

**St. Patrick School Commission Meeting
December 13, 2011
Notes**

Present: Nikki Brown, Ken Cook, Jennifer Meredith, Jill Scheurer, Randy Hodge

Absent: Diane Bissell, Jennifer Davlin

I. Review of Mass

II. Public Address

III. Minutes -- November minutes were reviewed and approved.

IV. New Business (Topics for Discussion/Decision)

A. Identification of Web Based Storage Site for Commission Materials

See V.B. Curriculum Support

B. Review of Standard Procedure for Student Exit Interviews

Mr. Hodge has a sample exit interview form from the Diocesan Superintendent, Dave Faber. Mr. Faber used it when he was a principal. Jennifer M. said it will serve as a good starting point. Commission members discussed how the form could be altered. Mr. Hodge suggested simple, open-ended questions so as not to lead answers. All members agreed it should be short and to the point. In addition it was agreed that Father Larry should administer the exit interview. Jennifer M. suggested that action steps be documented as well. Mr. Hodge will make the changes, share it with Father Larry and send it out to the commission members.

Discussion followed regarding how academic and athletic issues are addressed.

C. Early Registration Ideas

Commission members discussed possible incentives for parents who register their children early for the 2012-13 school year. The Diocese wants 90% of the students registered by April 1st. Last year's registration went well and Mr. Hodge estimated 80% registered by April 1st. Mr. Hodge also shared that the new birthday deadline for DK students will be February 1st beginning with the 2012-13 school year.

D. School Board Committee Review

1) SPS Board By-laws: Tabled until January

2) School Board Size:

The new school board size must consist of 9 to 17 people. Mr. Hodge believes 11 to 13 school board members will be sufficient. Ken Cook suggested 11 board members. There will be 9 committees with each being chaired by a board

member. The commission agreed that the board members must be identified before the committee members are identified. Commission members agreed that 4 to 5 people should make-up each committee. New board members should be seated on the board by May 2012 in order to receive sufficient training and in order to define each committee by August 2012.

Regarding a list of potential school board members, Mr. Hodge has identified potential former parents' names. Ken Cook has identified some people who are not current parents. Mr. Hodge mentioned the school board will need someone from outside the community as well. Jennifer M. suggested using Nikki Brown's spreadsheet listing the strengths of each person. Each commission member can add suggested names to the spreadsheet and the group can review it together to identify gaps. Nikki agreed to e-mail the spreadsheet to commission members.

- 3) Executive Committee: Tabled for January
- 4) Planning and Policy Committee: Tabled for January

V. Reports

A. Principal's Report – Mr. Hodge

- 1) Enrollment/Student Retention Status

Mr. Hodge has been talking to a couple of potential new families. A family of five visited the school last week and the high school aged children may start as early as next semester. A new lead caregiver at the daycare will be hired to replace Amber Larson.

- 2) Facilities

Wall at the preschool is scheduled to be removed over Christmas Break. Storage rooms in gym have been cleaned out. Hope to clean out the concessions room next.

- 3) Technology

Ordered five smartboards which are expected to be installed over Christmas break.

B. Curriculum Support – Jill Scheurer

- 1) Review of Written Feedback From Survey:

Commission members discussed the use of Google Docs for posting notes, spreadsheets and other important documents. One suggestion was a file for each meeting with subtopics included for each committee. Because of the learning curve associated with the use of Google Docs, Jill asked Mr. Hodge if

Ross Schneider could give the group a lesson. Mr. Hodge will check with Ross and let the group know. Everyone agreed that a clearinghouse is needed.

Jill explained how she displayed the survey results. Mr. Hodge would like to address the legitimate concerns, especially concerns such as the school schedule. The next survey will be structured so that parents can complete one survey for each child.

C. Other Committee Reports

1) Finance – Ken Cook

Ken met with Mike Johnson to review the July-November financial reports for the school, before and after programs, preschool, and athletic association. Ken will e-mail them to the commission members. Financially the school is doing fine.

Jennifer Meredith commented that the Diocese recommends financial review be quarterly. Jen also recommended commission members become familiar with the budget and get in the mode of overseeing it. It was suggested that Mike give the commission a tutorial of the 2012-13 year to see how it is shaping up. Mr. Hodge suggested the tutorial be done in February. Mr. Hodge stated the fiscal year begins July 1st and commented that the hardest time for the budget is summer because tuition revenue is not coming in.

Ken will ask Mike to give us an update for the 2012-13 year.

2) PTO – Jennifer Davlin

a) Partnership with PTO to Develop Social Opportunities for DK/K Classes:

Jennifer Meredith stated that the get togethers will be separate for DK and K parents. Jackie Morris is the PTO member identified to plan something for the beginning of CSW. Jen expressed interest in having a couple of commission members attend the get togethers.

3) Marketing/PR

a) Debrief on Marketing Summit – Jennifer Meredith

The Diocese sees the value of marketing Catholic education and has engaged a marketing company for the Catholic schools. A recruiting and retention toolkit has been developed. Electronic methods of marketing are key for new parents. In the toolkit, one topic mentioned is, "How do we overcome secularism?" Some of the ideas in the toolkit are long range. Networking is mentioned. Making connections and engaging parents is very important. Enrollment numbers for the students in the Grand Rapids Diocese are below the national average (2.5% vs. national average of 3.5%). Attempts are being made toward growth. St. Pat's student enrollment is approximately 12% for our community. Commission members agreed that St. Pat's website is well-done and has helped grow

enrollment numbers. Jen will pass around the toolkit and suggested that maybe next year the School Board can pinpoint some ideas.

Mr. Hodge mentioned the Diocesan Catholic Schools Fair on January 28th. Nikki Brown volunteered to set up an information table with brochures and answer questions. Discussion followed about whether or not a separate brochure exists for the high school.

b) Catholic Schools Week – Mr. Hodge

Mr. Hodge stated CSW is still in the planning stages. Nikki Brown noted the breakfast has been moved to February 5th.

4) Fundraising/ 20 Grand in Your Hand – Diane Bissell

Tabled until January.

Next meeting: Tuesday, January 10, 2012 at 6:45 (following Mass)

Agenda item: summarize tasks and assignments, finalize the Executive Committee as well as Policy and Planning Committee

Follow up item: 20 Grand in Your Hand

Action item: exit interview form, spreadsheet for suggested Board Members

Closing prayer – Ken Cook

Adjournment @ 8:30