

**St. Patrick School Board**  
**October 4, 2016**

Attendance: Lisa Bartlett, Bruce Beachnau, Jennifer Davlin, Keelie Honsowitz, Annalise Laumeyer, Marc Nichols, Teresa Schneider, Melissa Schrauben, Mark Thelen, Nancy Wohlscheid, Michael Wolfston, Father Larry, Deacon Don, Sarah Townsend, Randy Hodge

I. Mass

II. Approval of Agenda

Agenda approved

III. Approval of Minutes

Minutes approved

IV. Public Comment

A) Superintendent, Dave Faber

Mr. Faber informed school board members about the updated school board training which can be completed online, at home. He spoke about board assessment tools and how St. Patrick assesses itself, stating St. Patrick had one of the strongest responses which serves us well in setting our goals. Mr. Faber also spoke about his goals as superintendent.

B) Shelly Schneider

Shelly expressed concerns over the quality of school pictures as well as the price of pictures. She also expressed interest in the parents' ability to choose between Mass appropriate clothing and school uniforms. Mr. Hodge explained out-of-dress code attire was tried a few years ago and did not go very well for a number of reasons. Keelie said she will take this information, get a plan and reach out to Shelly.

V. Sub-committee Reports

A) Development Sub-Committee (Michael and Melissa)

- 1) Report of Discussion with Mike Johnson: The sub-committee met with Mike Johnson on August 30<sup>th</sup>. Mike gave them a lot of information and explained Faithful Giving.
- 2) Goals and Responsibilities: The sub-committee is working on revamping the Shamrock Scholar Program. They are drafting a new letter which is more personal and will have a suggested deadline for donations. Their goal is to mail the letter on the Monday after Thanksgiving. The sub-committee was informed by Mike Johnson that the Shamrock Scholar falls short of meeting family needs. The goal is to have a surplus to put in an endowed fund. Another goal is to find someone to write grants. The sub-committee is also working on other ideas such as a concert.

B) Public Relations Sub-Committee (Annalise and Sue)

Annalise reported the sub-committee is working on the Christmas card which will be mailed to all parishioners. Marketing photos are done and have been sent to the diocese. Window pictures are also done. The newly baptized are still receiving folders which contain a \$500 gift certificate to the school for tuition. Confirmation cards will be mailed to all students in the parish and they will be signed by Father Larry, Mr. Hodge and Mrs. Townsend. Preschool cards will be mailed in January. The sub-committee would like to apply to the Cardinal Newman Society for an award. Advertising slides continue to be used at the Grand Ledge Sun Theater as well as the Wagon Wheel. Mrs. Townsend will soon be joining Mr. Hodge in writing some of the weekly newspaper/bulletin articles. Father Larry's presence at events will be publicized as much as possible.

C) Planning Sub-Committee (Marc and Teresa)

There will be a quarterly status report at the next school board meeting.

D) Policy Sub-Committee (Lisa and Bruce)

The sub-committee is reviewing the following items:

- 1) athletic discipline appeal
- 2) a possible cooperative agreement with Portland Public Schools in regard to soccer, tennis and wrestling
- 3) the issue of vandalism not separated by levels in the athletic handbook
- 4) statute of limitations on offenses

- 5) question of conflict of interest in discipline cases when the AD is the coach
- 6) suggested policy allowing a reduced length of discipline based on how the student handles a disciplinary situation
- 7) athletic handbook should go in the school handbook
- 8) conflict resolution document

E) Finance Sub-Committee (Tammy and Shayla)

Finance is working with Mike Johnson on the budget and should have something to present in December.

F) Technology Sub-Committee (Mark)

Mark commented the sub-committee feels strongly the technology plan should be rewritten. There will be a meeting with Mr. Hodge and Mike Johnson to get started. The committee would like to change the structure of the plan because the current plan is being used as a reactive document, mostly because it has not been updated in the last eleven years. State requirements and diocesan requirements need to be included in the plan. Decisions must be made as to what needs to be in the plan so that it is usable as a reference. The technology plan will have a section that talks about what we do, what we achieve and what we want to do. Grants need a technology plan. The current technology plan will be a document for leverage but will not be published right now. The current plan should not be posted or published. Mark has reviewed other schools' plans and said the diocese is ahead of us right now because they have a 1:1 plan. Mark stated the committee will rewrite the plan and send it for review as sections are completed.

G) Mission Effectiveness (Jen)

The committee will have a special Big Rock/Little Rock project. They will participate in the Shoebox Project. Father Larry suggested a prayer service before the Shoebox Project is started. There will be a service project for Advent and it will tie in to scripture. Discussed a new school board member for this subcommittee. Keelie suggested the new member be a "non-parent." Jen will reach out to the names suggested.

H) Executive Sub-Committee (Keelie, Lisa, Deacon Don, Mrs. Townsend, Mr. Hodge)

Mr. Hodge pointed out the Principal's Report is no longer the key focus of school board meetings, sub-committee reports are the focus. Mr. Hodge stated the physical education teacher, Ms. Shaw, will be leaving and Portland Public Schools hopes to fill the position soon. Maggie Wernet is the new before-school latchkey supervisor. Trying to finish the re-keying of doors inside the school so there are less keys. The Athletic Association will be asked to pay for the re-keying of the gym. The school exchanged an old scoreboard for a used bus from St. Patrick, Parnell. The bus needs some body and engine work. Mr. Hodge commented on the serious need for more bus drivers, hoping the parents of elementary age children will consider doing so. Chromebooks will be released to the freshmen this week or next week. Mr. Hodge is temporarily using Sts. Peter and Paul's five-page technology plan for the 1:1 program. There will be 57 students and chaperones attending FIRE on Friday, October 14<sup>th</sup> in Chicago.

Principal's report is attached.

The executive sub-committee is reviewing the policy for addressing the board and looking at departure surveys which will be shared at the December meeting.

Review of Tasks and Assignments:

- \*\* Keelie will look in to school pictures
- \*\* Mark Thelen will send out the updated Technology plan for review by December board meeting
- \*\* Attached are the School Board goals for the Pastoral Council
- \*\* Jen will call potential school board members for the Mission Effectiveness sub-committee
- \*\* Executive sub-committee is reviewing documents for addressing the board at the December meeting

Meeting adjourned at 9 pm with prayer by Annalise.