
Facilities	<ol style="list-style-type: none"> 1. New cleaning company and landscapers (same as the church) 2. Marque new software and so has opportunities to market family businesses on there <ul style="list-style-type: none"> • Discussion from Mr. Rivas pointed out the need to evaluate the legal implications of charging for advertising. He has put out a request from his 	Mr. Rivas will forward info regarding marquee to Mr. Wiscombe and Bescak for their meeting.

	<p>contacts and will forward to Mr. Wiscombe and Bescak</p> <p>3. Safety precautions</p> <ul style="list-style-type: none"> • Social distancing signage • Hand sanitizer stations in office, MPR, teachers' lounge, classrooms, • One family at a time in the office • All must wear masks on campus • 2 foggers from the CARES act funds • CDC recommends soap and water once per day but foggers and cleaning routine are even more frequent. • Have enough supply of cleaning materials • 4 feet around every desk • Plexiglass barriers for Kindergarten/pre-school on the trapazoid tables. • New air filters and service to the AC units <p>4. Preschool is going well--> the children and teachers are happy to be on campus. The model for keeping them safe will be the same for kindergarten. Table, chair are labeled. Mask breaks are ok at their tables. 6 feet distance when napping.</p>	
Development/ Enrollment	<p>1. Have not been doing marketing to limit expense but many virtual tours and word of mouth. Many potential families are inquiring and very interested but waiting for the return to in person. Anticipate that enrollment will increase after re-opening.</p> <p>2. Enrollment is 284 (original budget was based on 320) with waitlist in a few grade levels. Two new students starting next week.</p>	
Mr. MacDonald	<p>1. A lot of efforts to trouble shoot with the technology</p> <p>2. Hipara is the security software. There is a security and report that he pulls to focus on the student use of all of their materials during school hours only to ensure privacy. Teachers can see which tabs students have open during school hours.</p> <p>3. Mr. MacDonald has been monitoring the classes that have been acting on it to remind students that this is actively monitored and certain tabs are now being able to be shut down.</p>	
Administrative items	It was offered by President Whitlatch that the Board can help with any requests that arise.	
Closing Prayer	Krista Loew	