

Bishop Diego High School
Minutes of the Parent Advisory Board (PAB)
Monday, November 6, 2017
5:30p.m. – Library

Meeting was called to order at 5:35p.m. by Teri Salcedo

Attendees: Ronda Johnson, Tracy Johnson (TJ), Teri Salcedo (TS), Max Coleman, Lynette Naour, Armando Rivera (AR), Cynthia Garcia (CG), Steffanie Carty, Gina Marchand, Susan Pate, Maureen Wooten, Claudia Pakes, Jeannine Mesipam (JM), Rita Bailey (RB), Arlene Ramirez, Regina Tanguma, Lea Rodriguez (LR), Lisa Streett, Jamie Gordon

Faculty and Staff: Karen Regan (KR), Jennifer Winnewisser (JW)

Opening prayer given by TS.

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

Approval of 10/2/17 minutes- motion was made to approve by TS, seconded by JM

Las Posadas Event-

*Jennifer Winnewisser joined us and spoke about the needs that the PAB can help fulfill for this event. This is the 5th year Bishop Diego has planned a Las Posadas event. It is a tradition in the Mexican culture that commemorates the journey of Mary and Joseph to Bethlehem and will take place the morning of December 12th, 2017. The preparation begins on the weekend before, with volunteers assembling 800 tamales. On the day of the event, volunteers will decorate classroom doors and set up the nativity scene as well as set up tables and chairs in the Quad for an authentic celebratory Las Posadas lunch. From 10-11am a procession with mariachis, a live donkey and senior classmen dressed up as the nativity characters will proceed around the school, stopping to sing at each decorated door around the school. From 11am-12:30pm (11:30am fiesta) the students and guests will enjoy authentic Mexican foods, piñatas and churros. If you have any questions about the event, please contact Jennifer Winnewisser at jwinnewisser@BISHOPDIEGO.org There are many volunteer opportunities associated with this event and is a wonderful way to celebrate the holiday season with our students.

Sign up Geniuses-

*TJ requested that for any class reps or committee chairs setting up Sign Up Geniuses, that they be sure to put who to contact if someone needs to excuse themselves from their commitments at the last minute due to illness, etc.

Active Shooter Drill

* An active shooter drill is planned for November 13th and parents that don't deem the drill appropriate can excuse their child from the event. LR asked questions regarding how to talk to our students about what they've learned to help "back up" the experience. KR is planning on sending out a link to the video that the students are shown as part of the drill to the parents as well, so that parents know how to talk to their children about the experience.

Standing Committee Report

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

*The Auction Committee has created the theme “Celebrate Us Home” and it promises to be a glamorous event. The date has been set for March 10, 2018 and will be at BDHS. Cocktails and hors d’oeuvres will be served before moving on to the older gym where dinner will be served and where student work will be showcased. They are looking to fill subcommittee positions in the following areas: Invitations; Logistics of food/beverage, rentals, music, lighting and AV; Silent Auction; Décor; Live auction; Corporate Sponsorships; Set-Up; and Clean-Up (Double parent service hours for those on this committee). For more information about how to help make this a successful event, please contact Claudia Corado Pakes (805) 705-8911, Maureen Wooten (228) 313-6800 or Susan Pate (805) 895-9385.

b. Hospitality (Max Coleman)

*The next Coffee in the Quad event is scheduled for Wednesday, November 15th. The last event wasn’t as well attended as the previous one and after this event, the committee will look at the possibility of moving all further Coffee in the Quad’s to Fridays. The request was also made to have Traci Callow make reminder calls 2 days in advance to those who have signed up to volunteer or bring items as there was some confusion at the last event.

*The sign up genius has been posted for the next bi-monthly Staff Birthday Celebration Event and it is scheduled for November 30th, 2017.

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

*CG thanked Michelle Kelly for bringing their next event to BDHS. The title of the event is “Miles to Go” as is about drug use and awareness in teens. The parent meeting will take place from 8-9:30am on campus and the students will see the presentation in an assembly at 2pm. The committee has created a student feedback form consisting of 5 questions to be given to the students about the assembly. They have also created a list of open sources that is available on the BDHS website under the committee tab based up on the high interest topics that we identified by the parent survey. It includes information about FAFSA applications, scholarships, responsible internet use, internships, etc. This list will continue to be updated throughout the year. There will be a planning meeting in December to create parent and student educational opportunities each month from January-April.

c. Communication (Armando Rivera)

*AR has spoken to the ParentSquare rep and is in the process of helping to determine if the product is a good fit for our school. The cost is \$1200/year. KR has asked him to find out what high schools are currently using it and what features they find useful. The rep is willing to come and do a presentation and we are considering piloting the product in the spring.

d. Service Hours (Christine Gutierrez)

*Christine not present, but request was made to fill out parent service hours form at the end of each month and turn in to Traci Callow at the front office. The yellow half sheet form can be found in the front office, as well as on the website and through PCR. The ultimate goal is for all hours to be able to be recorded electronically, but we are not there yet.

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

*The Freshman retreat has been rescheduled to take place at St. Raphael's Parish Hall on Tuesday, November 14, 2017. RB mentioned that they are working to get a signup genius online.

b. Sophomore

*nothing to report

c. Junior

*A big thank you went out the junior class parents who helped make the Cardinal Event Auction a success. The auction raised over \$10,000 for prom and it was decided that the auction will take place at next year's event as well.

d. Senior

*nothing to report

e. ASB Representative

*Kathy Tuiasosopo not present, nothing to report

Meeting adjourned at 6:35pm

Minutes prepared by PAB Secretary Tracy Johnson

Head of School Update by KR

Admissions Office

Current Enrollment:

9th – 78

10th – 59

11th – 60

12th – 68

TOTAL: 265

One new 10th grade student enrolling (Huber/audit for the year/international tuition) in December 1st

2018/19

9th grade – 30 formal inquiries and five applications received through PCR;

SHADOW VISIT DAYS

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

Crane: Fri. Nov. 3- 1 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: 12 have attended; 10th and 14th are big ones coming up

Admissions Events:

Cardinal in Training – home football games

Admissions Information Night – October 25 – 60 families

MS Movie Night – October 25 – 45 kids

OLMCS Tech Elective Visit to BDTV – October 25; 27 kids came and put on BDTV with our students, livestreamed at OLMCS

Chemistry Night - November 9th – 20 RSVPs as of today

Open House – December 3

In the works:

New admissions materials –Viewbook; photographer returned all photos and working on content now

Admissions print ads (SB Independent November Education Issue, November 9th, Montecito Journal Thanksgiving Week)

Working with partner schools – regular communication in their weekly newsletters

Parish updates

Updating website

Retention Team

Open House planning team

Advancement Office

Fund for Bishop Diego – attended annual giving workshop at CLU with Cristy; best to drop the appeal the week before Thanksgiving. *Secured donor match of \$50k for all new donations from families over \$250 to Annual Giving.

In the works:

Marketing/Apparel options for branding and imaging (Proforma)

Golf Tournament (Robert Forouzandeh stepped up to Co-chair with Jim Stovesand)

Tennis court fence coverings – Early bird winner donated \$ back to Girls Tennis

Cardinal decals

Christmas Card (contest for students)

Signage at Back parking lot – structural engineer submitted plans to us today, bringing to city and need to pull the permit (all blue prints donated \$3k)

Technology

Hard wiring for 300 wing is a priority and will get that done in the next 2 weeks. Juan pulling wires, Paul Craig roofer donating time/materials to patch the four holes that will need to be made in the roof.

Additional internet wiring in main gym and new projector installed (work done in house); will allow for Performing Arts Collaborative to show their films.

Currently assessing infrastructure that is lacking in order to move forward with current technology, getting terminals back up and running in library – server died

Curriculum

CAIS/WASC/WCEA mid-term visit will be 12/4.

Assessing class size and impact on staffing; will need 2 new F/T teachers in Math and Theology for next year.

Dr. Bob Darnell coming back this Thursday to work with our teachers

Formal observations to begin this month; 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.

Plant/Safety

Active Shooter Drill on 11/13, see email that went out today

School Calendar:

Tuesday, 11/14- Shadow Day for prospective students, Freshman retreat 8:20am-3pm @ St. Raphael's Parish Hall

Wednesday, 11/15-Coffee in the Quad 7:30am

Saturday, 11/18-St. Vincent's Tea

Sunday, 11/19 through Tuesday 11/21- Urban Plunge

Monday, 11/20 through Friday, 11/24-NO SCHOOL (Thanksgiving Break)

Tuesday, 11/28- Shadow Day for Notre Dame School

Wednesday, 11/29-Current Freshman parent night

Thursday, 11/30-Empty Bowls

Friday, 12/1- Shadow Day for Marymount School

Saturday, 12/2-All School Blood Drive, SAT exam

Sunday, 12/3-Open House, Mock ACT exam

PAB meeting Monday, December 4, 2017 at 5:30pm in the BDHS library
Cardinal Club meeting 6:45pm

Tuesday, 12/5- Shadow Day for prospective students

Friday, 12/8-ASB Christmas Caroling, Mass and Advent Wreath Ceremony (mass dress)

Saturday, 12/9-ACT exam, Tamale making for Las Posadas

Sunday, 12/10-Fall Sports Banquet

Monday, 12/11-ASB Christmas Fair

Tuesday, 12/12-Las Posadas

Wednesday, 12/13- Finals periods 1,2,3

Thursday, 12/14-Finals periods 4,5; Middle School Wrap Party

Friday, 12/15-Finals period 6,7; End of 2nd quarter

Saturday, 12/16-Project Santa 9am