

**St. Patrick School Board**  
**October 6, 2015**

**I. Approval of Agenda**

Addition: Peer to Peer Presentation by Kristen Schrauben.

**II. Approval of Minutes**

August minutes approved

**III. Sub-Committee Focus**

**A. Finance (Tammy Bengel, Shayla Schneider, Teresa Schneider)**

1) Year-to-date Report for this School Year (Actual vs. Projected)

Tammy handed out a financial summary sheet of issues currently going forward as well as year-to-date information. Income and expenses were reviewed and discussed. The Diocese expects our parish to use no more than 40% of church offertory donations to subsidize our school (35% if we did not have a high school). The current numbers in the proposed budget for the 2016-17 school year support 40%. The parish subsidy is 50% of offertory for the current school year and previous to that year was 67%. Approximately \$263,000 for maintenance is covered by the parish which is not part of the school budget. In order to stay within the 40% subsidy, the school needs to come up with more income (grants, tuition or an increase in Mass donations) or cut expenses. Potential upcoming expenses for next school year include a full-time counselor, a part-time librarian and possibly a theology teacher. Mr. Hodge said we do not need (through accreditation or any outside sources) a full-time counselor or librarian and could get by with aides and volunteers. Mr. Hodge said we do need a high school theology teacher. Approximate cost for these three positions is \$120,000. The parish is not going to be able to help with all these needs. Tammy said the school administration has to put forth the budget and the school board sub-committee can only give input. Tammy said it is important that the school board and administration review new avenues of income because expenses are mostly staff (wages and benefits) and we do not have room to cut staff. Bruce suggested estate planning as an option for additional income.

2) Preliminary Budget Proposal for Next School Year

The budget will be proposed to the school board by January so it can go to Finance Council by February or March. Teresa Schneider asked about volunteer opportunities and suggested putting a notice in the bulletin.

**B. Mission Effectiveness (Mike Cook, Jen Davlin)**

Jen reported that November vocations week has been set. Trinitarian Sisters are going around the parishes and speaking at Masses about the consecrated life. Mike asked Father if there was availability for the Trinitarian Sisters to speak at a weekend Mass.

#### C. Planning (Marc Nichols, Mark Thelen)

##### 1) Update on Meeting with Mr. Hodge Regarding Technology Plan

Mark and Marc requested a walk-through with Mr. Hodge to see the technology utilization and talk with the instructors to get their wish lists. Marc received the Michigan Education Technology Standards from Erica Gorzen which shows her objectives throughout the various grade levels. The planning sub-committee would like to help her achieve the objectives. Mr. Hodge has a diocesan template which he will share with Marc and Mark. Mark said they also have a survey. They would also like to educate students about the internet and responsibility.

##### 2) Update on Goals from Survey Results

Discussed communication about finance and the mission of the church which includes education and the school.

#### D. Policy (Lisa Bartlett, Bruce Beachnau)

##### 1) Review of Policy Effectiveness

Lisa said they are making a couple of changes to the athletic policies including power drinks, performance enhancement drugs and the concussion policy. The sub-committee will meet in January and present changes to the school board in March so approval can be made in May. Changes will be completed in plenty of time for the new school year.

#### E. Public Relations (Annalise Kransz, Sue VanLente)

Sue said the public relations subcommittee has new members and is making a lot of progress. Rockbots/Lego League are back this year.

##### 1) Discussion with Diocese Regarding Neighboring Lansing Diocese Families

Annalise will meet with Monsignor Duncan on Thursday to clarify Lansing rules.

##### 2) Future Meetings with Chris Ostrowski

Chris told Annalise to set a date and he will meet with a school board group. It was agreed that a specific focus with a smaller group would work well.

F. Executive (Lisa Bartlett, Keelie Honsowitz, Nancy Wohlscheid, Randy Hodge, Sarah Townsend)

1) Discussion of Principal/Director of Student Life Report

Mr. Hodge stated that a school counselor has been hired and her schedule will be Tuesdays, Wednesdays and Fridays. Students will not be charged for taking the PSAT this year. In addition, students will not be charged for retreats. Mr. Hodge said the gym is finished other than a few minor tweaks. The Father Flohe Field rebuild committee met last week; \$200,000 plus has been submitted to insurance.

2) Accreditation Document

School accreditation has a new process and the self study is due February 1. There are 72 standards that have to be rated from 1-4 and administration has to prove these standards are being done. The site team will visit in March and the administration will choose four to six items from the final report to work on over the next five years.

3) Process for Gathering Information when Students Leave

School board members reviewed Mr. Hodge's spreadsheet identifying students who have left and why. The spreadsheet also identifies new students and which schools they are from. Mr. Hodge meets with the parents of students who are leaving. The diocese now has an advocate from outside the parish who can reach out to our families. Discussed having a survey go to families asking what we could do better or what we do well.

Shamrock Scholarship Fund mailing will be done by the next meeting.

**IV. Review of Tasks and Assignments**

Athletic Handbook  
Technology Tour  
Budget Proposal

**V. Upcoming School Board Meetings**

December 1, 2015  
February 2, 2016  
March 29, 2016  
May 31, 2016

Closing Prayer – Mission Effectiveness Committee  
Adjournment 8:30  
Notes Submitted by Nancy Wohlscheid