

**St. Patrick School Board Meeting
August 14th, 2012**

Present: Bruce Beachnau, Tammy Bengel, Nikki Brown, Jennifer Davlin, Randy Hodge, Joyce Kransz, Jennifer Meredith, Mike Russman, Jill Scheurer, Sue VanLente, Nancy Wohlscheid, Deacon Don

I. Review of Prayer Service – All

Jen M. started by thanking Jen D. and Joyce for organizing a beautiful prayer service in which the readings very appropriately centered on children. Deacon Don suggested using the chapel for prayer services. The next prayer service will be posted in the bulletin.

II. Final Approval of June Minutes - Jen M.

Jen called for review and/or changes to the minutes. There were none. Minutes were approved.

III. Parish Update - Deacon Don

Visiting priests are scheduled in Father Larry's absence. Deacon Don will bless the School Board on Sunday, August 26th at 9:30 am Mass.

IV. State of the School Report - Principal Hodge

a. Enrollment/Student Retention Status

The report shows we are three students ahead of last year's count at this time but seven students behind the end of the 2011-12 school year. Mr. Hodge is anticipating 111 students in high school enrollment. The freshman class has gone from smallest to second highest. The last three years have seen growth in the freshman class. The K-8 enrollment will probably be down. Every other class year has a big class which means the kindergarten class this year will be smaller; last year's class was large. There are only 11 students enrolled in the three-year old preschool class.

b. Facilities and staffing

Kathy Cook will be the library/media teacher. Melissa Shaw is the new physical education teacher. New carpeting is needed in a couple of classrooms. Mr. Hodge would like to find a good grant writer so the school could receive some green grants, i.e. more efficient lighting and drop ceilings. One of the classrooms needs some soundproofing due to the boiler noise. The preschool needed and received renovations over the summer. The preschool looks great and Mr. Hodge encouraged board members to stop in and see the changes.

c. Technology

Teacher laptops are in the fourth year of operation and Mr. Hodge hopes to replace the laptops.

d. Miscellaneous

i. GPA representation

Mr. Hodge talked to Dave Faber, Diocesan Superintendent, and with Allen Park Cabrini's principal. Skyward can do a different grading scale if we get rid of letter grades and use percentages. Dave Faber is against switching to percentages. He strongly discouraged switching because he feels the standards are lowered if switched. The higher the grading scale, the better the test scores. Allen Park Cabrini uses one grading scale that is similar to St. Pat's middle school grading scale. Mr. Hodge stated that he would like to use one grading scale from the 4th grade to the 12th grade and it would be the middle school grading scale. Jen M. asked Mr. Hodge when he would like to make the switch. Mr. Hodge stated he would like to start the process in January and officially change during the 2013-14 school year. Michelle Robydek, school counselor, is composing a letter to send to colleges with the student transcripts describing our grading scale. Jen D. asked if grades were converted would they be done course by course. Mr. Hodge said some colleges consider the difference and some do not. Jen M. stated we want to convey that we hold our students to a higher level. Bruce asked if any students had not been accepted to colleges because of the grading scale and Mr. Hodge replied that he has only heard of one student who did not get in to a specific program.

ii. Rules for dual enrollment/college courses

Mr. Hodge is still working on the handbook, parking lot policy and dual enrollment policy. We still do not have direction from the State of Michigan regarding how the classes are paid. Mr. Hodge is working on how the GPA will count for dual enrollment and when they are allowed to take the classes. Students will be allowed to start dual enrollment during their junior year. Students can take two summer classes that will count for seventh hour senior year. Dual enrollment courses must be courses that are not offered at St. Pat's. Course outlines will have to be reviewed in order to count. The handbook may change as the state hands down the rules of dual enrollment. Mr. Hodge will draft the handbook and it will go to sub-committee for review. Mr. Hodge would like to have students bring their own laptops to classes but that requires work in getting the software, routers, etc. in line. The handbook will most likely be ready at the beginning of the school year. Discussion followed regarding the use of weighted grading for classes. Mr. Hodge sees the weighting to be a problem because sometimes there may only be one quiz and if there is a bad grade for that quiz, it hurts the student.

iii. School survey results – tabled for next meeting

V. Discussion of Sub-Committee Goals and Members

a. Mission Effectiveness (Jen D. and Joyce)

Top priority: review current ways in which daily school activities are living out the parish/school mission and Catholic faith and identify any areas for improvement.

Jen M. asked Mr. Hodge the best way to get this information. He said there is theology every day; the high school has a spiritual team; students participate in

community service, retreats, sacramental prep and weekly mass. Deacon Don suggested looking at the parish mission statement and tie it into school life. Jen M. stated the survey response was overwhelmingly positive regarding matching the mission. Mr. Hodge said it would be nice to get the disengaged families to become engaged.

Sub-committee members needed: approximately 2: Jen D. and Joyce will bring names to the next meeting.

b. Marketing and PR (Nikki and Sue)

Top priority: review the website and the school brand.

Sue said she was getting pressure to make changes on website to include the parish more. The website will stay the same for now. All members should e-mail their bios to Sue right away. The marketing campaign has an established schedule already. Discussion followed regarding fundraising for the school. Mr. Hodge pointed out that there is a marketing budget for the school. Tammy stated that if a sub-committee needs money, then the sub-committee must present a budget to the finance sub-committee. Jen M. suggested all fundraisers need to be one within the parish.

Sub-committee members needed: Nikki and Sue are looking at names for their committee.

c. Policy (Jill and Bruce)

Top priority: gathering information, review of the handbook, and locating athletic policies.

Policy sub-committee will look at other school models like Lakewood, Portland, PW, Fowler and get all policies on paper. Mr. Hodge suggested looking at Grand Rapids Catholic Central. It was suggested that athletics should be part of the school handbook. Jill and Bruce are wondering if survey results will change the handbook in any way. Mr. Hodge suggested reviewing all policies because there are some that are not in writing anywhere.

Sub-committee members needed: Jill and Bruce would like to ask five more people to join their sub-committee. Nikki suggested bringing Pat Russman on the sub-committee as an advisor.

d. Strategic Planning (Keelie and Mike)

Top priority: review the existing strategic plan for school.

Sub-committee members needed: Keelie and Mike have one person to ask and would like four or five people to join the sub-committee. Mr. Hodge suggested adding a person to their committee who previously worked on the strategic plan.

e. Finance (Tammy and Nancy)

Top priority: Gather school board approved marketing budget to be presented to

Mike Johnson for inclusion in school budget.

Fundraising proposals and budgets will be submitted to this sub-committee and then be presented to the school board and then taken to Mike Johnson. Fundraising belongs under the Parish Finance Council.

Sub-committee members needed: approximately 1 to 2 people.

Executive (Jen M.)

Top priority: get materials and agenda out one week before the board meeting establish general rules for the board meetings and look at recruiting new board members.

VI. Upcoming Activities

- a. School Open House: Tuesday, August 21st from 6:30 pm to 8:00 pm

Jill suggested that it would be nice to have brochure for the school board listing sub-committees and charges. This would be great for stewardship weekend. Jen D. stated she liked the blessing that Father Larry did at the beginning of the Open House last year. There will be no formal presentation at the Open House.

- b. School Board Blessing: Sunday, August 26th 9:30 am Mass
- c. D-K/K Welcome Tailgate Party: Friday, September 7th home game
- d. Stewardship Weekend: October 27th and 28th

VII. Summary

- a. Review of tasks and action items

Mr. Hodge will provide a copy of the letter sent out with student transcripts (Mrs. Robydek's letter).

Sue will work on the tri-fold.

Sub-committees to provide sub-committee and priorities update.

Bios for the website will be emailed to Sue.

Information regarding what is needed for the open house.

Closing Prayer: Jen Meredith

Adjournment: 8:35 pm

Next Meeting: Tuesday, September 25th, 2012 at 6pm