

St. Patrick School Board Meeting Notes
October 3, 2013

Readings of the day were read: Nehemiah, Psalms and Luke

I. Approval of August Minutes

August minutes were approved as written.

II. Principal/Director of Student Life Report

Mr. Hodge distributed the 2013-14 student handbook with highlighted changes from last year. Since distribution, Mrs. Townsend has made additional corrections and changes including the addition of Infinite Campus. In the handbook, if mention is made about athletics, readers are instructed to look at the athletic handbook. Next year signatures will be reduced to one page. Bruce and Lisa will review the handbook and bring back changes to the school board and school board will decide if changes should go to the policy subcommittee. Mr. Hodge reviewed the Principal's Report. The school has 333 full-time students this year as compared to 334 full-time students last year. Dr. Muennich is no longer working as the lunchroom supervisor because she accepted a position at St Charles in Greenville. Jamie Ryder is now working as lunchroom supervisor and she is also working maintenance part-time. Projectors are being mounted with only five remaining. Mrs. Jan Simon's projector will not be mounted so it can be used as a floating monitor in other places such as the gym. All teachers have been trained to use the projectors. Mr. Hodge asked if a mid-year survey should be done instead of waiting until the end of the year. A mid-year survey would allow us to address issues sooner. Infinite Campus will not be up and running until glitches are fixed which will be after the first quarter. Lisa expressed a need for teacher communication until Infinite Campus is up and running. Mid-quarter progress reports will be mailed next week. Mr. Hodge is appreciative of parents' patience. Jennifer Davlin said there might be too much going on in the middle of the year to address mid-year survey concerns. Bruce said feedback could be given through a suggestion box. Jen Meredith said we can do a quick and simple survey on Survey Monkey. School board members were in favor of the survey.

III. Follow-Up Action Items

A. Fundraising Master Calendar Idea to Administrative Meeting

Shayla met with Tammy and Deb Coyne. The finance subcommittee is gathering information about the fundraising groups in the Parish. They plan to meet next week and make a fundraising calendar that specifies targets. The goal is to make sure we are not soliciting the same people and businesses over and over again. The calendar will be a way of organizing what is already out there.

B. Diocese Marketing Campaign Update

Sue reported that the Grand Rapids Diocese has laid out a marketing schedule. The marketing and public relations subcommittee is working on another set of advertising signs so marketing is fresh. The subcommittee is working on a way to keep them in the

windows without falling down. The next round of marketing will focus on the senior class (congrats on test scores) and Pay-It-Forward Day.

C. Update on Infinite Campus and Teacher-Parent Communications

See Section II above. November 11th is the estimated go-date for Infinite Campus.

D. Teacher Evaluations

Mr. Hodge will be evaluating teachers five times over the next two years. Teachers will be evaluated on: high order thinking skills, apply what they are learning, differentiation of instruction, teacher-lead technology, and student use of technology. If teachers fail to meet the five points they will be placed on probation. The teachers have a spreadsheet listing the five points. Jen Meredith asked what the plan is if there is an issue before the two years are up. Mr. Hodge said there will be more evaluations. Bruce asked what will happen if the teachers are not meeting expectations. Mr. Hodge said the teachers will be evaluated on a monthly basis and more than likely attend professional development. Bruce asked where that policy comes from. Jen Meredith said it comes from the administrative level. Lisa asked if scores from AP and ACT are used. Mr. Hodge said he has looked at MAPS and nothing significant has surfaced. Mr. Hodge can now look at the MAPS data three times a year and know what to do with it. Lisa asked if Plan, Explore, ACT, etc. will be used and Mr. Hodge said yes that is why Mrs. Townsend is here. Sue asked Mr. Hodge if he figured out why the senior class scored so low on the MME math test and Mr. Hodge said he does not know what happened with the math score but he would like the math teachers to ask the students.

E. Student Testing

Jen Meredith is hearing concerns from parents about how they don't understand or know who the students are being compared against in the MAPS testing. Mr. Hodge said teachers will be reviewing MAPS scores with parents during the parent/teacher conferences. Something will have to be set up for the middle school and high school. MAPS testing tends to be used more in the private schools. Mr. Hodge suggested holding a parent night to explain MAPS.

IV. Sub-Committee Focus – Discussion of Top Priorities for 2013-14 School Year

A. Marketing and PR

See III.B. above

B. Strategic Planning – (focus on teacher technology survey and updates)

Mike Russman reported on the infrastructure. The teacher survey showed that teachers do not feel the network is reliable. Mr. Hodge said Greenlight has come in and done a good job and the network is much better now. Mike said teachers want grade level specific training. There is an overwhelming response that teachers do not have the tools to reach their full potential. The goal is to get teachers what they need. Most teachers are in favor of a one-to-one program. The subcommittee would like to visit schools that have a one-to-one program in place. Mr. Hodge said Lansing Catholic, West Catholic and Catholic Central are all going to a one-to-one program next year. Mike said Grand Ledge has implemented the program and it is working well. Grand

Ledge received many grants and did not have much cost. Covers were supplied to the students to protect the devices and the devices are covered through insurance. Jen Meredith asked if Mike could find out which grants were used. Mike will look into it. Mrs. Townsend said her friend is a middle school principal at Wayland Union and the 6th through 8th graders have i-pads. Lisa said PW is trying to decide what device to use and school officials have visited and researched many schools and are still undecided as to which device to purchase. Mr. Hodge said we may have to get samples and have students try them. Jen Meredith commented in the meantime the big issue is training for the teachers and holding them accountable. Mr. Hodge said with the network up and running, the wheels are turning. Jen asked if they have had best practice sessions. Mr. Hodge said the teachers are definitely talking among themselves and sharing ideas. He also said the teachers are using the smartboards. Jen asked if the technology advances are being communicated in the elementary teachers' class newsletters. Mr. Hodge said yes and some teachers have "topics of the week." Mike said the elementary teachers thought they were behind the high school teachers in regard to technology. Mr. Hodge said they are not behind and as far as equipment, the elementary teachers have more. Diocesan schools share information regarding subject based training for smartboards. Mrs. Townsend wondered if apps would be available or templates for smartboards and said it would be worth checking into.

C. Mission Effectiveness

Jen Davlin and Mike Cook handed out a document listing 15 benefits of Eucharistic Adoration. The mission effectiveness subcommittee would like to see students in grades 6 through 12 participate in Eucharistic Adoration and possibly have a dedicated day (Friday) to do so. The subcommittee would like to see this happen twice a year, once each semester. Mr. Hodge explained that students already participate in Eucharistic Adoration. When a class is responsible for the week's mass, they spend time on Wednesday praying in the chapel during Eucharistic Adoration. Each class plans mass approximately four times a year. Mr. Hodge also explained there are four prayer bulletin boards throughout the school where students can post specific prayer petitions. The prayer petitions remain private and are taken to the chapel during Eucharistic Adoration. Adding a dedicated day twice a year would allow students to participate a total of six times during the school year. Jen reviewed the theology class schedules and found there is one hour (6th hour) of the school day open and suggested fifth graders fill that time slot. Mike said if it doesn't work out on Friday, students can come on Monday or Wednesday. Mike feels the students' participation inspires those who attend Eucharistic Adoration. Mike commented that participation gives students a chance to be in a silent environment in the Lord's Real Presence when students are surrounded by constant activities. Jen said it gives the religion teachers an opportunity to talk about Eucharistic Adoration with their students. Father Larry suggested giving students something to pray for when they attend.

D. Finance

See III.A. above.

E. Policy

See above.

V. New Business

- A.** Pat Russman distributed a sheet of paper containing images of the Celtic cross. Mr. Russman's sister-in-law, Colleen, created images of the cross with a shamrock in the middle. We have a Celtic cross over the gym entrance. Mr. Russman asked the school board if the Celtic cross image with a shamrock (shamrock represents the Holy Trinity) is acceptable to place on the back (near the neck) of athletic uniforms. "St. Patrick" has already been approved for the front of all athletic uniforms. If the cross is acceptable, Mr. Russman will take it to the next athletic association meeting. Discussion followed about the different crosses displayed on the school and church. Mr. Hodge said he and Mr. Russman are particular to the Celtic cross. Mr. Hodge said if it is approved it will more than likely be used on letterhead as well. Jen Meredith indicated the option of the Risen Lord cross has been brought forward, too. It was agreed that the Risen Lord image would be e-mailed to school board members so that a vote can be taken at the next meeting. Fonts will also have to be decided.

VI. Review of Tasks and Assignments

- A.** Sue is working on signs.
- B.** Lisa and Bruce to review student handbook.
- C.** Randy and Sara to develop parent workshop for MAPS testing results.
- D.** Father Larry and Randy to discuss proposal for additional student Eucharistic Adoration.
- E.** Identification of useful teacher apps for Smartboards and best practice sharing.
- F.** Sara to assess feasibility of weekly progress reports for certain students based on grades.
- G.** Jen will send out crucifix/risen Lord.
- H.** Jen will put together survey.

Closing Prayer (Sue VanLente)

Next Meeting: Tuesday, October 29th at 6 pm

Adjournment: School Board meeting adjourned at 8 pm.

--Notes submitted by Nancy Wohlscheid