

Bishop Diego High School
Minutes of the Parent Advisory Board (PAB)
Monday, October 2, 2017
5:30p.m. – Library

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

Attendees: Ronda Johnson, Tracy Johnson, Teri Salcedo (TS), Max Coleman(MC), Dawn Maho (DM), Lynette Naour, Armando Rivera (AR), Jill Escamilla (JE), Patty Salcedo (PS), Cynthia Garcia (CG), Steffanie Carty, Gina Marchand, Kathryn Roberts, Theresa Coronado, Gia Motti, Michelle Kelly, Monica Sanchez, Lisa Streett(LS), Rachel Forte-Tuttle, Arlene Ramirez, Theresa Borgatello (TB)

Faculty and Staff: Karen Regan (KR), Kathy Tuiasosopo (KT)

Opening prayer given by Jill Escamilla.

Roll call: Sign in sheet was passed around by PAB president PS.

Approval of 9/5/17 minutes- motion was made to approve by JE, seconded by MC

Standing Committee Report

a. Auction (Susan Pate, Claudia Pakes)

*The Auction Committee has met with Dr. McNay and Karen Regan and they are working on creating subcommittees for the auction. The date has been set for March 10, 2018 and will be at BDHS.

b. Hospitality (Max Coleman)

*The staff birthday celebration was a big success and appreciated greatly by the staff. The committee will continue to celebrate birthdays on a bi-monthly basis and plan to provide enough “treats” for the whole staff using Sign up Genius to facilitate these events.

*The next date for Coffee in the Quad is set for Thursday, October 19th and PS will bring larger carafes to help facilitate the coffee serving.

*The Cardinal Club has requested that the committee provide desserts for the Fall Sports Banquet on Dec. 10, 2017 and will let us know what they’d like as we approach the date.

*Las Posadas is an all school event on Dec. 12, 2017 during finals week and the committee will meet with Jennifer Winnewisser to find out how to support the event with food and drinks.

*The PAB/CC Luncheon in May will also be supported by this committee.

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

*CG brought the results of the Parent Interest Survey and the committee is planning on meeting this week on Thursday, October 5 from 8:30-9:30am. They are hoping to be able to utilize streaming capabilities on BDTV to broadcast any educational seminars they put on so that they can reach a wider audience.

*TB is looking into bringing a speaker to town whose 20-year old daughter died last year of a heroin overdose. Her hope is to get the speaker in front of the majority of Santa Barbara’s high school students and to also offer a seminar for parents possibly at a large venue such as the Arlington theatre.

d. Communication (Armando Rivera)

*AR is meeting with the committee soon to discuss whether or not the word got out about events that have already occurred, such as Back to School Night and Coffee in the Quad. It was mentioned by those in attendance that the sandwich board used out in front of the school has been an effective way of reminding parents of events. AR asked why the announcements aren't rolling across the exit sign and it was mentioned by KR that there is some concern that those announcements would create a distraction while elementary and middle school students are walking to and from school during drop off and pick up times. As the PAB we are attempting to document all events this year so that we have a comprehensive understanding of what is needed for each event and how best to communicate that to new families.

*LS offered to connect with Dan Peeters to have someone fill in the necessary information for sports events on the website.

*AR was asked to explore ParentSquare options with our contact and to reach out to parents who have used this platform with other schools to help decide what features we may need to make a launch successful. The hope is to pilot ParentSquare in the spring of 2018.

e. 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.

*Any reimbursement requests for "After Prom", teacher appreciation event, or large expenditures for class retreats need to be in no later than one week past the event. All other expenses are considered "donations" by parents and go toward the 25-hour parent service commitment.

*The service hour requirement as well as the procedure to log those hours needs to be updated in the Parent Handbook and made known to the new families at Bishop. It was requested that those updates be sent to all families to make them aware of the changes.

f. New Cardinal Family (Dawn Maho)

*DM attended the Parent Ambassador Meeting to get an idea of what more needs to be communicated to the new families that start at BDHS. She is creating a list as the year progresses about what new families need to know to successfully participate in all activities that BDHS has to offer. The idea was posed about the possibility of having existing families helping ease the transition for new families beginning in the spring before enrollment and being available for guidance and questions. If you have any ideas or comments about how we can make the new family transition easier and more comprehensive, please email DM at dawnmaho@gmail.com with your input.

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

*Committee is not yet up and running but it was mentioned that the current GP Homestays rep is great and getting the international students to partake in some great adventures together. KR mentioned that many of these students come to Bishop to graduate from an American school so that they have better chances enrolling in an American college post-graduation.

*Ultimately this committee is asked to focus on international student integration with other BDHS students. It has been requested of the international students to only speak English while at school to help with this goal.

Class Representative Report

a. Freshmen

*The new parent social event was a success, but with fewer in attendance than had RSVP'd. PS let the freshmen parent representatives know that it is possible to create other events outside of BDHS to help the class parents to get to know each other better.

b. Sophomore

*It was a very busy month for the sophomore class as they are responsible for Homecoming festivities, the Homecoming Dance, as well as their retreat, and it was requested that perhaps not so many responsibilities fall on one class in such a short period of time. Homecoming and Spirit Week were enjoyed by all and the Homecoming Dance was a great fun according to the students. It was suggested by KR that we schedule 12 (double what is usually scheduled) sophomore students to sell 50/50 raffle tickets during our Homecoming game so as to reach many more people. It has been a challenge finding students to sell tickets this year so prizes were awarded to those who had the best sales pitch, sold the most number of tickets, as well as to the seller with the most "spirit".

*The sophomore retreat happened this past month and was a success as well.

c. Junior

*The Junior retreat is scheduled for this month on 10/12-10/13.

*KT is sending out an email this week to the Junior class representatives to get together to talk about what is needed for the Cardinal Club Event silent auction baskets and sales.

d. Senior

PS requested a copy of the calendar for important senior dates and senior treats. TS and JE are working on it currently.

e. ASB Representative

KT was very pleased with the Homecoming Dance and mentioned that we had about 230 students in attendance. She is working on fine-tuning the Spirit Week schedule for next year to allow for more time for the students to work on their skits/lip syncs as well as have time for the contests that occur during the week. There is a concern about the large amount of waste that is created after Spirit Week is over and there was conversation about reusing some of the class decorations for the Homecoming Dance in the future. It was also requested that we take a look at the possibility of not having each class "break down" their decorations as they all have separate lawns to decorate and that they be left up all week to enjoy. If you have any comments/suggestions for Spirit Weeks in the future, email Kathy Tuiasosopo at ktuiasosopo@bishopdiego.org for your input.

Cardinal Event Planning

The Cardinal Event is scheduled for November 4th and Tom Johnson, president of the Cardinal Club began purchasing prizes this week for the event. Sales are going quite well, but the word needs to get out about the early bird deadline being October 11th, with the drawing for the \$500 prize on October 13th on BDTV live. KR requested that the parent representatives from each class email and possibly call the families in their class to remind them of the early bird deadline as well as their commitment to sell 2 tickets per family. Tom Johnson described the event as the school's athletic fundraiser that supports the sport's department throughout the year. This year's event will feature a tri-tip dinner, drinks, silent auction, raffles, a live band and dancing, and a 15-minute student life video. The dress is sports gear (casual) and you are encouraged to wear your student's sports jerseys if appropriate.

Head of School Update by KR

Admissions Office

Current Enrollment:

9th – 78
10th – 59
11th – 60
12th – 68
TOTAL: 265

We lost two 9th grade students this month.
One new 9th grade student enrolling in October/November.
One 9th grade student completing the admissions process for entry in January.

2018/19

9th grade - **9 inquiries 2 applications 10/2**

Admissions Events:

Cardinal in Training – home football games
Shadow Visit Days – beginning October 7 (on Tuesdays and Fridays) Looking at structuring the larger visits with our partner schools so that everyone will have seats in classrooms. Ambassadors may have 2 students instead of only one.
Admissions Information Night – October 25
Middle School Movie Night – October 25
Open House – December 3 (convention style 11am -1pm with tables for alumni, class subjects, Cardinal Club, etc.)

In the works:

New admissions materials (Viewbook)
Admissions print ads
Working with partner schools
Updating website
Retention Team made up of teachers/ASB
Open House planning

Advancement Office

In the works:

Communications form (working on a uniform “brand”)
Cardinal event planning (tickets for all BOT members)
Auction (3 co –chairs)
Golf Tournament (need Chair)
Tennis court fence coverings (can we add advertisements to mesh?)
Cardinal decals (making this a contest for students to create the best “new” decal)
Signage at Back parking lot (working on permit)

Outreach August/September:

Annual Fund Kick off: Parent Participation Goal 100%, identified new families with significant capacity.
Will follow up with call after letter goes out Oct-Thanksgiving ideal timing.

Curriculum

CAIS Mid Term Progress Report submitted last Friday, waiting to hear about visit

Dr. Bobb Darnell, attended Thursday, observed in classrooms, led Faculty/Staff in Professional Development from 1:30-4:00pm.

Bishop Plus Extended Learning Periods

-20-minute observations of faculty from 8.24.17 through 9.14.17

20 faculty members across all departments except Art. Some teachers were observed multiple times -chunking” activities so that extended learning periods are not too lecture heavy. The activities observed include:

Guided practice, creating individual and group projects, inquiry-based learning, group and individual writing, guided reading, note-taking, watching a video production, locating places on a map, mapping trends, class discussion, think-pair-share, team competitions for review, role-playing, testing mobile technology equipment, rotating group work, direct instruction, oral presentations, and individual practice

21st Century Skills

Given our 2015-2020 Vision for Academics, written with CAIS major recommendations in mind, fostering the following 21st Century skills is a priority: *Creativity, Communication, Collaboration, Critical Thinking (Interpretation, Analysis, Inference, Evaluation, Explanation, Self-Regulation)*. The Bishop Plus schedule was created, in part, to include extended learning periods to allow time to more frequently address these skills in lesson planning.

Limited data shows a very even distribution of the 4Cs across classrooms so far.

Plant

Sign Approved through building department

5000 gallon Tank donated by Progressive, replaced motor and pump inside well \$5400 (was producing 8 gallons/minute, normal is 60+ gallons/minute)

Roof patches were completed last Saturday

Additional lighting installed on campus made significant difference at BTS Night

Faculty/Staff

2 new substitute teachers on our list...yay!

School Calendar:

Friday, 10/6-Feast of St. Francis/Blessing of the Animals 8:20-8:50am

Saturday, 10/7-SAT exam

Monday, 10/9-Faculty/Staff In-service (No School)

Wednesday, 10/11-Freshmen Academic, College and Career Planning Day
Grades 10 &11 PSAT exam
Senior Beach Day

Thursday, 10/12-Junior retreat
Senior cap and gown presentation

Friday, 10/13-Junior retreat
End of 1st quarter

Tuesday, 10/17-Grad cap and gown orders taken
Shadow Day for prospective students

Wednesday, 10/18-FAFSA workshop 5-7pm in room 402

Thursday, 10/19-Coffee in the Quad 7:30am

Friday, 10/20- Shadow Day for prospective students

Tuesday, 10/24- Shadow Day for prospective students (Mt. Carmel)

Wednesday, 10/25-Admissions-Prospective Parent Information Night and Movie Night for middle schoolers.

Friday, 10/27- Shadow Day for prospective students

Wednesday, 11/1-Mass schedule, mass dress, 12pm Junior Ring mass

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

Friday, 11/3- Shadow Day for prospective students (Crane School)

Saturday, 11/4-SAT exam
Cardinal Event 5pm

Tuesday, 11/7- Shadow Day for prospective students (St. Raphael School)

Thursday, 11/9-CSU application workshop for seniors 11:40am

Friday, 11/10- Shadow Day for prospective students

Tuesday, 11/14- Shadow Day for prospective students

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

Friday, 11/17-Freshman retreat @ Serra Hall 8:20am

Meeting adjourned at 6:51pm

Minutes prepared by PAB Secretary Tracy Johnson