



## 11/13 PAG Meeting Minutes

### **I. Student Council Report (Student Representative)**

St. Simon eighth grade students, Carloyn McGuire and Raymond Meijure, gave an outstanding update on the following;

- Christmas Spirit Days Coming! 3 Friday's leading up to Christmas. Some of the ideas include a pajama day, red and green day, Ipod raffle, etc.
- Halloween Spirit Day Summary: Great day for the students! Costume and Door Decorating contests all went very well.

### **II. Presentation WASC Re-Accreditation - Preparation for 2008 – 2009 (Mr. Clossick)**

- We're in initial stages of getting organized. Developing the "SELF STUDY" program that will be the basis of the St. Simon School WASC accreditation.
- WCEA – Western Catholic Educational Association is affiliated with the WASC.

#### **A. Benefits:**

- Affirms effective practices and school strengths
- Builds confidence and pride in school strengths
- Creates need areas of focus
- Develops a self improvement plan

#### **B. Documents School Prepares:**

- Mission Statement and Philosophy
- School wide learning expectations
- Community assessments
- Evidence of student's work that supports student achievement
- Accountability Plan for monitoring the accomplishment of the school improvement plan.

#### **C. Categories of WASC Criteria**

- Organization for Student Learning; School Philosophy and Mission, Governance, School leadership, Staff, School environment, reporting student progress, school improvement process. Each faculty member will take one of these seven topics to manage.



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- Curriculum and Instruction: What do students learn, how do students learn, what does the student's work look like?
- Student Personal, Spiritual and academic growth; Student Connectedness, Parent/Community involvement.
- Resource Management and Development: Resources and Resource Planning. Mr. Clossick will take this one.

### D. Why is Accreditation Important:

- Validation of School capability and defining innovative path for the future
- E. Next Step is the One Day Pre visit (could happen as early as May '08 or Sept – Nov '08). The pre-visit will take place 4-6 weeks before the WASC visit:
- The WASC Chair and visiting team members visit to meet with Principal. They get the self study, and meet the faculty and staff, and receive tour of the school. St. Simon receives the team responsibilities, and specific categories and chapters are assigned.

### F. The Three Day visit:

- The visiting team comes to validate the Self Study, view the evidence gathered for each category, review the school improvement plan, design recommendations for needed areas of focus, and they'll visit the classes (without interrupting) and observe.
- Mission: Develop an accurate picture of the status quo, reaffirm school's strengths, and most of all, **VERIFY THE SCHOOL'S SELF STUDY REPORT.**
- **THIS IS NOT AN ASSESSMENT OR RATING VS. OTHER SCHOOLS**

### G. Accreditation Ratings:

Six possible Accreditations: 6 years, 6 years with Review, 3 years, 2 years, 1 year and non-accreditation.

- **H. What can parents do to help?** Gather Data, gather other information pertinent to WASC, serve on various committees, complete surveys, work with staff to complete samples for the WASC team, provide feedback to the WASC team, and help with scheduling and logistics of WASC team. Parents will need to start helping this spring.



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### III. State of the School (Mr. Clossick)

- High School information night in October
- 6<sup>th</sup> grade science camp
- Fire drill with Los Altos Fire Department
- Red ribbon week went well
- 42 parents at Kindergarten readiness night compared to 25 last year!!
- Halloween was a huge success and the students really enjoyed dressing up for school!

#### November events:

- All Saints day – 1<sup>st</sup> Grade Procession
- Book Fair
- Parent Teacher Conferences took place
- First Reconciliation
- Kindergarten Thanksgiving Feasts
- Thanksgiving Prayer Service
- Student council sponsored Food Drive
- Open House held on 11/29 (to coincide with Father Murray Tournament).

#### Mr. Clossicks Thoughts:

- Website: Taking more time to work on this because it's such a profound decision. Web needs to work for community, parents, and parish.
- Extended Day Kindergarten will happen next year. School day will go to 7:55-1:45pm. Followed by extended day care.
- Lunch/Recess: Many new and great ideas are being submitted daily. Mr. Clossick is going to make a decision on the "rules" sometime in January.
- Kid Chow: Survey going out in January on Kid Chow. Kid Chow is going to provide hot lunch soon. Stay tuned.
- AD/PE: Tina Lipscomb now our K-3<sup>rd</sup> physical education replacing Patti Milson. No decision or time-line established for Athletic Director position yet. Steve and administration will be assessing requirements before actively trying to hire this position.
- Survey on parent volunteering going very well – Valuable feedback
- Decision Making Process: Steve wants people to know that all decisions he makes are based on the best possible solution for the student body as a whole.
- Steve Clossick says THANK YOU!! First quarter is complete, and Steve appreciates all of the support.
- Summer school at St. Simon is being studied.
- Paige Thomas is coming on board as a Special Needs specialist for Kindergarten and First grade.



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- Santa Claus Calls – coming soon and don't tell the kids!! geared for K-3<sup>rd</sup> graders. Idea is to have volunteers, men or women, make calls to the students representing Santa (elves, etc.) and go over the Christmas list with the kids.

### IV. Sub-Committee / Officer Summary, Progress and /or Action Item Reports

#### 1. Education :

- A. Extracurricular Programs Benchmarking (L. Coe) Liza is collecting a lot of valuable information from parents and the surrounding schools. Targeting January or February for a community wide survey on Extracurricular activities.
- B. Middle Math Program Benchmarking / Assessment (M. Boennighausen) Feedback received from 5 area schools. Targeting March for roll out of findings and action plan for St. Simon School implementation.
- C. Science Lab Refresh Project Update (S. DeCarlo)
- D. Learning Assistance Program Benchmarking (S. Noriega) Susan visited with the Los Altos Christian School Principal to look at their "Learning Assistance Program". She received lots of ideas for teacher training and parent education. Mr. Clossick knows that lots of students are getting tutored and wants to know why this is happening (is it because we're behind, we want our kids to get ahead, is there some place where they're falling short)

\*\*Sue I need help here as I think I missed some important points !!

#### 2. Communications and Public Relations (J. Cassin)

- First "PAG Press" newsletter was published on October 30<sup>th</sup>, thanks to the wonderful efforts of Sue Noriega and others.

#### 3. Technology (J. Cassin)

A) School Web Design: Due diligence phase took place in the last 30 days. Several companies have been evaluated with a variety of capabilities. Jessica Parsons, who is leading the Web Vendor selection process for the administration, is putting together an information packet for the sub-committee to review, hopefully later this week. With this information in hand, we will be able to put together a negotiation strategy and start the process for making the final selection. The front runner is the same company that Castilleja and Pinewood are using. They have state of the art capability, but it also comes at a higher price.

B) School IT Infrastructure and Technology: Since the first priority for Technology is to get the School Web site up and running, the School IT Infrastructure and Technology Committee is naturally slow to get up an running. Over the past 30 days, we have added



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5 additional Technology Committee members to the Technology team; Jim Sturtevant, Nigel Marrion, Andrew Lue, Phil Roemer, and Dave Attard. All bring a wealth of IT and Technology experience!

We will target our first meeting for the 1<sup>st</sup> or 2<sup>nd</sup> week of December, after we've had time to get organized on how we'll proceed with the Parish 5 year plan, etc.

### **4. Admissions & Development (T. Kristensen)**

- New Admissions Booklet published – Really Cool!
- Kindergarten Open House was huge success with over 40 people attending
- 2-3 family visits every week occurring now.
- Lots of momentum heading into the November 29 Open House for prospective new families.
- Much excitement for the January open house at St. Simon which is open to the entire Parish School
- Big focus daily on the automation of admissions.

### **5. Health & Safety (P. McGuire and S. Anderson)**

- Traffic Dismissal going great. The volunteer situation much improved and we're in better shape than we were last year!! But, we're always in need of volunteers. Teachers have been working with parents for volunteering and that seems to be helping.

### **6. Volunteer Support (S. Prout)**

- Science Fair volunteers are needed. Event is on February 12<sup>th</sup>. We're looking for science judging, student mentorship, setup and clean up. Contact Sally Prout.
- Yard duty participation is going much better!! Thanks for everyone's support!! and keep it up, we will always need help.

### **8. General PAG update;**

- Susan publishing new PAG meeting schedule soon
- PAG will be publishing on-line request tool to get your input, ideas, subjects for topic

### **V. Liaison Updates: PLG and Facilities**

Next Meeting – December 11th (7:00 pm); Simon Room