

Bishop Diego High School
Minutes of the Parent Advisory Board (PAB)
Monday, January 8, 2018
5:30p.m. – Room 201

Meeting was called to order at 5:33p.m. by Teri Salcedo

Attendees: Tracy Johnson (TJ), Teri Salcedo (TS), Max Coleman (MC), Jill Escamilla (JE), Armando Rivera (AR), Stef Carty, Lynette Naour, Christine Ray, Lisa Streett, Connie Heller (CH)
Faculty and Staff: Dr. Cristy McNay, Kathy Tuiasosopo(KT)

Opening prayer given by TS.

Roll call: Sign in sheet was passed around by PAB secretary TJ.

Approval of 12/4/17 minutes- motion was made to approve by MC, seconded by JE

Treasurer's Report (JM)- Cardinal event numbers have yet to be transferred as we are waiting on \$10,000 of unpaid tickets. Full report will be given next month.

Standing Committee Report

a. Auction (Susan Pate, Claudia Pakes, Maureen Wooten)

*Dr. McNay reported on behalf of the committee. There will be more help needed as we get closer to the auction date, though the committee is still looking for help with the live auction as well as procuring corporate sponsorships. TJ was asked to send the sign up genius to Dr. McNay so that she can review what else is needed. Letters asking for \$100 minimum donations for the auction were sent this week and triplicate forms for the donations are located in the front office.

b. Hospitality (Max Coleman)

*There is an upcoming staff/faculty birthday celebration on Friday, January 26 for the December/January birthdays.

*The Coffee in the Quad may be revisited when another event is taking place, such as a guest speaker. Dr. McNay shared that the primary goals for the Coffee in the Quad are to build community as well as to offer face time with the Head of School, faculty and staff. There was also discussion about having the meetings on a quarterly basis as attendance has been lower than expected.

*MC prepared a sign up genius for the Fall Sports Banquet that was cancelled due to the Thomas Fire and will update the genius to reflect the rescheduled date of Sunday, January 28th.

b. Student/Parent Awareness Education (Cynthia Garcia, Teresa Borgatello)

*Dr. McNay reported that there will be 2 sessions with Rabbi Arthur Gross-Schaefer regarding "The Good, the Bad and the Ugly-Issues Around Race and Religion," on January 26th. There will be a morning session for parents at 8:30am and one at 2:20pm for the students. There will be an invitation with an RSVP requested going out soon. There will also be a planning meeting this month to replace the one cancelled last month due to the Thomas Fire.

c. Communication (Armando Rivera)

*AR has reached out to a representative at Parent Square and she is willing to come and show the product to the communications team by February. JE has offered to meet with the team and show them how it has worked for her in the other school she is connected to. That meeting will take place first and will be followed by a Parent Square presentation if the product is deemed a good fit.

d. Service Hours (Christine Gutierrez)

*Christine has a box in the teacher's lounge for placing parent service hour forms. No news yet on whether PCR or the SeeingSpot app (mentioned last month by Kathryn Roberts) will have solutions for easier reporting of service hours.

e. New Cardinal Family (Dawn Maho)

*Dawn not present, nothing to report.

f. International Host Family (Dominique Hackett, Erica Salda)

*Dominique and Erica not present, nothing to report.

Class Representative Report

a. Freshmen

. *nothing to report

b. Sophomore

*nothing to report

c. Junior

*KT mentioned that the juniors are looking at ideas and possibilities for Prom. Senior parents informed us that we will need to form a committee for after prom events. CH mentioned that there is a booklet of forms on costs and ideas that was given to Patty Salcedo at the beginning of the school year.

d. Senior

*Dr. McNay reached out to the senior parent reps to see about creating a "Senior Experience" on a monthly basis. The first one to be held on January 24th, just after the Senior retreat to entice the students to come back to school that Friday as we have missed so much instruction time due to the Thomas Fire. Ideas included creating a "sanctuary" in the library with beanbags, movies and assorted breakfast and snack items available throughout the day. A welcome back pancake breakfast was also mentioned. KT mentioned that a foodtruck was scheduled to come just before the retreat.

e. ASB Representative

*KT and the ASB are planning a winter dance likely in February with a semi-formal, "snowball" theme to take place in the small gym. The blood drive far exceeded their expectations with support and donations and they are also working on events for Valentine's Day and the Superbowl.

New Business/Announcements/matters on standby

a. Las Posadas

*This event was cancelled due to the Thomas Fire, but piñatas were purchased, are being saved for next year and are currently located in the storage room above the library.

Meeting adjourned at 6:05pm

Minutes prepared by PAB Secretary Tracy Johnson

Head of School Update by KRegan (presented by Dr. Cristy McNay)

Admissions Office

Current Enrollment:

9th – 78
10th – 60
11th – 60
12th – 68
TOTAL: 266

2018/19

Applications

9th – 46
10th – 1
11th – 0
12th – 1

Inquiries

9th – 31
10th – 3
11th – 0
12th – 0

Anyone who has applied has signed up for the Entrance Placement Test. 19 applicants took the exam on Saturday, January 6. The next test date of Saturday, January 20 will be heavily impacted as inquiries convert to applications. We expect to more than double the number of test takers on that date. A third test may be needed as applications remain open until January 31.

3 Int'l inquires so far (not from Asia)-Germany, France and Mexico

SHADOW VISIT DAYS

OLMC: Tues. Oct. 24- 24 8th graders

Crane: Fri. Nov. 3- unknown # of 8th graders

St. Raphael: Tues. Nov. 7- 15 8th graders

Notre Dame: Tues. Nov. 28- 18 8th graders

Marymount: Fri. Dec. 1st- 42 8th graders

Open Shadow Days: Tuesdays and Fridays

Current family reenrollment to begin January 31st. (noted that payment arrangements can be made for \$1000 re-enrollment, but need to know what enrollment will be to begin the hiring of needed teachers.)

Advancement Office

194,000 as of today. Consists of 158 gifts; 23 families have participated (Less than 10% of the school as we have 246 families)

Fund for Bishop Diego – Donor Match \$30k (new fams no donation 270 cards) anonymous, two donors, over \$250 min. ; BOT goal of \$100k, have a \$40k kick off.

Cardinal event: Still \$10k outstanding from parent ticket sales.

Auction (3 co –chairs selected, will be on campus, March 10)

-Silent auction solicitation letters went out to businesses and families; items are due February 1st. All families required to submit an item/cash valued at \$100 or more as part of tuition agreement.

-Save the date card going out this week

-Excited to use BidPal this year and move to electronic bidding

-Biggest need for volunteers is Corporate sponsors and Live

Golf Tournament (Robert Forouzandeh stepped up to Co-chair with Jim Stovesand); Save the Date card going out soon

Technology

Working on transition to “the cloud,” for 2018-19. Laptops for all teachers, move teacher computers to work stations in library and library lab.

Curriculum

Dr. Bob Darnell coming to BDHS again on January 25th for last of his visits with the faculty/staff

Plant/Safety

Juan has secured bids for re-doing parking lot, safety issue
Signage at Back parking lot – Juan working with Lash to get foundation poured

Faculty/Staff

Formal observations ongoing; all new teachers to Bishop 4 per year, returning 2 per year.
HOS to be part of all new teacher pre and post observation meetings.

School Calendar:

Monday, 1/15-No School

Wednesday, 1/17-Last day to request schedule changes

Saturday, 1/20-Placement Entrance Exam 9am

Tuesday, 1/23-Shadow Day

Wednesday, 1/24-CSF/NHS Deadline

Friday, 1/26-Shadow Day, Afternoon Assembly

1/28-2/2-Catholic Schools Week

Monday, 1/29-Day of Service

Tuesday, 1/30-Last Day to Request Schedule Changes

Wednesday, 1/31-Friends of Bishop Reception, Priority Admission Deadline

Friday, 2/2-ASB Superbowl Party

Monday, 2/5-**PAB meeting 5:30pm**, Cardinal Club meeting 6:45pm

Tuesday, 2/6-Shadow Day

Friday, 2/9-Senior Mother-Daughter Luncheon

Saturday 2/10-ACT Exam

Tuesday, 2/13-Mardi Gras

Friday, 2/16-No School

Monday, 2/19-No School

