

**St. Patrick School Board Meeting Notes  
December 10, 2013**

**I. Approval of October 29, 2013 Minutes**

Minutes were approved as written.

**II. Principal/Director of Student Life Report**

**A. Review of 90-day Training**

Jen M. asked Mr. Hodge to do a 90-day training review in regard to Ms. Townsend's first few months at St. Patrick School. Ms. Townsend said she has been taking care of discipline and has been trained on MAPS testing. Discipline is handled first by Mrs. Townsend. Jen M. asked what happens if something happens outside of school? Ms. Townsend said that nothing has happened yet. Jen M. said she has heard of issues happening outside of campus. Jen would like to see discipline policies defined, reviewed and centralized. Jen stated that a MAPs review has been planned for parents to learn more about the testing. Ms. Townsend is printing reports and will review results with parents. Ms. Townsend stated teachers have access to results and should be communicating the results and what the results mean for each child. The MAPs meeting will explain how students are ranked nationally, who they are ranked against, and what the goals are. Ms. Townsend said a median target is set for each child. Jen M. said she thought most questions would center around who participates and who the students are compared against. Ms. Townsend said teachers have to know what should be expected out of each child. Jen D. asked if parents only have to attend one MAPs meeting session even though they might have children in various age groups. Ms. Townsend said yes. Jen M. asked Ms. Townsend if she knew of any issues that should be addressed or improvements made. Ms. Townsend said the discipline rubrics are in the process of being revised. Ms. Townsend commented that she is enjoying her job and things are going well. She also said it is a learning experience because there is so much to do. Ms. Townsend said she and Mr. Hodge work together a lot on various things. If issues come up, Ms. Townsend volunteers to handle them. Jen M. said she knew there were many responsibilities and wanted to assess what has been completely turned over to the Director of Student Life position and what the priorities are for the year.

**B. Transfer of Responsibilities**

Mr. Hodge will review the transfer of responsibilities after the semester.

**C. Priorities for 2<sup>nd</sup> Half of Year**

**III. Follow-Up Action Items**

**A. Strategic Planning—Facility Plan**

A meeting was held with Pat Russman, Neil Miros, Mr. Hodge, Keith Schneider and Michelle Smith in attendance. Discussion centered on why we need a gym and what else could we use the space for, i.e. daycare or music. Keelie stated that the biggest

reason we need a new gym is safety. Time is also a factor for students who want to use their time in other places and are restricted because of practice times. Jen M. asked if anyone from the administration was involved and Keelie said no but Keith is on Finance Council. Keelie said the facility will be a parish facility. Jen M. asked if it would contain a cafeteria. Keelie said the group didn't say it would at this point but we want to leave it open to include a kitchen. Jen asked where the facility plans have gone. Keelie said they met as a group, put the list together and then put the document together and put it out to this group and not anybody else. Mr. Hodge thinks the next step is to take the plan and present it to the Pastoral Council. Jen M. asked about space. Keelie said there are three different options but didn't want to go into detail: 1) the extra property between West and Church Streets, 2) daycare property, or 3) the Father Flohe fields. Keelie said the group thought the best location would be the daycare property. Keith has blueprints that were done five to ten years ago. Mike Johnson has a broad layout if it is constructed in the parking lot between church and school. Pastoral Council meets next week on Tuesday, December 17<sup>th</sup>. The facility might have an option of renting it out in order to make money.

## **B. Mid-year Survey**

The mid-year parent survey will ask four questions: 1) how many children attend St. Patrick School, 2) what are their grades, 3) what have we done well, and 4) what can we do better. Keelie posted the questions in a Google Docs Survey and it compiled the information into a document. Google provides more options with no limit of responses. Most of the responses are going to be written so we will do a hard copy and an online response. It will be done at the end of the semester which is January 17<sup>th</sup>. Mr. Hodge suggested sending it out on the 17<sup>th</sup> in the Friday folders. Mr. Hodge will compose a letter and attach it to the survey. A link will be sent to Sue. Ms. Winkler will put information in the middle school newsletter. Discussion followed regarding distribution to high school. Jen M. suggested the support staff build a distribution list for the high school students. Mr. Hodge will check with LuAnn to build a distribution list. Tammy said it should be built for all students not just the high school students. Lisa is going to check at PW.

## **C. Parent Workshop on MAPS Test**

Jen wants to know if teachers are prepared to use the results of MAPs testing in the classroom. Mr. Hodge said the teachers are being held accountable. Teachers have to explain how they know what each child's target area is. Jen M. asked what happens if a child is above the group in a reading area. Ms. Townsend said every student will always have a low area that they should be working on. Focus should be on the lowest of the three areas or the "Target Area." Mr. Hodge has arranged for the staff to receive the math training in February. The staff received the information for the math training but the wrong information was sent to the school earlier in the year and a teacher noticed that it was not correct. Most of the current MAPs results used for Differentiation of Instruction is in English and Reading. Everything taught now is across the curriculum, i.e. a theology teacher can mark a student's grade down if improper grammar is used in a homework assignment.

## **D. Marketing Plan**

Nikki said they had a meeting with their subcommittee and right now they are focusing on keeping students/families at St. Patrick School. Sue said they cannot do anything

with marketing information until they get the logo to the Marketing Company assigned by the Diocese. The preschool letter will go out before Catholic Schools Week. Children five years and under will get letters tailored to their ages. Sue pointed out that we do not have anything tailored for our preschoolers here at the parish, i.e. a mom's group. Sue has brought up this issue at the Pastoral Council. The PR subcommittee is trying to find a way to promote the daycare. Most other churches accept children at six weeks of age for daycare but we cannot because we do not have proper facilities. Mr. Hodge said we start at 2 ½ years because the licensing rules change at that age. The subcommittee is trying to find ways to market the free things offered at the Parish, which isn't much. Discussion followed. CSW breakfast is January 26<sup>th</sup>. The subcommittee is discussing the idea of doing a thank you breakfast in a couple years for the families who send their kids to St. Patrick School.

#### **IV. Sub-Committee Focus**

##### **A. Marketing and PR**

See above.

##### **B. Strategic Planning**

Keelie asked people to send her new ideas if they have any. Jen M. said enrollment numbers should be in the strategic plan.

##### **C. Mission Effectiveness**

Erin Martin has joined Mission Effectiveness to represent the middle school. January 10<sup>th</sup> is an adoration day. If there is a snow day, adoration will be bumped to January 24<sup>th</sup>. Regarding CSW, Mike contacted Sister Sarah from a small order of nuns near Lowell named the Trinitarian Sisters of Mary. They have perpetual adoration with a small chapel and beautiful landscaping. The Trinitarian Sisters of Mary have 8 nuns and they are in their 20's or 30's. Sister Sarah will come to the school and talk to the students. Mike thinks they will connect with the kids. Mr. Hodge is working with seminarians who want to come and talk to the students in early January.

##### **D. Finance**

Mr. Hodge would like to get rid of the graduation fee. Nikki would like to get the thank you breakfast money in the budget. Tammy has not heard if the School Board is responsible for the fundraising calendar.

##### **E. Policy**

Ms. Townsend, Mr. Hodge, Bruce and Lisa have met and reviewed policy. They discussed changing a couple of policies. They are checking grammar. LuAnn will make changes and then they will be brought to the board.

#### **V. New Business**

The school board received an e-mail from an 8<sup>th</sup> grade student hoping the policy of boys' hair length could be changed. Jen M. kicked it back to the policy committee and they will discuss it and bring it back to the next school board meeting.

## **VI. Review of Tasks and Assignments**

- A. Disseminate Mid-Year survey by Jan. 17<sup>th</sup>**
- B. Update to discipline rubrics**
- C. Policy sub-committee to review hygiene/hair length policy**
- D. Strategic sub-committee present facilities plan to Pastoral Council**
- E. New logo to Marketing committee for materials**
- F. Coordinate CSW visit from Trinitarian Sisters of Mary**
- G. Randy to develop 90-day review of Director of Student Life Training**
- H. Randy determine capacity of admin staff to develop:**
  - a. grade/level specific email distribution lists**
  - b. enrollment data**

Closing Prayer: Mike Cook

Next Meeting: Tuesday, January 28<sup>th</sup> at 6 pm

Adjournment: School Board meeting adjourned at 8:30 pm

--Notes submitted by Nancy Wohlscheid