

**St. Patrick School Board Meeting Notes**  
**February 4, 2013**

**I. Approval of December 10, 2013 Minutes**

Minutes were approved as written.

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

**A. Review of 90-day Training and Transfer of Responsibilities**

Mrs. Townsend summarized her responsibilities since being hired as the Director of Student Life. She handles discipline and is currently reviewing the rubric. She is doing all of the testing including, MAPs, MME, ACT, etc. Lunchroom supervision is also part of her daily responsibilities. Mr. Hodge and Mrs. Townsend talk every day and have discussed some different responsibilities for next year. Mrs. Townsend tracks students who need behavioral and/or academic intervention. Intervention happens when a teacher suggests it. Jen M. asked if discipline is tracked and if Mrs. Townsend is responsible and the answer was yes. She is waiting for attendance and tardy feedback for policy. As far as any responsibilities that need to be transferred, Mrs. Townsend is looking into the elementary curriculum. She is working with reading.

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

Jen M. has been working with Mr. Hodge and Mrs. Townsend on strategic planning. Mr. Hodge stated that the executive committee should be suggesting new members at the next school board meeting (need four non-parents). Discussion followed regarding members of the executive committee and the responsibilities. Jen D. stated there is supposed to be flexibility in getting to the ratio of non-parental members. Mr. Hodge said the third year, which is next year, is the year the ratio is supposed to be met. Jen M. said it is a recommendation. Jen M. will call a meeting of the executive committee.

Mr. Hodge reported on the strategic plan. He wants to use MAPs testing to differentiate student learning. The staff development day on February 28<sup>th</sup> will be focused on training for the math portion of MAPs testing. Mr. Hodge would like ensure common core standards are covered within the curriculum which is being reviewed. The goal for MAPs is for all students to be in the 80<sup>th</sup> percentile. Have to decide what to do for the kids in the bottom percentile. Regarding the technology plan, Mr. Hodge said essential computer skills, such as power point, excel, word and keyboarding will be taught at best fit grade levels. For example, keyboarding will be taught at the younger grade levels. Mrs. Townsend has an example curriculum to use as a guideline. NEXT IT will be giving a presentation tomorrow regarding computer hardware. Next year we want to look at curriculum as a staff and do more curriculum review. Teachers will lay out what parents can expect their children to learn throughout the year. Every quarter teachers will give an outline of topics that will be covered. Right now parents get this information in the newsletter every week. Mr. Hodge talked about the grading scale. This year, the middle school grading scale was implemented. Mr. Hodge did research and chose a happy medium change for the grading scale. A few weeks ago Dave Faber sent out an e-mail saying the Grand Rapids secondary schools are switching to a 10-point grading scale. Dave Faber recommends that all schools do the same. West Catholic and Catholic Central had a stricter grading scale. The Diocese controls all of Infinite Campus. There have been

complaints from the diocesan secondary schools/parents that the students are missing out on scholarships. Discussion followed. Mr. Hodge pointed out that athletic eligibility requirements may have to be raised if the grading scale is changed. Jen D. pointed out that the grading scale is a recommendation. Dave Faber said they may raise the bottom failure rate for West Catholic and Catholic Central. Jen D. raised two points: 1) how much would tests change to get more rigorous and 2) students tend to do what they need to do in order to achieve so I feel they may achieve less. Mr. Hodge said it is impossible to accommodate every single student. The NPSP students are already on the 10-point scale because we have flexibility with their grading scales. Mr. Hodge wants to get more feedback from the staff. Mr. Hodge will gather more information. Jen M. said we will add this to the agenda at a later time. Mr. Hodge will talk to other principals. Jen M. said we could open it up for parent input as well.

### **C. Mid-Year Survey**

The mid-year survey has been sent electronically. Ten have been submitted. Jen said there has been concern about anonymity and we will need to track it. Mr. Hodge said the survey can be placed in an envelope and turned in to teachers. The surveys can also be placed in the collection basket.

### **D. Grade Scale for 2014-15 School Year**

See above.

### **E. Randy's Report on Capacity of Administrative Staff to Develop**

#### **1) Grade/level specific e-mail distribution lists**

Distribution lists were generated with no problems.

#### **2) Enrollment data**

Mr. Hodge stated that the school tracks the coming and going of students but the why is confidential. Mr. Hodge knows why and said we can track and chart the whys without attaching a name. Diocesan goal is to increase enrollment by 12 students over three years (by next year). Father suggested using a spreadsheet and locking the column for "why" someone left.

## **III. Sub-committee Initiatives**

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

#### **1) CSW breakfast**

Sue reported that attendance was down by 150. Net profit was \$1500, down by \$500. Sue said the good news is that we aren't spending as much. Diocesan initiatives kicked in during January. There will be direct mailing post cards. Sue distributed a marketing plan showing target ages and mailing dates. Letters to preschool families have been mailed. Open house mailers will go out soon. On April 15<sup>th</sup> retention letters will be sent to 4<sup>th</sup> and 5<sup>th</sup> graders. Another mailing is aimed at 6<sup>th</sup> -8<sup>th</sup> graders. Also, a reminder to preschoolers will be sent saying we are enrolling. Sue said we are missing out of town potential students. It may be possible to get addresses through the local parishes. Marketing and PR would target only the age groups who do not

have Catholic school opportunities. The committee has folders for baptisms but struggling to know what to fill the folders with because the parish does not have many programs for this age group. Sue said the committee will have to fill it with school-related material but how does the committee connect with them during those first five years. Discussion followed regarding what other parishes have in place for this age group. Jen M. asked if the Pastoral Council was doing anything but Father Larry said facilities are a problem.

Mr. Hodge suggested having representation at every mass during CSW and having staff serve breakfast. He suggested making it free but have a free will offering. Jen M. asked Sue if she wanted help from the school board regarding the baptism folders or if she wanted the subcommittee to handle it. Sue thinks the committee will hit 70-75% of the diocesan goals. Mr. Hodge said the initiative is approximately an \$80,000 marketing campaign. Jen M. asked if we could request more money. We paid \$1,500 and get \$600 in marketing ideas. Sue said we need to find the right person to tap the young age group. Sue will send out information and we will review and make suggestions to her.

## **B. Strategic Planning**

### **1) Update on annual plan review**

Keelie reported on two pieces: 1) technology: Mr. Hodge and Mike Russman have been meeting and Mike Johnson has a presentation lined up with NEXT IT 2) strategic plan is an annual review and the school board will have a copy to review at the end of the school year. The strategic planning committee has worked with all organizations (PTO, Athletic Association, etc) to update the individual items and work with Mr. Hodge and Mrs. Townsend on school administration. The committee did an overhaul by reviewing what has been accomplished and what can now be included based on the capital campaign. It was decided that progress and accomplishments would be discussed at the beginning of the school year, midway and the end of the school year. Keelie has a few more updates and will be ready by the end of the year for approval. Keelie asked if the facility proposal was discussed at the Pastoral Council meeting. Sue said they are 100% in favor of the proposal. Where do we go from here? Father said we need to understand that strategic planning isn't just school. Need approval to move on and get drawings. Discussion followed. Need to form a committee. The administration has to approve. Father Larry said a report will be needed from plants and grounds. Mr. Hodge said the bishop will need to approve it. Keelie said some people have plans from previous years that were shared by various people. Discussion followed. Keelie will take to Mike Johnson.

## **C. Mission Effectiveness**

### **1) Adoration/visit from Sisters**

School adoration went well. Teachers had things planned during adoration and it worked out fine. Mr. Hodge said there was positive feedback. Jen D. asked Mr. Hodge if he thought it was beneficial and Mr. Hodge said yes. Jen D. suggested the school have adoration once a semester. The visit from the sisters had to be canceled but can be rescheduled at any time. Vocation Week may be in the fall so that may be an appropriate time to invite the sisters again. The new seminarian, Dan

Schumaker will be here Saturday and will be involved with the students. Middle School retreat is March 21<sup>st</sup>.

#### **D. Finance**

##### **1) Budget planning**

Tammy and her committee will be meeting with Mike Johnson to start the budget. Mr. Hodge will let Tammy know of any changes. Tammy will try to include marketing into the budget. The diocesan charge of \$1,500 has to be paid again next year.

##### **2) Calendar**

Tammy still needs direction from leadership committee of parish.

#### **E. Policy**

##### **1) Update to discipline rubrics**

Mrs. Townsend, Mr. Hodge, Lisa and Bruce have gone over the entire policy and have corrected typos and formatting. They removed duplication and it is cleaned up well. Bruce mentioned the subcommittee would like to put some positives into the rubric after it is adjusted. Lisa and Ms. Townsend have brought great experience and good ideas. The subcommittee is discussing cyber bullying and bullying outside of school. May be bringing Dr. Marcia McEvoy back to hold bullying workshops. Bruce talked to Pat Russman and Bruce stated that Pat is pleased with the Athletic Policy. Mr. Hodge and Mrs. Townsend are working on absence and tardiness. After they are done working on it they will take it to the larger committee. Father Larry brought up the issue of short dresses at the sports banquet. Father said it has to be talked about and addressed.

##### **2) Hygiene/hair length policy**

The response letter will be placed on letterhead and sent to the student. Bruce will sign it and Jen M. will call him.

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

Regarding term expiration, Jen D., Mike Russman, Sue Vanlente, and Jen M. have terms that will expire this year. Sue and Jen D. said they will stay on the school board for three more years. Jen M. has not decided yet. Mike Russman is absent. Mr. Hodge said we are fine with eleven school board members.

Shayla asked about snow days and the schedule for making them up. Mr. Hodge said a letter will be mailed.

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

**A. Jen M. to call special executive committee meeting**

**B. Keelie to follow up with Mike Johnson on facilities proposal**

Closing Prayer: Mr. Hodge

Next Meeting: Wednesday, March 12th at 6 pm

Adjournment: School Board meeting adjourned at 8:40 pm

--Notes submitted by Nancy Wohlscheid