

St. Patrick School Board Meeting Notes
November 6, 2012

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

Prayer Service was held in Church at 6 pm

I. Public Comment:

None

II. Approval of August Minutes:

September minutes were approved as written.

III. Parish Update (Deacon Don):

None

IV. Principal's Report (Principal Hodge)

Mr. Hodge asked if any board members had questions regarding the Principal's Report. There were no questions. Mr. Hodge informed board members that the Diocese has mandated all schools move to utilizing Infinite Campus, replacing Skyward beginning next school year. Infinite Campus has potential to track grades and tuition. The parish could potentially use Parishsoft for tuition billing but this software is not very feasible for school needs. The school will also look at a third party provider such as SMART/FACTS for tuition billing

V. Follow-Up Items

A. Dissemination of School Survey Results (Jen M.)

1) Incremental survey results:

Jen M. has retrieved the remaining survey responses from Survey Monkey. The overall survey results were positive with a few opportunities for improvement. Bruce commented that the additional surveys had a positive effect on the results.

2) 2012-2013 survey format:

Board members agreed it would be best to conduct this year's survey at the end of the third quarter. In addition, it was agreed that the survey will be split so that there will be one survey for the middle school/high school and one survey for the elementary school.

3) School response to survey results:

Board members agreed a summary of the survey results should be communicated to school families. Discussion followed. Mr. Hodge will check with the office

staff to determine the best communication. A letter home, posting to the website and Skyward are all possibilities for communicating the results and improvements being made.

B. DK and Kindergarten Class Offering Discussion (Principal Hodge)

Mr. Hodge will be talking to Amy Weems and Carol Kahn regarding the DK program. Mr. Hodge would like to offer a full day of DK next year with a December 1st birthday deadline. In addition, a half day of DK would be offered to students who meet the December 1st age deadline and/or for students who are slightly younger (birthday deadline TBD). Mike Johnson has indicated the funds are available to support the additional class and is working with Mr. Hodge to determine full cost. Enrollment must be high enough to make both options feasible. If both options cannot be offered due to class size or other limitations, the school would remain with only half day DK. The new offering would result in hiring a half-time teacher.

All board members supported offering the full day and half day DK classes for the 2013-2014 school year.

C. Students Serving at Funerals

Mr. Hodge and Deacon Don discussed this and see no problem having students excused from class to serve at funerals. Mr. Hodge will follow up with Deacon Don. Mr. Hodge mentioned that this is something Deacon Don will take care of when Fr. Larry returns from sabbatical and he has a few less responsibilities.

V. Sub-Committee Update of Goals and Members

A. Mission Effectiveness (Jen D. and Joyce)

Diane Simon has joined the sub-committee. Board members thanked Jen D. and Joyce for the prayer services preceding the board meetings over the last few months. Father Larry will be back for the next board meeting.

B. Marketing and PR (Nikki and Sue)

Ross Schneider and Michelle Stiffler have joined the sub-committee. Nikki and Sue attended the Diocesan Marketing Summit. They presented the "Try Us, You Will Like Us" program three times at the summit. Comments were made about our low high school tuition. Minor organizational improvements have been made to the website, but overall the website is an extremely successful marketing tool and will remain as it is. Ross Schneider will take charge of the sports section of the website.

C. Policy (Jill and Bruce)

Scott Pline, Gayle Thelen, Khristie Cook, Neil Miros, and Elizabeth Kolarik have joined the sub-committee. The Policy committee met on October 30th. Jill and Bruce reported that they have an enthusiastic group ready to go. The committee is presently gathering and reviewing all school and athletic policies from SPS as well as other similar size schools from the area. Discussion followed regarding the role of policy making vs. the discretion of the coaches and/or athletic director.

D. Strategic Planning (Keelie and Mike)

Ross Schneider and Mike Coyne have joined the sub-committee. Core group met and worked on the format and layout of the strategic plan. The committee will be working with a liaison from every major committee (PTO, Athletic Association, etc.) to build the long term strategic plan. Keelie and Mike asked for clarification regarding whether or not technology and plants/grounds are part of the strategic plan and Jen M. verified that they are part of the strategic plan.

E. Finance (Tammy and Nancy)

Mike Johnson and Deb Coyne have joined the sub-committee. Tammy reported that the finance subcommittee is working with the parish-wide fundraising committee (Carmen Behovitz, Dan Schrauben and Ralph Willemin) to develop a parish fundraising calendar. The finance subcommittee and parish fundraising committee will meet again in the next two weeks to hopefully work out a final draft. Budget will be next.

F. Executive (Jen M.)

Jen M. drafted language for public address of the school board. Board members agreed the written request should be submitted no later than seven days prior to the school board meeting.

The policy is listed below:

Procedure for Public Address of School Board:

1. A written request, including the topic, must be submitted no later than seven (7) days prior to the school board meeting. The request may be submitted to either the school administrator or the chair of the school board to be placed on the agenda.
2. During the meeting, the requestor will be given 10 (ten) minutes at the beginning of the meeting to address the identified topic. The school board will then be allowed to ask any clarifying questions for an additional 5 (five) minutes.
3. Following public comment, the topic will be added as a "New Business" agenda item to determine if it is a board issue or an administration issue and whether action should be taken regarding the topic.
4. If the topic is deemed to be an issue for the board, additional data and executive sessions may be held to determine appropriate action. A response (verbal or written) will be provided to the requestor.

VI. New Agenda Items

- A. School time schedule and transportation survey-** There is a significant bussing concern this year due to approximately 20 children per day showing up late to school due to bussing. Mr. Hodge has been working with Mr. Dumas. Mr. Hodge and Mr. Dumas will meet to see if a solution can be found for next school year. Due to this issue, and for other possible beneficial reasons, a different school schedule may need to be implemented. Mr. Hodge mentioned several reasons why a common schedule for grades K-12 (instead of a split schedule) would be beneficial to the SPS school community. To gather parent feedback, a survey should be developed and implemented in the December timeframe.

- B. After school Parent Pick-Up Procedure (Jen M)** - Jen M. raised a concern regarding the current end of day Child Pick-Up procedure. There is little organization and potential for injury to a child. The board will discuss options for improving the pick-up procedure.

VII. Review of Tasks and Action Items

- A. Students Serving at Funerals (Principal Hodge)**
- B. Develop school schedule and transportation survey to be disseminated in early December (Jen M)**
- C. Administration Response to School Survey (Principal Hodge and office staff)**

Closing Prayer (Nikki Brown)

Adjournment: School Board meeting adjourned at 8:20 pm

Next Meeting: Tuesday, December 18, 2012 @ 6pm

--Notes submitted by Nancy Wohlscheid