

HOLY ANGELS PARENT ADVISORY COUNCIL (HAPAC)

Minutes

Monday, December 8, 2008

Science Building

Present: Sr. Leonarda Montealto, O.P., Principal; *Officers:* Gina Morabe, Chairman (4), Queenie Vitug, Vice-Chairman (4), Catherine Fuerte, Secretary (1) *Representatives:* Cristina Lintoco (K), Audrey Balingit (K), Chona Menchavez (1), Glenn de Dios (2), Luther Mercado (4), Angela Rodriguez (4), Sam and Cathy Yapching (5), Lorelyn Clemente (5), Rosalie Encenzo (6), Rosanna Martin (7), J. Carlito Panganiban (7), Rizalino Ricasa (7), Kim Cordano (8), Val Mandapat (8)

Absent: Jesus and Ila Bansil (K), Elwin and Maritess Cajuguiran (2), Sandy and Marco Gomez (2), Ric and Marilyn Cepriano (3), Joselito and Rida Cruz (3) Helena Huerta (3), Romeo and Mary Ann Natan (5), Ed and Grace Abad, Assistant Secretary (6), Roberto and Virginia Rivera (6)

Sister Leonarda led the opening prayer.

Chairman Gina Morabe called the meeting to order at 7:05 PM.

The group approved the November 10, 2008 minutes through the motion of Val and seconded by Lorie.

OLD BUSINESS

Hot Lunch

Lorie brought samples of possible hot lunch menu items from Chelog's for HAPAC to try. The food items HAPAC was able to sample included tocino, tapa, pancit, chicken sisig and lumpia. Lorie said Chelog's is offering \$3.00 for the hot lunch. Chelog's can do tocino and tapa with or without egg. Lorie also said that rice may be steamed or garlic rice. Other items in the menu include fried rice with meat and chicken drumstick with cup of rice. Lorie said Chelog's will deliver the lunch and prefers to supply hot lunch on Tuesdays and Wednesdays.

WCEA/WASC Report

Sister Leonarda explained how the report was completed. She said the WASC team includes Mrs. O'Hara (the chairperson), Mr. Calma, Mrs. Lee, Mrs. Corral and Mr. Calma. Sister Leonarda said she is the catalyst of the process. The faculty and staff were divided into groups. Each group worked on a section of the report. The report then was submitted to our WASC accreditation team chairperson. The preliminary visit will be in January 13, 2009. The actual visit will be in March 3,4 & 5.

Sister Leonarda talked about some parts of the school's WCEA/WASC Self-Study Report. She encouraged the group to read the entire report, which was emailed before the meeting. She told the group that the chairperson for the accreditation visit, Cheryl Corey, has contacted the school and has given suggestions as to how to make the report better. The administration, faculty and staff are now working on the recommended revisions to the WASC report.

Sister first talked about the school's student population for the past five years where she focused on the declining enrollment.

Enrollment in the last 5 years:

2008 – 2009	250
2007 - 2008	260
2006 - 2007	260
2005 - 2006	265
2004 - 2005	260

She said we need to continue to market our school as a school for everyone and not a "Filipino" school, even though majority of our students are Filipinos. She said children should learn to be accepting of other races. Sister Leonarda read the results of the student survey:

What they liked best about the school:

- friendly, welcoming people
- a principal and teachers who care about the students
- they learn about their faith
- regular attendance at liturgies and sacraments
- safe and caring environment
- a variety of sports offered
- time to make friends
- students are encouraged to do better
- extra curricular activities
- a variety of classes and subjects
- accepted by their peers
- challenging work
- P.E. and recess time to play together

What they would like to see changed:

- shorter school days
- fewer rules
- different uniform or no uniform at all
- no homework
- bigger playground, with grass
- clean bathrooms and water fountains
- bigger library
- a gym or cafeteria
- newer textbooks
- more recess and P.E. time
- more after school activities
- more field trips

Sister Leonarda said she has talked to the students about the changes they want. Next, Sister read the results of the parent survey:

What they liked best about the school:

- strong academic program
- Christian and moral values taught
- emphasis on discipline and student achievement
- dedicated and united faculty and staff
- presence of religious order as faculty
- open door policy by administration
- curriculum continually being upgraded
- organized, well-run school
- very involved parents
- partnership of parents and school
- strong sense of community
- safe, welcoming, friendly environment
- clear philosophy and mission
- structured daily routine
- technology advancement with Web site access
- informational web site

What they feel needs improvement:

- more student incentives
- gym or cafeteria
- improved lunch program
- more extra-curricular activities for younger students
- more after-school tutoring
- more play equipment
- more security on premises
- celebrate ethnic diversity
- smaller class size
- bigger library
- clean and update bathrooms

Sister Leonarda's comments regarding the areas that parents feel needs improvement are as follows:

- Most students and parents want to see a gym or cafeteria. She said that there is a group of parents seriously thinking about "starting something" to get the ball rolling on the gym project. This group of parents says, "unless we begin, we will not get anywhere."
- Sports and art classes have been added after school, the sports program have been improved and more play equipment have been purchased
- With regards to school security, which was brought up by some parents before, Sister said the school is trying its best. During school hours the gates are closed but some, like the one in front of seventh grade classroom, cannot be locked all the time because teachers go in and out. Sister said Mr. Jose is watching the front gate most of the time. Also, the children are required to go out of the classroom during class hours in pairs.

- Sister Leonarda cited the school fiesta as one activity that celebrates cultural diversity.
- Regarding updating the bathrooms, she said there is a group of parents contacting Home Depot to help with this project.

Sister Leonarda said that in the financial report published in the parish bulletin there was a surplus of \$66,000. Sister said this amount was actually used to pay for salaries during the summer. She also said that there are parents not paying tuition on time and it is hurting the school. The school is trying to look for more grants.

Sister read the results of the faculty and staff survey:

What they liked best about Holy Angels School:

- Teachers, staff and administration working together, a strong sense of community
- Welcoming and supportive environment
- Open communication among staff and administration
- Excellent curriculum
- Christian attitude is evident

Improvements needed:

- More outside funding sources
- Increased physical space
- Non fund-raising events to build community
- Improved library
- More interaction between parish and school
- Educate students to be more caring and accepting of others

Sister Leonarda commented that the alumni school picnic is a non-fundraising event that builds community. She said that the valentine dance started out as a non-fundraising event too.

Sister Leonarda read the clergy survey:

Strengths of the school:

- Active Holy Angels Parents' Advisory Council
- dedicated teachers and parents
- active student council
- participation in the parish by students and parents
- science lab and advanced computer technology including the mobile lab

Improvements needed:

No comments submitted.

Sister Leonarda said the church did not submit comments about areas needing improvement in the survey. But when she recently saw Father Curso, she asked him again what he thinks needs improvement in the school. Father Curso suggested the following: (1) more liturgy participation, more liturgical ministers (2) help children to be more aware of their role in church worship and this can be incorporated in religion classes.

Sister Leonarda moved on to the Strengths and Areas of Growth section of the report.

Strengths of Holy Angels School

Organization for Student Learning

- The revised philosophy and mission statements of the school are more concise and easier to understand by all stakeholders.

- The school leadership continues to focus the energies of the school on the achievement of the Student Learning Expectations.
- The Safe and Caring School Program promotes unity, as well as cultural understanding and acceptance that improves academic success in a nurturing school environment.
- The school actively participates in the parish liturgies. The parents, teachers and staff serve as lectors and commentators, ushers, Eucharistic ministers and the school children serve as altar servers and choir members at Parish Masses including the 4:30 pm Mass every Sunday.
- The Student Council and each grade level work on encouraging students and families to reach out to the less fortunate.
- The ongoing yearly retreats for teachers, HAPAC and students, promote deeper spirituality and unity of our school community.
- Parents confirm, through survey, that the good relationship between parents and teachers is one of the school's strengths.
- Parents are kept up-to-date with their child's progress through SnapGrades, the online gradebook used by teachers (add electronic newsletter)

Curriculum and Instruction

- A multi-sensory pullout program for students with learning differences is offered to enhance reading and writing
- Continuous integration of technology into the school curriculum
- Hands-on lab experiments and activities in science are part of the regular class schedule
- Students have the opportunity to participate in the annual San Mateo County Science/Math/Technology Fair
- The reading curriculum is enriched through Scholastic Book Fairs, Sustained Silent Reading and weekly scheduled visits to the school library
- Ongoing teacher workshops are made available to faculty
- Eighth grade algebra has 3 levels: beginning, intermediate and advanced
- Seventh grade algebra has 2 levels: beginning and advanced
- Integration of subjects are encouraged at all levels
- Various extra-curricular activities are offered

Support for Student Spiritual, Personal and Academic Growth

- The faculty model Christian values of respect, reverence, responsibility and service.
- The principal shows spiritual leadership by providing student, teacher and parent retreats as well as parenting classes.
- The HAPAC board members continually give of their time and energies to support the school family.
- The parents support our efforts and execute their role as primary educators.
- The multi-sensory program addresses the educational needs of children with different learning styles, providing them the opportunity to learn using the three learning modalities: visual, auditory and kinesthetic.
- The counseling program provides a safe environment for children to air their problems
- The expanded sports program gives more students the opportunity to develop their athletic abilities.
- Students have the opportunity to participate in art exhibits and competitions.
- Liturgy in Motion provides students an outlet for creative movement and expression.
- Choir and band provide students the opportunity to develop their musical talents.

- The extended care program provides a safe environment for students to do homework and socialize with friends while waiting for parents.
- Junior high students help younger students in a variety of ways.

Social Studies In-Depth Study

- The faculty and staff demonstrate a commitment to quality instruction through varied methods and supplements.
- The faculty and staff employ a cross-curricular approach to social studies.
- The faculty and staff utilize a variety of teaching and assessment methods.
- The faculty and staff give careful attention to students' diverse learning needs.
- The faculty and staff integrate technology into the curriculum.

Religion Curriculum

- There is a strong emphasis on prayer and faith present at Holy Angels School.
- The integration of religion with other disciplines is emphasized in the curriculum.
- The commitment of the Dominican Sisters of the Holy Rosary, the lay faculty, staff, parents and students is evident throughout the school.

Areas of Growth for Holy Angels School

Organization for Student Learning

- To continue to provide service opportunities to the larger community for students at all grade levels.
- To provide more time for teachers' articulation meetings so that teachers can share expertise and concerns and other learning and teaching strategies.
- To improve and continue as a safe and caring school.
- The administrator will visit the classrooms more often for walk-through observations.

Curriculum and Instruction

- To continue to motivate students to read for pleasure and enjoyment
- To continue to update technology across the curriculum by integrating internet resources and other multi-media

Support for Student Spiritual, Personal and Academic Growth

- To continue looking for new and innovative fundraising ideas.
- To continue to provide parenting classes to help parents foster respect and self-discipline in their children.
- To continue searching for grants to help finance new educational programs and to help maintain those in operation.
- To continue to encourage students to participate in parish activities, such as the Youth Ministry Group and volunteering to help with Holy Angels School of Religion. (Gina said that some of our graduates are now members of the Youth Ministry and are also Eucharistic ministers.)
- To continue looking for more diverse activities for the Extended Care Program.

Social Studies In Depth Study

- To evaluate and purchase up-dated textbooks
- To schedule frequent articulation meetings between grade levels
- To continue seeking professional growth opportunities

Religion Curriculum

- To develop a school-wide policy for sacramental preparation in order to address needs of new students. (Sister Leonarda said Sister Ermelinda will take care of students who enter Holy Angels without receiving the sacraments)
- To provide parenting classes to promote Catholic identity and spirituality

Sister Leonarda told the group that our Title 1/Special Needs teacher, Mrs. B, is very important in helping students with learning disabilities. The SST (Student Success Team) is formed to support the special needs students. Teachers modify the curriculum depending on the needs of the student. Sister Leonarda said gone are the days when Catholic schools only accept those who pass the test. Now a days the purpose of the entrance exam is to know where the child is at.

Sister Leonarda gave copies of the school's Action Plan. She explained each of the 5 action plans. Sister said that during the last accreditation the school did not meet its goal of building a multi-purpose building. She said physical structure should not be a target goal. The 5 action plans for this year's accreditation are:

1. Provide more time for teachers' articulation meetings so that teachers can share expertise and concerns of other learning and teaching strategies
2. Curriculum mapping
3. Integrate technology throughout the curriculum
4. Parenting workshops (Sister Leonarda asked the group for topics for parenting workshops. One of the seminars already scheduled is about raising responsible independent children. Sister said that there are students who stay in her office when work is not completed. Gina suggested anger management as one possible seminar topic. Also suggested was "how to better communicate with your children.")
5. Improve reading comprehension (Sister explained that a graph of the results of IOWA tests over the years shows that scores in reading are going down.)

Comments from the group:

- Queenie suggested that the school give awards to more students, e.g., academic excellence awards to top 4 instead of just the top 2. She suggested giving a trophy.
- Lorie commented on points earning in Mrs. Nordman's class.
- Rosanna said SnapGrades is the best tool the school has given parents because it makes it possible for parents to monitor missing assignments and homework.
- Kim said the new email newsletter is great.
- Queenie said children should bring home what they are taught in school
- Val suggested talking with lower grade teachers about dealing with your children
- Sister suggested that when there is an argument, never go to sleep without reconciliation
- Gina said her daughter, Reyna, suggested that other grades be allowed to earn service hours

Sister Leonarda once again encouraged the group to read the full WASC report and told everyone to be ready for the accreditation visit.

Valentine Dance

Valentine dance tickets will be placed in the Family Envelope. Parents are strongly encouraged to attend. If they do not plan to attend, tickets have to be returned by the set deadline, otherwise they will be considered sold.

Dinner/Dance Fundraiser

Gina said sixteen eighth graders did an excellent job helping and serving. Gina said she will email other details.

Fourth Grade Barbecue Fundraiser

Queenie suggested that the barbecue fundraiser be overhauled. In an effort to maximize profit the fourth grade class took care of the overhead expenses. But Queenie said it was too much. She suggested combining grades.

NEW BUSINESS

Simbang Gabi

Holy Angels School is in charge of the Dec. 16 Mass. Rosary begins at 7:00 PM. Mass begins at 7:30 PM. Kim will assign liturgical ministers and readers. Ted and Romeo will take care of ushers. For the reception, kinder will bring plates, bowls, napkin, spoon and fork. First grade will bring chicken wings. Third grade will bring chips and drinks. Fourth grade will bring soup. The Martins will offer the gifts. Queenie suggested that the fourth graders, who will be doing the Ave Maria liturgical dance, wear choir robes.

Family Mass

Next family mass will be on Sunday, January 4th, 2009 sponsored by the 4th grade class.

OTHERS

- *Electronic Sign Update:* Sister Leonarda said the sign arrived two weeks ago but because of poor handling it arrived broken and it was returned. She said the school is waiting for the replacement. Chona suggested that Sister Leonarda write a letter to the parents explaining the purpose of the electronic sign. She said there have been some parents asking what the sign is for. Parents think the area in front of the parish hall should be cleaned or improved instead. Catherine said it is hard sell to some parents because they think it is not necessary. Val said he also encountered the same problem with a parishioner. Rosalie was concerned about vandalism.
- Sister Leonarda thanked Gina for the free snack vouchers, free dress passes and the congratulatory letters for the Students of the Month. Rosanna said it was nice to receive the letter ahead of time. Sister asked the group to think of new ideas to improve the Ambassadors of Peace. Gina suggested adding a date on the Ambassador of Peace certificate. Gina congratulated three HAPAC representatives whose children were chosen as Student of the Month for the month of November: Luke Driscoll-Gomez, Ron & Rosanna Martin; Chloe Encenzo, Lyndon & Rosalie Encenzo; and Anne Desiree Mercado, Luther & Karen Mercado.
- Gina mentioned that David Canepa, field representative for Senator Leland Yee who made it possible for Senator Yee to visit Holy Angels, is now one of the newly elected council members for the City of Daly City. Perhaps we can find a way for Mr. Canepa to help HAS.

Sr. Leonarda formally introduced a new HAPAC member Cristina Lintoco to the group.

Gina said other items in the agenda will be discussed at the next HAPAC meeting on January 12 at 7 PM in the Science Lab.

Rosanna Martin led the closing prayer.
Meeting was adjourned at 9:10 PM.

