

St. Patrick School Board Meeting Notes
June 11, 2013

Present: Lisa Bartlett, Bruce Beachnau, Tammy Bengel, Nikki Brown, Mike Cook, Keelie Honsowitz, Joyce Kransz, Jennifer Meredith, Mike Russman, Jill Scheurer, Shayla Schneider, Sue VanLente, Nancy Wohlscheid, Randy Hodge, Father Larry, Deacon Don

I. Introduction of New School Board Members

Jen M. thanked everyone for attending. New school board members introduced themselves. New school board members include Lisa Bartlett, Mike Cook and Shayla Schneider.

II. Approval of Minutes

Minutes approved as written.

III. Principal's Report (Randy Hodge)

End of school year report cards and MAPS results were sent home today. Softball team lost in quarterfinals today with a score of 3 - 2 in ten innings. Mr. Hodge reported next year's enrollment will likely be down by seven to ten students. There will be seven less DK students, who are half-time. The school lost a graduating senior class which was larger than the incoming freshman class. The school is also losing two exchange students. In regard to staffing, the shared-time music teacher is leaving and the new dean has been hired. Mr. Hodge reported the dean's position drew 19 inquiries and 17 applicants of which 6 interviews were conducted. From the pool of six interviewees, one person was hired. The new dean is Sarah Lefke Townsend, a teacher from St. Mary's in Westphalia and a graduate of Portland High School.

IV. Follow-Up Action Items

A. Approval of Athletic Handbook

Bruce will add the new heat index rules to the handbook under weather policy. Language regarding prayer before home games was added to page 19 and the national anthem language was added to page 20. Tournament language will be removed.

Mr. Hodge said there is a concussion policy that does not need to be added to the athletic handbook because it will be added to the school handbook due to possible injuries during gym, playground activities, etc.

Mr. Hodge had a concern with the athletic handbook language on page 1, section 13 regarding penalties due to the use of drugs, alcohol and/or tobacco. The language states that the athletic director will use "discretion." Mr. Hodge is concerned because criteria are not listed. When athletes are punished, they are suspended for a portion of their next athletic season. In the past, some athletes have joined a sport they normally do not play so that the suspension occurs during that sport. Discussion followed.

Bruce suggested Mr. Hodge draft language regarding playing a sport to get out of penalty for his/her true sport and then Bruce will present it to the policy committee. Jen

suggested we accept the athletic handbook as it is currently written and then make improvements because it is a living document. Jen called for approval of handbook as it is written, knowing the tournament language will be removed. School board members voted and the athletic handbook was approved. Bruce will give the handbook to the school's administrative assistants so copies can be made and distributed to all athletes in grades 5-12.

B. Approval of Strategic Plan

Keelie reported that there have been no updates to the strategic plan since the last meeting. Jen called for approval of the new strategic plan. School board members voted and the strategic plan was approved. Keelie asked where the strategic plan goes now and Jen said it should be sent to all of the school board members and it should be posted to the school board website under administration. Sue will post the athletic handbook and the strategic plan.

C. Parent Survey Results

Surveys were categorized by K-5 and 6-12. There was a slightly lower response this year. The major area of significant concern was technology, mainly the lack of equipment and the lack of technology use in the classroom setting. Some of the capital campaign money will go to the parish computer lines for an upgrade from residential to commercial. Jen stated that utilization of technology will be a big focus next year.

Keelie commented that some of the problem is simply an awareness issue because the strategic planning/technology committee was surprised at what was available. Jen said once the computer lines are upgraded to commercial, we can hold staff accountable for using technology. Bruce said training may be an issue. Keelie said the strategic planning committee is addressing the training concern. Jen said now that the capacity barriers have been identified and will likely be fixed this summer/fall through Capital Campaign funds, with Mr. Hodge's help, we can provide training support for the teachers.

Jen asked Mr. Hodge for a Plan A (with upgrade) and a Plan B (without upgrade) for ensuring technology is being utilized in all of the classrooms appropriately. Mr. Hodge said until the commercial wireless is installed, nothing can be done. Randy said Plan A needs to be that all computers are available and working. Jen said go with the assumption that the wireless capacity will be in place and develop a plan to ensure the teaching staff is including interactive technology in teaching/assignment work. Mr. Hodge said keyboarding may be offered in the 4th and 5th grades. Mr. Hodge stated schools in the area do not offer computer classes for grades K-3. Portland Public Schools do not have computer classes for grades K-5. We cannot have a shared time teacher for elementary because Portland Public Schools do not have a computer teacher. Jill talked about the positive results she has had when she allows her students to bring their own technology to school. She said her student worked quickly through the assignments.

Mr. Hodge said the surveys showed a 72.8% (elementary) and 80% (middle school/high school) satisfaction rate that communication is good. Mr. Hodge's end of the school year letter was mailed with the report cards and in the letter he said that as improvements and changes are made per suggestions from the surveys, he would communicate this information in the weekly newsletters. Jill suggested Mr. Hodge add a "tech tidbit" to his newsletter in order to relay information.

V. Dissolution of 2012-13 School Board

Jen called for the dissolution of the 2012-13 school board. This was the board's first year as a board of limited jurisdiction and Jen commented that the level of effort was fantastic. Jen said every committee knocked it out of the park. A big thank you was given to Joyce for serving on the mission effectiveness committee and spiritually contributing ideas such as prayer before games and getting students to altar serve at funerals. Jen thanked Jill for all her hard work and contributions to the policy committee; many hours were spent working hard on the Athletic Policy and using straightforward directness. Jill commented that she appreciated Bruce's efforts as well. Bruce said Jill brought a great perspective, was very tactful and helped smooth some things over.

VI. Establishment of 2013-2014 St. Patrick School Board

A. Election of Officers

1. Chair – Principal Hodge to call for nominations

Mr. Hodge said it was great coming to the board meetings because he was so excited to hear ideas. He expressed that he didn't feel as lonely because so many ideas were brought forward and the meetings were so productive. Mr. Hodge said it was great to see positive ownership with the school. The first meeting of 2013-14 was called to order at 7:48 pm by Mr. Hodge. Mr. Hodge called for nominations of the Chair of the St. Patrick School Board. Nikki motioned to nominate Jennifer Meredith and Tammy seconded the motion. Jen accepted the nomination of School Board Chairperson. Bruce motioned to close nominations and Nikki seconded the motion. School board members voted and the motion passed unanimously. Mr. Hodge turned the meeting over to Jen.

2. Vice Chair – Chair to call for nominations

Jen called for nominations for vice chair, Nancy motioned to nominate Nikki and Tammy seconded the motion. Nikki accepted the nomination of School Board Vice Chair. Bruce motioned to close nominations and Tammy seconded the motion. School board members voted and the motion passed unanimously.

B. Establishment of Terms of Service and Review of Board Handbook

Last year, because it was the first year of limited jurisdiction, board members had the option of staggered service. This year, new school board members are committed to three-year terms. Jen briefly reviewed what is contained in their green binders. Jen asked each new board member to submit a bio to Sue so Sue can post the bios to the website. Jen thanked the new school board members for their commitment.

VII. Sub-Committee Focus (discussion of 2012-13 results and top priorities for 2013-14)

A. Marketing and PR (Nikki and Sue)

Since this is the first time in five years that enrollment is down, the marketing committee may have to revise advertising techniques. Advertising costs have skyrocketed because most people do not buy newspapers anymore. Sue and Nikki are looking into using the big windows facing Grand River Avenue on front of the school building. Forty-three inch square signs can be used and the message can be changed every two to three weeks. The constantly changing signs can be used over and over again. Everyone agreed new ideas are needed. Mr. Hodge said the school should advertise outside the area. Nikki said the committee will continue working on the advertising plan through the diocese. The board will need to identify ways to keep the younger kids here. Randy commented that baptisms are down quite a bit.

B. Strategic Planning (Keelie and Mike)

Strategic planning will review the identified items and focus on them. In addition they will focus on technology awareness, technology improvements and the area SWOT analysis.

C. Mission Effectiveness (Jen D. and Joyce)

No updates.

D. Finance (Tammy and Nancy)

Budget was successfully completed. Goals of the finance committee are to work on a single calendar listing all parish/school fundraising events and to establish a process to approve new fundraisers. Mr. Hodge pointed out that the new fundraiser process should be handled by the Parish.

E. Policy (Jill and Bruce)

The subcommittees are lined up for the Athletic Handbook and Parent/Student Handbook Committees. Mr. Hodge will identify priorities for the parent/student handbook before it is reviewed and written.

VI. New Business

A. Identification of Date for August Meeting

August 6th at 6 pm

B. MHSAA Membership Resolution

Every year the school has to rejoin the Michigan High School Athletic Association. Sue motioned to recommend rejoining the MHSAA; Tammy seconded the motion and the motion carried.

C. Polo Shirts

The Class of 2014 has requested in writing, with a picture, a senior-only polo. The purple polo shirt is specific to one store and does not contain a logo. Mr. Hodge brought up another idea about polo shirts because he has been fielding concerns about the number of t-shirts, specifically expense, when playing sports and also concerns

about the t-shirts being worn to Mass. Mr. Hodge suggested a specific athletic polo shirt which grades 5-12 could wear on game days. Football jerseys could still be worn on Fridays because Fridays are spirit days. Keelie stated the specific athletic polo shirt may not eliminate the design and expense of teams still buying t-shirts. Jen said the shirts could be worn on field trips. Lisa pointed out the t-shirts designate a team and the polo shirts would not designate a team. Joyce said the polo shirt would designate a team since it would be worn on game days. Shayla said there would have to be a policy that says the polo shirts will be worn on game days. Polo shirts will be voted on at the August meeting.

VII. Review of Tasks and Assignments

- A.** Vote on shirts
- B.** Send out parent surveys to board members
- C.** Randy will take fundraising to the administrative meeting
- D.** New board members will send bios to Sue
- E.** Send out meeting schedule to the board and Father.

Closing Prayer (Jen Meredith)

Next Meeting: Tuesday, August 6, 2013 at 6 pm

Adjournment: School Board meeting adjourned at 8:30 pm

--Notes submitted by Nancy Wohlscheid