

**St. Patrick School Commission Meeting**  
**March 13, 2012**  
**Notes**

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

**I. Review of Mass – No Mass.** Mr. Hodge read the day's readings and gospel.

**II. Public Address:**

**III. Follow Up On Action Items:**

A. Article for *Shamrock Newsletter*

Jennifer Meredith submitted a school board article to the *Shamrock Newsletter*. She also included information from Nikki Brown regarding the CSW breakfast.

B. SPS booth at Lansing Mall

The school board did not participate in the Lansing Mall community expo due to the fact St. Patrick School is not part of the Lansing Diocese.

C. Training resources for new school board members

Jennifer Meredith sent some examples of resources to each of the school board members. The resources came from the Diocese and include materials such as a code of conduct for school board members, a step-by-step calendar, student performance tracking, and questions to ask when presented with data. Jennifer also has a list of new bylaws but has not had a chance to review them yet. She stated that changes are minimal. The bylaws will need to be approved by the school board.

D. Stations of the Cross and soup supper

The school board will not participate this year because the calendar was already full of volunteers. The school board will participate next year.

E. Development of policies and procedures handbook

Jennifer Meredith stated the policies and procedures handbook should be started soon. It is tabled until the next meeting. Jennifer also said that some of the policies and procedures should be defined before the new, official school board starts in the fall. Mr. Hodge said an athletics handbook needs to be developed as well. Mr. Hodge has already talked to Pat Russman, Athletic Director.

**IV. Principal's Report – Mr. Hodge**

A. Enrollment/Student Retention Rate

Mr. Hodge reported ten new students have enrolled since January and of the ten students, the following have been added since the February meeting: one 3<sup>rd</sup> grade boy, one 5<sup>th</sup> grade boy, three 8<sup>th</sup> grade boys and one 9<sup>th</sup> grade girl. Current enrollment

is 365 students. Mr. Hodge said the open house was well attended. The DK enrollment numbers look decent.

B. Facilities

Mr. Hodge said the preschool could potentially be moved to the multipurpose room beginning with the 2012-13 school year. The preschool has to be moved because of fire code regulations or if it stays at its current location the preschool side of the annex will need updating to meet fire code regulations and have a wall torn out for per pupil spacing regulations. If the preschool moves to the multipurpose room, latchkey would be moved to Room 209. The art room may be moved upstairs to Room 111. Since Mrs. Winkler's science classroom has a sink and is directly above Room 111, it would be easy to install a sink in 111 because the plumbing is in place. Daycare would stay in the annex. Daycare does not have any space regulations that need to be updated and would not be in violation of the fire code since only half the building would be in use if the preschool moves.

C. Technology

A smartboard has been installed in the second grade classroom. It was donated by the PTO. Mr. Hodge has applied for a grant with TRW and ADM. Only three more smartboards are needed.

D. Miscellaneous

Nick Lawless has resigned as the physical education/health teacher, effective at the end of the school year. The position is posted on the PPS website. Anita Pohl is stepping down as well. Mr. Hodge reported that the staff in-service meetings went well. Thursday the staff spent time with Deacon Ralph and on Friday the staff worked on school improvement. .

V. **School Board Transition Planning:** Dave Faber would like the plan by May 1<sup>st</sup>.

A. Determine sub-committee leads

1) Executive:

Jennifer Meredith, school board chairperson lead  
Randy Hodge, principal  
Father Larry/Deacon Don

2) Planning (technology, strategic planning, facilities):

TBD; potential school board nominees being contacted

3) Policy (handbook, academic, athletic):

Jill Scheurer, school board member lead

TBD; potential school board nominees being contacted

4) PR (Marketing, Communications, Development)

Nikki Brown, school board member lead

TBD; potential school board nominees being contacted

5) Finance (budget, fundraising, Father Flohe)

TBD; potential school board nominees being contacted

6) Mission Effectiveness

Jennifer Davlin, school board member lead

TBD; potential school board nominees being contacted

Potential other subcommittee members also being considered

Mr. Hodge suggested school board members brainstorm additional potential names for the subcommittees before the new school board members begin meeting. It was agreed that the current school board members would call the potential new school board members.

B. Discuss potential board member nominations – see above

C. Discuss timelines for committee meetings

The next school board meeting will be Tuesday, April 10<sup>th</sup>. Another tentative meeting will be held either Wednesday, April 18<sup>th</sup> or Thursday, April 19<sup>th</sup>.

D. Discuss development of sub-committee materials packet

**VI. Follow-up/Action Items:**

Confirm school board members.

Put resources around each subcommittee and what each is charged with.

Put together resource packets.

Develop the action plan for Dave Faber.

Adjourned: 8:30pm

--submitted by Nancy Wohlscheid