

St. Patrick School Commission Meeting Notes
April 10, 2012

Present: Nikki Brown, Ken Cook, Jennifer Davlin, Jennifer Meredith, Jill Scheurer, Gary Brown

I. Review of Mass:

II. Public Address:

III. Principal's Report – Mr. Hodge (absent)

A. Enrollment/Student Retention Rate

B. Facilities

C. Technology

D. Miscellaneous

IV. School Board Transition Planning:

A. Assess School board recruitment

- Nikki talked to Keelie Honsowitz and Keelie agreed to serve on the school board.
- Ken talked to two people and both declined. One stated interest in serving on the technology subcommittee.
- Jill has touched base with a potential board member and will set up a meeting to discuss the possibility further. Jill has another name for back-up.
- Many other names were suggested. More contacts will be made before the ad hoc meeting.

B. Review and develop materials for school board and sub-committee welcome packets

- Jen M. sent out some examples of documents to be included with the school board binder. Jen wants to also include the student handbook and the mission statement. Jen has a couple documents that will be useful to the PR subcommittee. One of the documents is "Tips for School Board Members." Jen M. suggested the packet for the opening board meeting include examples of strategic plans (ours is too old), former minutes from past meetings, budget for 2012-13, committee responsibilities, and by-laws. The by-laws have changed a little bit but not too much. Jen D. suggested tailoring the committee information as it is now for the welcome packet.
- Jen M. thought the step-by-step calendar would be a good general outline for what the board's calendar looks like year after year. Jen M. said the calendar could include important dates for fundraisers and when each school board meeting takes place. Jen M. requested school board members start thinking about general dates and specific activities can be placed on calendar. Everyone agreed to include the calendar.

- Everyone agreed the “Code of Conduct” should be included; Discussion followed about coaching new members on how to handle questions that come to the school board.
- “Data To Track Student Performance” is a document that discusses what data should be monitored and used to market the school. “What Questions Should You Ask When Presented With Data” has good information for the three to five year plan.

Action Item: Jen M. asked everyone to consider the documents carefully and determine if there are other documents that need to be included as well as how we need to adapt the documents to meet the School Board needs.

C. Discuss transition plan for D. Faber

- New members will likely attend the June meeting, get the welcome packet, read the packet over the summer, and come back in August to begin serving on the new school board. School board members will have the summer to determine what committee to serve on and who should be asked to serve on the subcommittees.
- Jen M. heard from D. Faber that the Diocese offices will be sending out a transition plan spreadsheet that will need to be filled out and sent back to the office in May.

D. Year-end Parent survey

- Jill asked about the parent surveys. Discussion followed whether or not the survey should be done again. Members agreed survey should be conducted again this year. Jen M. will check with Mr. Hodge to determine his opinion. The members agreed the survey needs to be conducted online and filled out for each student.

V. Follow-up Items:

- A. Identify date for supplemental Commission meeting: Wednesday, April 18th @ 6:30 pm.
- 1) Finalize the Parent Survey: review and decide how to change and execute survey
 - 2) Recruitment update: Jill, Ken and Jen M. will report on progress
 - 3) Welcome Packet: general overall board information and build out sub-packets for committees

Jen M. stated that she needs to know if members are attending graduation.

VI. Summary:

- A. Review of tasks and assignments

Closing Prayer
Adjournment: 8:10 pm