

St. Patrick School Board Meeting Notes
October 29, 2013

I. Approval of October 3, 2013 Minutes

Minutes were approved as written.

II. Principal/Director of Student Life Report

Mr. Hodge distributed an East Region Meeting Activity Recap. It is an association of Principals who bring issues to Dave Faber. The regional schools consist of St. Mary (Big Rapids), St. Michael (Remus), St. Joseph (Pewamo), St. Charles (Greenville), St. Pats (Portland) and St. Pats (Parnell). Mr. Hodge said the group is working on regional collaboration of ideas in order to save money. They meet six times each year and are working together more and more. They are planning a day in August for Best Practice Sharing. Some topics discussed are differentiation of instruction and higher order thinking skills. A best practice for smart boards is better because of the different grade levels. Mr. Hodge will share MAPS testing results. St. Pat's is the only school in the region who tests kindergarten and first grade. The East Region students from our area are invited to our middle school dances and our middle school retreat. Our students finished MAPS testing on Friday. Results only take a day or two. Ms. Townsend will review the results. Parent/teacher conferences are the Tuesday before Thanksgiving. Jen M. asked if the results will be ready for conferences. Mr. Hodge said we will have a parent meeting the week after Thanksgiving. Need to review the winter sports schedule to find a good time. Parents will need to hang on to the results.

III. Follow-Up Action Items

A. Parent Workshop for MAPS testing results (Ms. Townsend and Mr. Hodge)

See above.

B. Additional Student Eucharistic Adoration Time (Father Larry and Mr. Hodge)

Additional Eucharistic Adoration is approved and Mr. Hodge said we need to get dates worked out and a schedule in place. Jen D. said we are looking at Fridays after 7:30 a.m. Mass. Jen D. asked Mr. Hodge if there were Fridays to avoid. Mr. Hodge will double check the calendar. Mission effectiveness would like the students to participate once each semester.

C. Teacher Technology Improvement Plan (Mr. Hodge)

No long term plan yet. In the short term, Mr. Hodge has offered the staff to go and visit a classroom within the diocese. One person went to All Saints Academy last school year and was on the accreditation team. Mr. Hodge is going to choose some teachers and send them to other classrooms to get new ideas. Keelie has some recommendations in the Lansing area. Mr. Hodge said it doesn't have to be a Catholic school. Mr. Hodge said this activity is budgeted.

D. Mid-Year Feedback Survey (Jen M.)

Jen M. has received feedback but hasn't developed a short mid-year survey yet. Jen has received positive feedback on the school communicating out last year's survey results and changes that have occurred as a result of the findings. She shared the survey data to teachers including all teaching scores. The teachers want to have more specific parent feedback from the survey. Jen indicated she will work with administration and teaching staff to develop a process to gather teacher specific feedback. We continue to have issues in specials programs. The secondary staff was disappointed because there were only 27 returns. Elementary had a much bigger response. Jen D. said the percentage is also smaller at the secondary level for parent/teacher conferences. Discussion followed regarding how to increase the response rate. Four changes were identified and agreed upon: 1) a paper copy of the survey would be mailed to parents in addition to placing it online, 2) three surveys corresponding to grade levels K-5, 6-8, and 9-12, and 3) a reward incentive will be developed, 4) the number of question responses will be increased from four to 7 or 9. Mr. Hodge will work with a subgroup of teachers to see what they would like on the survey. Lisa asked about surveying graduates. Mr. Hodge would like to survey the graduates over their Christmas break. Mr. Hodge would like to do an exit interview as well for seniors.

E. Approval of School Logo (Jen M.)

School board members discussed the choices of a Celtic cross or Risen Lord crucifix. Jen M. asked school board members if we want to brand for St. Pat's alone or evangelize for Catholicism. Discussion followed regarding branding, evangelizing, etc. Mr. Hodge said people noticed the cross on the back of other Catholic School's uniforms (i.e. Lansing Catholic Central and Flint Powers) and want a Shamrock brand/cross like these other Catholic schools. The Celtic cross with a Shamrock was selected as the cross to represent St. Patrick School.

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

A. Marketing and PR

1. Marketing Signs: New signs are in the front windows of the school. There are enough signs to switch them out every 3-4 weeks. Mr. Hodge's column has been in the bulletin. Mr. Hodge has had nice comments on the bulletin articles. Jayne Klein has taken public relations pictures of the students. The marketing and public relations subcommittee has a meeting on November 7th to dive deeper into the diocesan rules.

B. Strategic Planning

Survey comments were sent out to members of the other subcommittees. School board will review all items once the final plan is completed. More detail is needed and some new things will be added. The strategic plan should be done before the next meeting on December 10th. The first draft of the facility plan is done and will be presented to the Pastoral Council. Keelie will send the plan to the school board members via email. Mike said Ross has been talking to Mike Johnson about technology upgrades. Ross has some ideas. Keelie said as a parent her children's teachers have been great about reporting what they are doing with technology. Mr. Hodge has been seeing some very

good things. Almost all of the teachers have been using the smart boards.

C. Mission Effectiveness

See Adoration discussion above.

D. Finance

Tammy stated the finance subcommittee has been working on a calendar. All fundraising activities for the parish and the school are included on the calendar. Shayla said there is a concern that some of the events listed on the calendar are not “fundraisers,” such as the blood drives and it would help to know who made up the fundraising committee. Father Larry said he, Deacon Don, Mike Johnson and Mr. Hodge make up the fundraising committee. Tammy asked if events should be included in the calendar if money isn’t involved. Father Larry said the need for a calendar originally came about because merchants were being approached so often. Tammy replied that at one point every organization within the parish was going to submit events for the calendar and then asked if this is how the subcommittee should proceed. Father Larry said the administrative team (mentioned above) should get the questions ironed out at their next meeting in the middle of November. Mr. Hodge asked if the completed calendar will exist for one year or will perpetuity be involved. It will be updated as time goes on. Lisa pointed out the auction was started to get rid of a lot of fundraisers. Tammy commented that here at St. Pat’s it has always been about pitching in and helping out. Father said we are good at time and talent. Tammy said work on the budget will begin soon.

E. Policy

1. Student Handbook Review: Lisa and Bruce reviewed the handbook and found that most of the changes are grammatical. There are some policy issues which need discussion. Lisa and Bruce will meet with Mr. Hodge and Mrs. Townsend.

V. New Business: None

VI. Review of Tasks and Assignments

- A. Parent workshop**
- B. Jen M. will follow up with Mr. Hodge, Ms. Townsend and teachers regarding survey.**
- C. Marketing plan**
- D. Father Larry and Mr. Hodge will discuss the fundraising calendar.**
- E. Assess ability to survey recent grads over Christmas break.**

Closing Prayer: Jennifer Davlin

Next Meeting: Tuesday, December 10th at 6 pm

Adjournment: School Board meeting adjourned at 8:08 pm

--Notes submitted by Nancy Wohlscheid