

**St. Patrick School Board Meeting Notes**  
**September 25, 2012**

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

**I. Review of Prayer Service:** School board members discussed the main message of the readings which was the importance of actions. Bruce suggested school board members reflect on the prayer service while still being present in church rather than going back to school and reflecting before the board meeting. Deacon Don suggested the reflection be done after the completion of readings. Jen M. would like each school board member to bring in a non-perishable good each time school board members meet for prayer service/Mass. Everyone agreed.

**II. Approval of August Minutes:**

August minutes were approved as written.

**III. Parish Update (Deacon Don):**

Father Weber is presiding over Mass for the month of September and after that will be present for First Fridays. Father Weber will still be the parochial administrator for the duration of Father Larry's sabbatical. Father Weber will attend the pastoral and finance council meetings on Tuesdays. Deacon Don reminded school board members that the Sacrament of Confirmation will be celebrated in two weeks. Father Weber will attest to the preparedness of the ninth grade candidates. Confirmation interviews are next week. Deacon Don encouraged school board members to attend the Wednesday evening mass before Thanksgiving. The Pastoral Council would like a representative from each parish "council" to attend each meeting and give an update. Each representative will present his/her update at the beginning of the meeting and then be free to leave.

**IV. Follow-Up Items**

**A. Review College Letter Sent for Student GPA (Principal Hodge)**

Mr. Hodge distributed the school profile to each member. Jen M. suggested displaying the profile on the school website. This profile goes to every college when transcripts are mailed. The grading scale is also placed on the transcript. This letter has been in existence at least six or seven years. Nancy will forward to all school board members.

Sidenote: Jen M. would like to place a time limit on public comment. Jen M. suggests that the school board members first review the subject matter because at the end of the day, decisions involve the administrator. The school board members will decide whether it is a board issue or an administrative decision. We can make comments and move on. Sue said once a time limit is decided it should be published on the website. School board members agreed they will allow a person to address the board up to ten minutes and then there will be five minutes of clarifying questions. Later on in the meeting, we will place it in the agenda action items and then possibly discuss later at an executive session which may or may not form a decision and response. A response may come later in the form of a letter. Article Six section 6.4 (second tab of the binder,

page 8) states the school board may hold an executive session. Jen M. stated the Executive Committee will draft a policy.

#### **B. Review Draft School Board Tri-Fold Letter (Sue)**

Sue distributed a tri-fold used for school promotion. Jen M. suggested changing the “St. Patrick Catholic School” to say “School Board”. Jen M. asked if the tri-fold was something school board members would like to use for school board promotion and if so what should be included. She suggested adding the mission statement, web address, and committee structure in order to highlight the board. The tri-fold will be used at the stewardship fair and open houses. Keelie suggested an overview of each committee. Jen M. suggested adding the requirements to serve on the board. Jill suggested adding the meeting dates. Bruce suggested directing readers to the website in order to get a current list of school board members. Jen D. commented that Bruce’s idea would keep the tri-fold from getting outdated. Sue and Jen M. will work on the tri-fold. Nikki suggested taking the tri-fold to the diocesan marketing meeting in October.

#### **C. Dissemination of School Survey Results (Jen M.)**

The 2011-12 school survey had 129 responses. The free version of Survey Monkey was used which allowed 100 responses. For \$80-\$100 we can buy the other 29 responses. Sue stated the survey can be done on the school website. Jen M. stated the survey results are strictly for the school board and the results are not to be distributed. Bruce feels the parents deserve a response on the results of the survey. Jen M. stated that any response has to come through the administration. Jen M. said we might say something like, “Thank you for your time in completing the survey. Because of the survey results, we have implemented this change or are updating this change.” Mr. Hodge said he can put a response in the school newsletter. Jen M. suggested looking at some general themes.

#### **D. Bio to Sue by October 7th**

School Board members should send their bios to Sue VanLente by October 7<sup>th</sup>.

#### **V. Principal’s Report (Principal Hodge)**

Mr. Hodge walked school board members through the changes in the student handbook. Changes include parking documents, before and after school fees, bring your own device policy, (sidenote: the school is considering a commercial wireless system), cell phone policy, any criminal activity (not just athletes will be disciplined), early release for seniors, game day uniform, dual enrollment, student suspension/sport, kindergarten liturgy, weighted grade point average, parties, standardized tests, release of records, and school deliveries. Mr. Hodge also discussed kindergarten age cutoff. The new kindergarten age cutoff is now November 1 for the 2013-14 school year in the public school and will be moved up each year until Sept 1 is reached. Mr. Hodge asked if the school board would like to change age cutoff and should St. Patrick have a full day of DK or option of half or full day DK.

#### **VI. Sub-Committee Update of Goals and Members**

Jen D. and Joyce drafted a committee worksheet which contained potential committee

members, identification of committee priorities, and current business opportunities. Jen M. would like to use this as a best practice and use it to track progress.

**A. Mission Effectiveness (Jen D. and Joyce)**

Deacon Don was asked if there is a policy about students serving at funerals. Deacon Don said he was told in the past that students are not allowed to serve because it means missing school. This issue will be added as a follow-up item to the next school board meeting. No committee members have been added yet to Mission Effectiveness. Jen D. and Joyce feel like they have a hole with middle school/high school. Mr. Hodge will get them a list of the high school retreats.

**B. Marketing and PR (Nikki and Sue)**

Marketing and PR had a meeting two weeks ago. Potential committee members include Michelle Stiffler and Ross Schneider. Michelle helped with the website. The committee is reviewing the website and will meet in two weeks. The committee is also working on a PowerPoint presentation and a one-page publication for the diocesan marketing meeting. Sue and Nikki have been asked to present at the meeting.

**C. Policy (Jill and Bruce)**

The Policy Committee is responsible for athletic policies and school policies. Members of the Policy Committee who are interested in reviewing all policies are Liz Kolarik, Kristie Cook, Gayle Thelen, and Scott Pline. Sherry Dixon and Neil Miros are interested in reviewing athletic policies only. Jill mentioned that Diane Bissell had expressed a possible interest in serving. The Policy Committee will review changes in the handbook. The committee is collecting athletic policies to review. There are concerns about being bound to the athletic policies. A decision will have to be made regarding how much or how little is wanted. Bruce and Jill feel it is best to separate the school policies from the athletic policies. One athletic policy book being reviewed provides justification for each policy. Deacon Don wants the Church identity reflected in policies. Deacon Don suggested looking at Battle Creek St. Philip. Jill stated they have been in communication with the Athletic Association. Neil Miros is an officer representing the Athletic Association. Bruce and Jill feel it is best to separate the school policies from the athletic policies. The board members agreed it was best for the Policy Committee to have two subcommittees.

**D. Strategic Planning (Keelie and Mike)**

Keelie said Keith Schneider and Michelle Smith have been contacted to serve on the Strategic Planning Committee. They have reviewed the 2005-06 plan on paper and Keelie is retyping the document. Some of the categories do not apply to the subcommittees in existence today. Keelie asked how broad should the strategic plan go and do they use groups such as the PTO and Athletic Association. Keelie stated that the technology plan was very detailed. Jen M. said technology has been placed in strategic planning. Strategic Planning will work with the presidents of these groups and have them review what is written. Jen M. suggested setting short term goals with matriculation, grades, scores, etc. Mr. Hodge suggested talking to Dan from Greenlight regarding the technology portion of the strategic plan.

**E. Finance (Tammy and Nancy)**

Tammy reported that Deb Coyne will be the only person added to the Finance Committee. Finance will be working closely with Mike Johnson as well. The Finance Committee met with Mr. Hodge and Mike Johnson and discussed the need for a universal fundraising calendar. Tammy, Nancy, Deb, Mike and Mr. Hodge agreed fundraising needs to go through a fundraising committee. Mr. Hodge clarified that he approves service projects. Finance will meet again soon with Dan Schrauben and Ralph Willemin who are interested in forming a fundraising committee.

**F. Executive (Jen M.)**

Jen's primary goal is to work on the annual evaluations. Jen distributed a draft evaluation. This form can be used to evaluate anyone. The focus of evaluations will be goals and accomplishments. The goals and accomplishments feedback will be given to Father Larry. This form could also be used as a self-evaluation of the School Board. Jen M. asked that everyone review the form and provide feedback. Jen M. stated that she will also be working on identification of potential board members.

**VII. Upcoming Activities**

**A. Pastoral Council Meeting Representative (Tuesday, October 16<sup>th</sup>)**

Jen M. will provide a written update.

**B. Fall Festival**

Nothing to report.

**C. Stewardship Weekend in October**

Sue and Jen M. will work on this.

**VIII. Summary**

**A. Review of Tasks and Action Items**

Sue and Jen M. will draft a School Board tri-fold.

Jen M. and Nikki will work on the executive session policy and public address policy

Jen D. will send out the subcommittee work sheet

Mr. Hodge and Deacon Don will work on a funeral policy.

Next meeting we will talk about DK and K changes.

Closing Prayer (Principal Hodge)

School Board meeting adjourned at 8:35 p.m.

--Notes submitted by Nancy Wohlscheid