

**St. Patrick School Board Meeting
December 15, 2014**

I. Approval of Notes

II. Approval of Agenda

III. Follow-Up Action Items

A. Student Body Broadcast (Mrs. Townsend)

Mrs. Townsend contacted Deb Seal at Westwood. Westwood's broadcast system is broken and not running this school year. Jen M. asked if this is still something we want to look into. Nikki said any additional extracurricular activities are good. Jen M. asked Mrs. Townsend to e-mail Mrs. Seal and get a feel for time commitment, additional equipment, etc. to see if it is in the realm of possibility as an extracurricular activity.

B. AP Testing (Lisa)

Lisa is waiting to ask Mrs. Robydek for information on the AP programs. Mr. Hodge has the last five years of AP data including the percentage of students scoring a 3 or higher and indicated he would pass the data to Lisa. Missing from the data is the percent of students who take AP classes actually take the AP exams. Discussion followed regarding AP testing, preparation and statistics.

C. Prayer and Counseling (Jen D.)

Tabled

D. Elevator Speech Workshop (Jen M.)

Mr. Hodge talked to Chris Ostrowski and he tentatively can attend the workshop (expanding enrollment) on January 14th. Representatives will include staff, athletic association, PTO, finance committee, FFF, pastoral council. The workshop will take place January 14th at 6:30 pm and will last approximately one hour.

IV. Sub-committee Focus (Finish review of parent survey executive summary)

Planning: Survey responses cited the need for more efficient computer labs. Jen M. asked if the auction committee chooses what the school needs each year. Keelie said the committee works through Mike Johnson. Keelie is already working on a five-year plan to prioritize needs.

Policy: Survey response questioned use of video media on the web containing our students. Media is covered by policy. Randy stated the yearly media authorization form parents sign covers the usage of images.

Survey responses cited need to have practices scheduled ahead of time. Everyone agreed that the coaches do their best with limited facility time with no control over middle

school gym. Shayla said there is a calendar for practices but parents. Coaches are good about e-mails and texting.

Survey responses cited concern about the principal and athletic director coaching. The policy committee is discussed identifying ways to improve the situation.

Survey responses cited questions about how St. Pat's curriculum compares to other schools. Mrs. Townsend has the classroom curriculum brochures done with the exception of a print issue which Keelie will help fix. Jen M. talked about the timetable to utilize the brochures.

Jen M. asked Keelie to review how we are doing against our goals in the strategic plan at an upcoming meeting. Keelie will have this information for the next meeting.

Jen M. asked if we want to run the same survey as last year or ask, "Are we doing better this year than last year?" Discussion followed regarding the number of survey respondents and the respondents were as follows: grades K-5 had 73 respondents; grades 6-8 had 45 respondents; grades 9-12 had 30 respondents. Randy said the Diocese is now also going to be executing a survey to parents to gain their feedback on how the school is doing. It was agreed one survey each year is enough. Mr. Hodge said the survey needs to be done before spring break. Mr. Hodge will bring the Diocesan survey to the next board meeting.

Regarding the school trip alcohol policy, Mr. Hodge spoke with Dave Faber and Mr. Faber said he did not see any legal reasons why parents cannot drink but he does not recommend that they drink. Discussion followed. The policy will be tweaked to say chaperones can drink alcohol when the students are in their rooms and retired for the evening. Bruce will write up a policy and bring the language to the next meeting.

A. Marketing and PR (Nikki and Sue)

The pre-school flyer is at the office and will be mailed to pre-school families. Open house is February 26th. Waiting for the elevator pitch. Ave Maria University...Tom Monaghan is wondering why more kids are not applying for scholarships through Jeff Randolph (advised by Father Weber). Bruce is looking into scholarships. Mr. Hodge wrote to Tom five or six years ago and never heard from him.

Pancake breakfast is next month on January 25th. This year's breakfast will be a free will offering. Staff will help serve along with school board members. Big Rock/Little Rock can roam with a basket for good will offering.

B. Strategic Planning (Keelie)

Keelie will give an update next meeting. Had a meeting for grant writing and there was a good turnout.

C. Mission Effectiveness (Jen D. and Mike)

Adoration will take place January 9th. Looking at possible adoration dates for the third quarter. Nuns will visit again.

D. Finance (Tammy and Shayla)

Discussed raising money instead of cutting money to balance the budget.

E. Policy (Bruce and Lisa)

Policy on principal and AD coaching. Discussion followed. Coaches will be evaluated this year by the two athletic directors. One of the biggest drawbacks was that Pat and Randy were both coaching during the same season. Jen's concern is that Sarah is not overtaxed with her AD duties. Due to no consensus, the Board will continue to monitor and review parent survey results.

F. Executive (Jen M.)

The executive committee will ask Mrs. Townsend and Pat Russman to provide an athletic report for our next meeting. An alumni survey will be done this spring. Mr. Hodge is working on the survey questions and Amy Smith is helping with names and parish software that has survey function.

V. Principal/Director of Student Life Report

The school is using a company (PCMI) to fill substitute positions. Every school in Ionia County uses PCMI. Mr. Hodge and Mrs. Townsend plan to have morning coffee sessions once a month to increase parent access to administration.

VI. New Business

Jen M. asked for reports from each committee prior to the next meeting to increase time utilization.

VII. Review of Tasks and Assignments

- A. Mrs. Townsend will email Mrs. Seal regarding morning broadcast.
- B. Mr. Hodge will follow up with Diocese on AP scores.
- C. Mr. Hodge will bring the Diocesan survey to the next meeting.
- D. Jen will invite Athletic Directors to provide reports on athletics

Closing Prayer: Jen M.

Next meeting is February 3rd at 6 pm beginning with Mass.
Adjournment at 8:45 pm

Notes submitted by Nancy Wohlscheid