

**St. Patrick School Commission Meeting
October 11, 2011**

Notes

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

Absent: Ken Cook, Dave Zimmerman

I. Review of Learnings from Mass

II. Public Address - None

III. Old Business

A. Review of Minutes – September notes were approved as written.

B. Enrollment/Student Retention Status – Mr. Hodge

Current enrollment stands at 355 students. There is a family showing possible interest in sending their DK and 2nd grade students. The preschool is full.

C. Personnel/Staffing – Mr. Hodge

No changes. Mrs. Sunday and Ms. Lacey Schneider will be full-time during Mrs. Sherwood's maternity leave.

Virtual training on October 21st is cancelled. Other staff development will be in place for the diocesan staff in-service. We have one virtual class in place right now. The CSK12 did not pan out. Mr. Hodge stated that he is looking for trainers for the smartboards. The Smart Ed trainers are very expensive. Victoria Klein raised enough money to purchase a smartboard. The new one will go in Mrs. Diane Simon's room. Mr. Hodge ordered two mounting kits for the smartboards. Mrs. Winkler's projector for her smartboard cannot be mounted due to the drop ceiling. There is one portable smartboard for the other teachers to use.

D. Procurement

1) Procurement Policy Development: Tabled until after the October 29th training.

Discussion followed regarding the due date of the budget. Diane remembers from previous years that the budget is due April 1st. It is critical to have student registrations submitted before the budget is due. Commission members agreed that an early registration prize, such as a free *20 Grand in Your Hand* ticket, may be beneficial.

E. Curriculum Support – Jill Scheurer

1) Review of written feedback from 2010-2011 Survey: Jill will look it over and look for themes and opportunities for development. Nikki offered to help Jill.

F. Other Committee Reports

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

2) PTO - Jennifer Davlin

The PTO is excited to get together with the Commission to develop social opportunities for the DK/K classes. It was suggested that a get-to-know-you party for the parents could be held in order to link new parents to parents who are familiar with St. Pat's. Jennifer will talk to the PTO to see if a party can be held in early November.

3) Athletic Association – Dave Zimmerman

Fall Fest was great.

4) Technology – Mr. Hodge

a) Laptop initiative.

b) Ross Schneider's Report: Right now we have two permanent computer labs. One lab has 26 mini travel laptops and the other lab has 28 Thin Clients. All classrooms have projectors. The building is wireless. Ross does the staff training. The AP Biology students use Skype. All classrooms have projectors. The building is wireless. Ross trains the teachers. Grades 3-5 learn keyboarding. In 6th grade, students begin using the Microsoft programs. Jennifer Meredith asked Ross where the school needs to be regarding the technology. Ross stated that some schools have tablets for the students and some are using laptops that flip around to become a pad. Ross said St. Pat's needs to optimize existing technology. Right now we can take the email server and make it another server for more thin clients. Jill commented that Skyward has a lot of possibilities with testing as well as tracking student growth. Mr. Hodge said the MAPS testing tracks student growth right now. Ross recommended having the ability to record classes for kids if they are sick. Mr. Hodge stated that there isn't a diocesan curriculum for technology; however, in 2014 there will be a national curriculum for all grade levels. Ross also suggested getting video footage of the students and school.

5) Facilities – Mr. Hodge

a) Athletic Storage Rooms – Mr. Hodge met with Dan Lawless. Double doors will probably replace the sliding windows in the gym storage areas; in addition, the shelves were taken down. The athletic room across from the office (where concessions are sold) was cleaned up.

b) Building Improvements: The building inspector went through the preschool. There needs to be 35 square feet for each student, which the building has, however they are separate rooms which means a teacher has to be in each room and all 19 students cannot be together. Over Christmas break a wall will be knocked out, making an L-shaped room. Mr. Hodge may appeal due to cost. In addition, a fire alarm has to be installed. The preschool will continue under the old license until corrections are made.

6) Marketing/Public Relations – Nikki Brown

Alumni Appeal went out. Next month will have the paper ad with high school scores.

Mr. Hodge will submit an article to the Portland Review and Observer when he has the time since Tom Thelen isn't running the column every time Mr. Hodge submits an article.

7) Fundraising/PR – Nikki Brown

a) Twenty Grand in Your Hand update – Diane

Diane contacted Lisa Lehman. We missed the licensure deadline for drawing, so the date will have to be moved ahead. Commission members agreed that St. Patrick's Day would be a good day for the drawing. It was suggested to use the incentive (see above) and have one of the bonus drawings for early registrants only. Diane will get the dates around and present it next month.

Sunday, January 29th is the beginning of Catholic Schools Week (CSW) and breakfast will be served that day.

8) Principal's Report – Mr. Hodge

See attached. Mr. Hodge said the lunch periods are being tweaked a little bit in order to accommodate the student traffic crossing Grand River Avenue to Alton Park. Currently, there are 156 students in grades K-5. The K-2nd students will eat lunch a little bit later than the 3rd-5th students. Grades 6-12 will have the same lunch period. This change will begin the second quarter.

In the near future, a pre-ACT test will be given to 8th graders in place of MAPS.

IV. New Business

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

1) Pastoral Council Meeting – Jennifer Meredith

Jen distributed documents addressing Commission goals, accomplishments and challenges. The goals included a smooth transition with diocesan changes, fostering growth and retention, executing fundraisers that support needs, and fostering spiritual and academic growth. Jen covered the ways in which the Commission can accomplish these goals. Finally, Jen addressed the challenges. Commission members gave some additional input. See attached document from President, Jennifer Meredith.

2) Fall Festival - 570 served

B. Men's Group

The parish Men's Group is planning a day of prayer and fasting on November 17th at 7 pm with the idea that someone will be participating in Adoration for a full 24 hours. Mr. Hodge said teachers would be participating.

V. Closing Prayer: Nikki

VI. Adjournment: 8:45 pm

--Submitted by: Nancy Wohlscheid, Recording Secretary