

**St. Patrick School Board  
December 6, 2016**

Attendance: Lisa Bartlett, Bruce Beachnau, Jennifer Davlin, Keelie Honsowitz, Annalise Laumeyer, Marc Nichols, Melissa Schrauben, Mark Thelen, Nancy Wohlscheid, Michael Wolfston, Father Larry, Deacon Don, Sarah Townsend, Randy Hodge

I. Mass

II. Approval of Agenda

Agenda approved

III. Approval of Minutes

Minutes approved

IV. Public Comment

None

V. Sub-committee Reports

A) Development Sub-Committee (Michael and Melissa)

Shamrock Scholarship Fund letter was mailed to alumni on November 25<sup>th</sup>. There have been 34 donations totaling \$3,362. Due to Faithful Giving, the Scholarship Fund mailing was not mailed to more than alumni. In the two previous years the mailing has been sent to more than just alumni. Comparison of this year's response to the two previous years' responses would not be a fair comparison. The Development Subcommittee would like to upgrade the mailing and will look into it. Need to figure out how the Finance Council and the Development Subcommittee can work together.

The Development Subcommittee is working with the Summerfest chairs to plan a concert on Friday night of Summerfest weekend. Working to get businesses or people to sponsor tents and generate funds. This year's band will be performing a Journey tribute and the charge will be \$10 per person. Hoping for corporate sponsorships.

B) Public Relations Sub-Committee (Annalise and Sue)

Christmas cards are ready to be mailed. The school will be represented in the Portland Christmas parade. The pre-school letter will be mailed in February. Annalise is helping Mr. Hodge with the newspaper articles. The \$500 baptismal coupons were discussed. Public Relations will reach out to Luann Kinsman to see if she can track the use of coupons. Father Larry suggested a letter be mailed to parents on the anniversary of the baptism, reminding them of the coupon.

B) Planning Sub-Committee (Marc and Teresa)

Marc highlighted changes in the Strategic Plan. Chromebooks were added to the plan. When items are completed, they are moved to the closed sheet. Regarding graduate statistics, Marc asked how the information is used. Current seniors get an exit survey. The sound deadener is on hold. Goal #11 was moved to closed. Goal #15 was clarified.

2) Policy Sub-Committee (Lisa and Bruce)

Bruce reported that some of the policy language needed to be cleaned up and was. The appeal process may be used by filling out a Complaint Resolution Form. The athletic handbook will be combined with the academic student handbook so there is only one handbook. The athletic and academic rubrics will be reviewed to see if they can be combined. A statute of limitations needs to be established for offenses. Some sports not offered at St. Patrick may be offered to students by playing at the public school. It was decided that the middle school students may use their devices before school starts.

C) Finance Sub-Committee (Tammy and Shayla)

Tabled.

D) Technology Sub-Committee (Mark)

Mark reported the Technology Subcommittee decided to abandon the typical format. The format will be better served by the strategic plan format because it is simple to read and easy to follow. This will allow the goals and steps and timelines to be connected. Dewpoint has evaluated

other schools and they may look at our hardware and software. Mr. Hodge will send out a teacher questionnaire. The subcommittee would like the teachers to list the software by name and it will be categorized by subject (math, science, etc). The teacher survey previously completed is useful and probably will not have to re-survey. The teachers will be offered professional development and the next professional development is January 13<sup>th</sup> with Carol Glandville from Grand Rapids Diocese.

The ultimate goal for students is one-to-one. There are six steps to that goal and we have four of these steps completed. If we make the learning process mobile, the one-to-one education is more collaborative because there is interactivity through the whole lesson. The Technology Subcommittee plans to meet with Mike Johnson to get some answers about finances and cost of turnover of devices.

E) Mission Effectiveness (Jen)

Advent was kicked off with the Big and Little Rocks making shoeboxes filled with necessities and fun items for middle school students. The goal was 80 boxes and 148 boxes were actually made. Father Larry will bless the boxes on December 8<sup>th</sup>. Jen said another project will be done during Lent.

F) Executive Sub-Committee (Keelie, Lisa, Deacon Don, Mrs. Townsend, Mr. Hodge)

Departure surveys were reviewed. Only four out of eighteen were completed. The surveys were emailed. Future surveys will be emailed and mailed. Keelie asked everyone to review the new policy for addressing the school board. The new policy is more formal but the number of days stayed the same. The Executive Committee will clarify the Resolution Form and School Board Request Form.

G) Principal's Report

Mrs. Hynes hosted a successful College Night. Aquinas College may be teaching classes at St. Patrick next year. Students can still take classes at LCC as long as they are different classes from what Aquinas is offering. Aquinas College classes would be less expensive by almost half. Mr. Hodge reported the school needs a counselor more than three days a

week. Drivers training is being offered by one of our school families that run their own driver's training business. Spring pictures will be handled by Life Touch.

Review of Tasks and Assignments:

- \*\* Marketing Committee will reach out to Luann Kinsman regarding baptismal coupons.
- \*\* Keelie will touch base with the Finance Committee to get an update.
- \*\* Keelie will send out a hard copy Departure Survey to the non-responding families.
- \*\* Keelie will clarify "eight consecutive days" in regard to addressing the board.

Meeting adjourned at 9 pm with prayer by Marc.

--Notes submitted by Nancy Wohlscheid