

**St. Patrick School Commission Meeting
September 13, 2011**

Notes

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

Absent: Dave Zimmerman, Deacon Don

I. Review of Learning's from Mass – No Mass
Prayer by Jen Meredith

II. Public Address - None

III. Old Business

A. Review of Minutes - Nancy will change the date of school governance training from August 29th to October 29th. Also, change "Deadon" to "Deacon".

B. Enrollment/Student Retention Status – Mr. Hodge

Total enrollment is 353 students, with the high school having 102 students. The largest class is kindergarten with 32. The preschool has 60 students enrolled.

C. Personnel/Staffing - Mr. Hodge

Heidi Hengesbach has been hired for the afternoon latchkey program. Aaron Thelen has been hired as the afternoon DK aide (28 students in the DK). Tiffany Sherwood is expecting twins, so Kendra Sonday will substitute for Tiffany and a former student teacher will fill-in for Kendra during that time. Jennifer M. asked how the school advertises for vacancies and Mr. Hodge said he typically posts in the bulletin. Mike Johnson is hoping the school can budget for an assistant principal next year. The school hopes to hire someone to lead IT and possibly do some teaching at the same time.

Smartboard Training: Training is expensive. Mr. Hodge reported he would like to find a Catholic school to see if they can share their knowledge. Jen Meredith suggested St. Gerard.

Mr. Hodge said that CSK12 (virtual classes) was dropped due to technical and other problems. Mr. Hodge is working to get two AP Biology students enrolled in a program. CSK12 couldn't access the text, etc. The positive component of CSK12 is that it is in line with the national curriculum and gears everything toward Catholic schools and offers religion courses. Ken wondered if we can piggy back on a school district. Mr. Hodge stated that the Diocese will be pushing the digital/virtual classes over the next two years. Mr. Hodge talked to Judy Emmons regarding the State of Michigan reimbursing our students for dual enrollment and she said it is on the school of choice proposal/bill and is still in hearing mode.

D. Procurement

1. Procurement Policy development

Mr. Hodge is trying to get as many smartboards as possible, so if donors ask what

is needed for the school, the answer is smartboards and mounting for the projectors. It would be ideal if all our teachers could visit schools that use smartboards in order to see the variety of things the smartboard can do. Mr. Hodge believes every school across the Diocese has at least one smartboard.

E. Curriculum Support – Jill Scheurer

Note: Jennifer Meredith stated Curriculum Support is not a dedicated subcommittee for the new governance model. The School Commission will explore the need and see if the committee should move forward. It may just be an opportunity to help enhance the curriculum.

1. Review of Snyder Report – Diane Bissell

Diane reported that Michigan government is trying to pass seven bills regarding education. Some of the issues that could affect St. Patrick School are: 1) private schools/home schools would receive district services, 2) students would be allowed to dual enroll in 9th grade, 3) students would be required to take a minimum of two hours of online enrollment. These are just some of the highlights. Diane commented that St. Patrick School is ahead of the curve. Jennifer M. stated that we have to anticipate changes to stay ahead. Mr. Hodge would like to look at foreign language credit earned in middle school years. He stated the more we do this, the more college-level credit students can earn by the time they graduate from high school. Currently, 15-20 students are enrolled in LCC courses. Students pay their own college tuition bill and receive a 5% reduction for St. Patrick's tuition.

MAPS testing gives a very accurate placement for math and we need to get students working at their individual levels. Mr. Hodge stated he would like to look at foreign language starting in kindergarten maybe by using Rosetta Stone and within a few years students may learn multiple languages.

F. Other Committee Reports

1. Finance - Ken Cook will have a report next month.

2. PTO - Jennifer Davlin

The first meeting is September 21st and Jennifer D. will have more to report next month. Jennifer M. said Angie Beckhold is the new PTO president. She also said she would like collaboration with the PTO so we can identify ways to retain students.

3. Athletic Association – Dave Zimmerman

Jennifer M. asked where we stand with the crucifix logo. Mr. Hodge stated that most uniforms are new so the logo isn't a topic of discussion right now.

4. Technology – Mr. Hodge

There isn't an update regarding the laptop initiative. Mr. Hodge and Mike Johnson are working on quotes. Jennifer M. asked Mr. Hodge if he has thought about developing a subcommittee for technology and he said yes but it won't be until things slow down a little bit which will probably be October.

5. Facilities – Mr. Hodge

Mr. Hodge complimented the maintenance crew for their hard work over the summer. Everyone agreed that the building looks great. Mr. Hodge reported that the windows were replaced. The next project for clean-up will be the athletic storage room. The

school is still working on a “green grant” with the hopes of getting the ceiling dropped.

6. Marketing/Public Relations – Nikki Brown

Nikki asked Sue VanLente to inform the Commission of the role the public relations committee plays in promoting the school. Sue has served on the committee for ten years and does a great job of leading the committee.

Sue walked the committee through the academic calendar and explained when certain advertisements are printed and how much each advertisement costs. The public relations committee mails out the Alumni Appeal in October. Over the past three years, the appeal has raised a little over \$60,000. The money from the appeal allows an average of 28 students per year to receive tuition assistance. In November, the high school tests scores are advertised. Catholic Schools Week ads are placed in January. In February, the open house and registration advertisement is published. Also in February, all parish preschoolers receive a brochure in the mail advertising preschool, DK, and kindergarten. In March, the public relations committee runs the kindergarten screening advertisement. In May, the “Enrolling Now” ad runs.

Advertisement costs are approximately \$2,600 per year. The CSW breakfast profit funds the advertising; however, the profits average \$2,000. In addition to all of this, the public relations committee is responsible for the website.

Jennifer M. wrote a welcome letter that will be in the Shamrock.

Jennifer M. suggested yard signs as a way to promote the school. Nikki talked to Kaye Sandborn about the possibility of the Junior class selling yard signs for their economic project, but the project takes place in the winter which is not an ideal time to display yard signs. Sue stated the newspaper ads reach the largest audience and the ads are the best return for money spent.

7. Pastoral Associate Report - Deacon Don

8. Principal's Report – Mr. Hodge

Mr. Hodge covered a few items on the Principal's Report. There were very few changes in the handbook. One change is the new weighted GPA. Extra-curricular participation requirements are stricter with a 2.0 or higher GPA with a C- or better in six of seven classes. These rules apply to grades 5 through 12.

A light blue polo shirt will be added to the dress code if there are minimal dress code violations up to that point. The students must wear visible socks. Students can wear one feather in their hair.

Mr. Hodge attended the CMAC league superintendent meeting. Carson City Crystal will be leaving the CMAC after this school year. Stockbridge, Leslie and Lansing Christian have petitioned to join the league; however, they probably won't be accepted for various reasons. We do not have JV football this year.

Mr. Hodge has one addition (which would be #19): the teaching staff is 100% catechist certified. There is a window of two years to become certified.

IV. New Business

A. Identification of Priorities and Duties for 2011-2012 Academic Year

Jennifer M. wants to make sure that the Commission has a firm understanding of responsibilities and

has enough time to plan. She stated that it is important to count the Commission's accomplishments at the end of the year. All Commission-related responsibilities need to be defined.

1. Pastoral Council Meeting

The annual meeting of all the parish councils takes place in October. All committees report on how they are moving forward. The theme is: "Rediscovering Catholicism and Re-engaging Our Parish Into the Catholic Faith." Jennifer stated that the Commission needs to align activities with that theme as well. She wants a firm picture of what should be accomplished.

The Commission brainstormed some ideas. Ken and Mr. Hodge reviewed the goals and accomplishments at last year's meeting. The year before Ralph Willemin reported on the goals of public relations and increased enrollment. Ken suggested to Jen that she should report the increased enrollment as an accomplishment with this year's goals of spiritual development and top scores.

Jennifer M. asked if we could invite Deacon Ralph to speak to the student body. Deacon Ralph will be returning for a visit during the Lenten season of 2012. Mr. Hodge stated that Catholic social teaching and vocations are huge issues. Mr. Hodge stated that a Commission goal should be the smooth transition from advisory to limited jurisdiction. He also suggested another goal of staying on top of technology.

2. Identification of Worker Benefit Positions

Mr. Hodge said he would keep track of it since it is all related to the tuition anyway.

- B. Discussion of New Governance Model Debrief – Mr. Hodge

The School Commission will be called a School Board. Boards must consist of more than 9 people with 40% parents and 90% Catholic. This is just a small portion of the requirements and all of this will be covered in the morning session of the October 29th meeting.

- C. Fundraising Committee

1. 20 Grand in Your Hand Fundraiser

Jennifer M. stated the Commission needs a fundraising committee. Mr. Hodge replied that Mike Johnson wants one or two people to join the fundraising committee he is trying to put together. Deb Miros and Ralph Willemin, who both served on the School Commission, have agreed to serve. Dan Schrauben has also agreed and he serves on the Finance Council. Mike Johnson wants one parish budget with only a few fundraisers.

Ken explained what the 20 Grand in Your Hand raffle is. This is the raffle that replaced the Shamrock Scholar. In the first year the raffle made a profit of \$13,500 with the second year being \$16,500. The profits were used for technology and the computer lab. Part of the profits went into the budget. There should be 30-50 sellers with many captains in charge of sellers. Ken said there is usually an influx of sales in the beginning and a flurry in the end. The selling period for the first year was too long and the second year was a tad too short. Lisa Lehman cannot work on the raffle this year and Ken wants to find someone to take it. Diane said she would take it over.

The other fundraiser the Commission sponsors is the pancake breakfast which kicks off Catholic Schools Week. Nikki said that she and her mom, Brenda Smith, will be in charge of the breakfast again this year.

V. Closing Prayer: Ken

VI. Adjournment

--Submitted by: Nancy Wohlscheid, Recording Secretary