

St. Patrick School Commission Meeting
November 8, 2011
Notes

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

Absent: Dave Zimmerman

- I. Review of Mass
- II. Public Address – None
- III. Minutes -- October minutes were accepted as written.
- IV. New Business (Topics for Discussion/Decision)

A. Identification of Web Based Storage Site for Commission Materials

As we transition to a new school board, we need some type of site (a cloud) where confidential documents can be accessed by school board members. Notes and discussions will still be published on the school website. Discussion followed. It was agreed to use Google Docs. Jill will play around with it and invite others to join.

B. Review of Standard Procedure for Student Exit Interviews

Jen asked what the standard exit procedure is for students. This question raised several other questions such as: 1) is there something we can improve? 2) is everything documented correctly? 3) can we improve the process or system when someone leaves? Mr. Hodge will email Dave Faber and see if there is a Diocesan form. If there is a form, Mr. Hodge will check it out and let us know at the next meeting. If the Diocese doesn't have an exit form, he will place calls to other principals. Jennifer Davlin asked about the opportunity to improve communication between parents and teachers and whether it would be helpful to have a form to fill out. Discussion followed regarding appropriate protocol and the steps involved. Mr. Hodge stated that parents talk to teachers first and the counselor usually sits in which is the first step.

C. School Board Training Session

Jennifer Meredith started a round robin of thoughts and ideas regarding the training session. It was agreed that a big challenge will be the composition of the committee.

1) Declaration of intent to remain on board

Each commission member stated his/her intent to stay on the commission. Although intent is verbal, it is recorded in these notes as proof.

Jennifer Meredith – stay

Jennifer Davlin – stay

Nikki Brown – stay

Jill Scheurer – committed to finish current year

Diane Bissell – will finish out current year which is the end of her term limits
Ken Cook – will finish out this year; hopes Jill will take over his remaining 2 years
Dave Zimmerman – already declared he is unable to serve due to job schedule;
effective immediately.

Jennifer Meredith said the action item for next month will be to brainstorm how many committees are needed. In addition, the commission will need to identify people in the community and reach out to potential participants. Jennifer Davlin suggested using the parish directory. Ken stated that the Diocese made it clear that people will be recruited. An A-list will be created and then shared with the public to see if there is interest in transitioning to the board. There will be two different lists: 1) a board list and 2) a committee list. Each commission member should bring to the next commission meeting his/her own personal list. A composition matrix, provided by the Diocese, will be used to determine where the gaps are. Nikki Brown offered to scan the matrix into a pdf. Ken reminded everyone that all the training sessions are online.

2) Establishment of transition timeline

New board should transition in Fall 2012. The plan should be submitted in May of 2012; doesn't have to be perfect just established. Commission members agreed it was doable and that they will continue meeting once a month to work on the transition. The "board" meetings may be every six weeks in order to give committees time to meet in between the board meetings.

3) Establish date for first board meeting

The first board meeting will be held in August 2012. It will most likely be an executive board meeting and the actual date in August will be a date when the Pastor can attend.

4) Establish date for commissioning ceremony with liturgical mass

Same day as the first meeting in August 2012.

5) Establish process for completing transition

Jennifer Meredith addressed the next steps for transition. How do we go about identifying the committees along with roles and responsibilities? Jennifer Davlin said the Policy and Planning Committee is the committee for strategic planning which is a huge deal. Mr. Hodge would like a three year plan because anything longer than three years is hard to plan due to technology changes. Mr. Hodge has a couple of the old plans and he recommended Kurt Beachnau to be a member of this committee. Jennifer Meredith stated that the commission members will be charged with training new members and commission members must have a firm understanding of why specific people are chosen for the Policy and Planning Committee. Must recruit specifically for this committee. Jennifer Meredith suggested brainstorming next month with specific names for the board and determining the size of the committees and names for the committees as well. The process will take a lot of outreach.

V. Reports

A. Enrollment/student Retention Status – Mr. Hodge

We lost three students. One student was in developmental kindergarten and not ready; it was a good decision. The other two students were siblings from 3rd and 6th grades who went back to Sts. Peter and Paul in Ionia. Jennifer Meredith asked if there is documentation and Mr. Hodge said he has the contact information. The departures were on good terms and there is talk of bringing the 6th grader back for high school.

B. Curriculum Support – Jill

1) Review of written feedback from survey

Jill has an eight page document of survey results. She compiled answers and typed all comments. Jill would like commission members to look at it and figure out where to go from here. Jill reported that some people had axes to grind but there were a ton of really positive comments. Jill said that for all the complaints, there were just as many positive comments. There were many questions about transportation and following PPS. Mr. Hodge stated that SP follows the Diocesan calendar. Jill hasn't had time to get to the online comments but said she will need another week and then she will put it in Google Docs. There was discussion about advanced students and how progression is tied into whether or not college classes will be paid for by the State of Michigan (legislation is still pending. The survey may be online only next year. Jennifer Meredith commented that this survey provides scale and can show outliers.

C. Other Committee Reports

1) Finance – Ken

Ken will have information next month. Members discussed when the budget is due (May).

2) PTO – Jennifer Davlin

a) Partnership with PTO to develop social opportunities for DK/K classes

PTO is fully on board with the social opportunities for the DK/K classes. It was decided to look into the January/February timeframe and perhaps have something in the Parish Hall and have a kids' movie night with high school students providing babysitting service. Angie Beckhold is going to determine who should lead the project. Jennifer Meredith asked Mr. Hodge about linking it to CSW maybe the Friday evening before the week begins. Mr. Hodge agreed with the date.

Side note: Need to get parents to fill out the registration forms and turn them into the school early.

3) Athletic Dept –

Members discussed whether or not “Athletics” should be part of the new School Board structure. It was decided to place “Athletics” on the Policy and Planning Committee.

4) Technology – Randy

Two projectors are mounted in the kindergarten classrooms. The smart boards are working. The Huggler family donated a smart board to the fourth grade. The PTO is taking over Kids Fest (Fall Festival). Kids Fest will be emptying their fund before the transition. Money from the fund will be used to order enough smart boards for the entire elementary and mount projectors. Smart board training took place on October 21st during the in-service day. A long-term technology goal is to use Skype for kids who are out of school on extended absences.

5) Facilities – Randy

The preschool and daycare are licensed for two years. The preschoolers can be in two separate rooms now because there are two lead teachers. Daycare is limited to one main room. Only four rooms can be used at one time which saves the preschool from having to purchase a fire alarm. Nothing has been done with the room at the end of the gym yet. Darlene Weller is the lead caregiver for the after school program; Heidi is working in the daycare. A facilities company is looking at restructuring the parish facilities including school, gym, etc.

a) The idea of a grandma and grandpa committee was discussed. This type of committee meets monthly and the grandpas and grandmas ask what needs to be done, such as odd jobs. Meetings alternate each month between the genders.

6) Marketing/PR – Nikki

The high school test scores advertisement will run this month. Mr. Hodge said the MAP scores were better this year.

7) Fundraising/ 20 Grand in Your Hand – Diane

No update

Next meeting: Tuesday, December 13 at 6:45 (following Mass)

Agenda item: EARLY REGISTRATION IDEAS

Closing prayer – Jen Davlin

Adjournment @ 8:29 pm