

St. Patrick School Board Meeting Notes
January 29, 2013

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

Mass was held in Church at 6 pm

I. Public Comment:

None

II. Approval of December Minutes

December minutes were approved as written.

III. Parish Update (Father Larry/Deacon Don)

Father reported that a capital campaign will begin during the Lenten season. The campaign will be a three-year commitment with a goal of \$1.25 million. The money raised will mainly focus on maintenance projects such as tuck pointing, fixing the roof and chilling the school and church among many other projects. These projects are directed at maintenance that has been delayed over the years. The parish will call upon parishioners' talents to help with these projects.

IV. Principal's Report (Principal Hodge)

Mr. Hodge reported the school will use FACTS Tuition Management company for tuition collection per a directive by the Office of Catholic Schools for the Diocese of Grand Rapids. The school will not be using Skyward but will be moving to Infinite Campus. Mr. Hodge stated that there isn't much difference between the two. The preschool open house is February 26th in the parish hall. Mr. Hodge has set dates for the major activities for the rest of the school year and they can be found on the Principal's Report. All school board members who can attend should participate in graduation on May 19th. The middle school retreat for the East Region will take place at the Knights of Columbus Hall in Portland. There are four schools in the East Region attending: St. Charles in Greenville, St. Joe in Pewamo, Sts. Peter and Paul in Ionia and St. Pats. There will be 150 to 160 students and a dance will follow at the end of the day. Discussion followed regarding the school calendar and the potential day off on February 19th. Jill asked why February 19th was chosen instead of February 22nd which is a non-busing day. Mr. Hodge stated it would give students a four-day weekend.

V. Follow-Up Items

A. Students Serving at Funerals (Deacon Don and Principal Hodge)

Deacon Don will offer every server an opportunity to sign up and serve at funerals. Altar servers commit to serving every three months. There is no policy regarding this, it is status quo.

B. School Response to Common Schedule Survey (Principal Hodge)

Mr. Hodge talked about the common schedule survey response. In regard to the first question of whether or not a common schedule would be of value, 52 families said yes and 48 families said no. The second question asked which schedule would be most beneficial and 25 families said a 7:30 a.m. start time and 27 families said an 8:00 a.m. start time. The third question asked if families would still support a common schedule if bussing was not available and 23 families said no and 59 said yes. The overall result of the survey indicated we would lose 20 students if bussing was not available. Mr. Hodge reported that the school will not have a common schedule.

Discussion followed regarding why one schedule would be beneficial. The number one reason is security. The other important reason is that we still have students arriving late due to the busing problem. More discussion followed and it was agreed that the St. Patrick School Board would draft a letter to the Portland Public School Board with a suggestion of a tweaked start time for SPS and a request to switch the pick-up order. It was agreed that Mr. Hodge will be speak with Mr. Dumas first to see if a plan can be agreed upon before sending the letter on to the Portland Public School Board.

Mr. Hodge will send a letter to the survey responders regarding the results. Mr. Hodge also reported that the school is having a difficult time finding volunteer bus drivers for athletic events and field trips.

C. After School Pick-up Routing

Mr. Hodge has created an after school student pick-up plan. He will send a letter in two weeks informing parents of the routing plan and the pick-up points. Jill suggested putting an announcement in the *Review and Observer* about avoiding a block of streets at certain times. Signs will have to be placed around the school regarding parking.

D. Assistant Principal Position Profile

School board members reviewed the assistant principal job posting. Discussion followed regarding the title and degree requirements. The degree requirements are designed to make it as inclusive as possible. Duties were also discussed and how these duties will help free the counselor to focus more on school counseling-specific duties. The assistant principal will take over testing and hopefully work to raise test scores. This position will provide an opportunity for an administrative team approach. The position is full-time. The athletic director position will not be rolled into this position. It was suggested that interviews take place before the end of the school year. The position will be posted on the diocesan website, college placement bulletins, and our church bulletin and website.

V. Sub-Committee Update of Goals and Members

A. Mission Effectiveness (Jen D. and Joyce)

Joyce and Jen D. brought up two discussion points:

1. Currently, the athletic teams are wearing sports clothes on Mass day. The Mission Effectiveness Sub-committee would like to hold students to dress code on Mass days

and begin enforcing it next school year. Discussion followed regarding language in the handbook. Jen D. and Joyce will take the discussions to sub-committee and work with the Policy Sub-committee.

2. Mission Effectiveness would like a prayer said before every athletic home event. Mr. Hodge agreed this should be done and it should go into the Athletic Policy. Discussion followed about when the National Anthem is played and line ups announced. These items will be added as agenda items for the next board meeting.

B. Marketing and PR (Nikki and Sue)

Sue ran ads for Catholic Schools Week. Preschool age children (age 5 and under) will get a card and newsletter advertising the open houses. The cards will be mailed on February 8th.

Nikki completed a very successful CSW breakfast on Sunday. Tickets were down by 75 however, profit was up just over \$100 because of the increase in ticket prices. Profit was just over \$2,000.

C. Policy (Jill and Bruce)

The Policy Sub-committee is in the process of reviewing the Athletic Policy with the rest of their committee. The Athletic Policy talks about philosophy and it centers on faith and community. In addition, it talks about the responsibility of the student athlete to themselves, family and the team. Much of the language came from Battle Creek St. Philip which has a well written, tried and true policy. The sub-committee is moving forward slowly because it is time consuming.

D. Strategic Planning (Keelie and Mike)

Notified groups such as the PTO and Athletic Association, etc. to put strategic planning on their next agenda in order to talk about it and list a contact person. Keelie asked if the Athletic Association needed approval from the school board for purchases. Jen M. said we need to be in the know about major purchases. Father Larry said anything over \$10,000 has to be approved by the diocese.

Mike reported on the technology portion of strategic planning. A survey will be submitted to teachers to determine what they need. The Finance Council will let the strategic planning committee know about funding for the next 3-5 years.

E. Finance (Tammy and Nancy)

Tammy distributed the school budget. The budget does include the new full-time position. The budget also takes into consideration an increase in technology and salaries in general, including the day care coordinator. Per diocesan direction the amount the parish can contribute to the school is 35%. When you don't take into consideration maintenance it amounts to 19%. There will be maintenance included. There will be a tuition increase of \$100 for every student excluding sophomores on up.

F. Executive (Jen M.)

Regarding the St. Patrick survey, Jen M. plans to get it out right after spring break. One survey will be specific to grades K-5 and one will be specific to grades 6-12. Jen M. asked each board member to review the survey and think about the specifics of each group. Jen M. also asked board members to think about school board recruitment. At least two members will be exiting. The installment meeting will be the June board meeting. Jen M. reminded everyone that we are hosting the February 22nd Stations of the Cross and the Lenten soup supper.

VI. New Agenda Items

- A. Stations of the Cross/Soup Dinner (Jen M.) – see V.F. above**
- B. CSW Pancake Breakfast (Nikki) – see V.B. above**
- C. Afterschool Program for Middle School Students - tabled**

VII. Review of Tasks and Action Items

- A. Randy – two letters**
- B. Policy on prayer and national anthem**
- C. Policy on clothing for school Masses**

Closing Prayer (Bruce Beachnau)

Next Meeting: Tuesday, March 12, 2013 at 6 pm

Adjournment: School Board meeting adjourned at 9:00 pm

--Notes submitted by Nancy Wohlscheid