

St. Patrick School Board
February 7, 2017

Attendance: Lisa Bartlett, Bruce Beachnau, Jennifer Davlin, Keelie Honsowitz, Annalise Laumeyer, Shayla Schneider, Teresa Schneider, Melissa Schrauben, Mark Thelen, Nancy Wohlscheid, Michael Wolfston, Randy Hodge

I. Prayer

II. Approval of Agenda

Agenda approved

III. Approval of Minutes

Minutes approved

IV. Public Comment

None

V. Sub-committee Reports

A) Mission Effectiveness Sub-Committee (Jen)

Shoebox thank you notes were mailed. A shoebox article was written for the next edition of *The Shamrock*. The sub-committee is working on ideas for the upcoming Lenten season. Brandi Bengel has agreed to serve on the school board beginning next year (2017/18).

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

The Early Childhood Open House Newsletter was mailed to potential pre-K and K school families. New window posters were made to advertise the open house and they will be placed in the windows soon. Open house advertising will be done in the *Portland Review and Observer*, *Ionia Sentinel Standard* and local TV. Mrs. Townsend will be writing columns regarding the open house. Annalise thanked school board members for helping with the Catholic Schools Week breakfast. Numbers were down from last year; approximately 400 people were

served with a gross profit of \$1,600. Total costs have not yet been figured. A suggestion was made to possibly have a competition among classrooms to see who can get the most people to attend the breakfast next year. Mark Simon would like an apprentice to work with him so that he can step down in a year or two. Annalise reported the social media channels are looking good. The sub-committee has discussed adding a school Instagram account, however someone in the school or parish office would have to handle it because Instagram is picture-based social media. Suggested two teachers per week help with media content by posting one time each during the week. The school has 964 likes on Facebook. The sub-committee now has "congratulations cards." Regarding the baptism letter follow-up, the parish office has a spreadsheet by age as a reminder to send information about pre-school. Each child gets one reminder. The cover of the March issue of *Faith Magazine* will have a picture of Michael Steffes, Jonathan Johnson and Father Larry and an article about Catholic schools.

C) Development Sub-Committee (Melissa and Michael)

The Shamrock Scholarship has received donations totaling \$13,842 to date. Last year the Shamrock Scholarship received \$13,012 in donations. The first batch of thank you notes has been mailed. The sub-committee is working with the chairpersons of Summerfest regarding marketing. A packet of information is being sent to areas businesses for support. Twenty folders will be hand-delivered to potential large donors and other businesses will receive them as well. The *Ionia Sentinel Standard* will donate \$2,500 in advertising and the Summerfest committee will spend another \$2,500 in advertising. The cost of Tribute to Journey is \$3,000. Tickets will be \$10 each and the goal is to break even on Friday night. The Skank will perform on Saturday night and it will be the band's last performance together. The band will perform at 9 pm and the cost for cover after 8 pm will be \$8. The sub-committee is also working with Mike Johnson to put together a development plan for the parish and to get a job description drafted for a Development Director. ~~This~~ The goal for the position will-is to promote the school, church and the Father Flohe Foundation.

D) Planning Sub-Committee (Teresa and Marc)

The revised document of the Strategic Plan should say, "2017-18" and, "Catholic" should be added to the title so it reads, "St. Patrick Catholic

School.” The final draft of the plan will be presented at our next meeting on March 28th. Marc and Teresa met with Amy Kahn and she would like to start a Parent Mentoring Program. Any family with new students would be assigned a parent in the same class who can answer questions for the new student’s family. Mr. Hodge approved the idea. Annalise suggested a first grade family take a kindergarten family or do a kindergarten dinner in the Parish Hall for the parents while the children watch a movie. Jen suggested the National Honor Society students could supervise the movie. Teresa will contact Amy and tell her the Parent Mentor Program is approved. Melissa suggested having a sign-up sheet at the school open house.

E) Policy Sub-Committee (Lisa and Bruce)

Mrs. Townsend is reviewing the rubric and BYOD. The sub-committee is working to combine the athletic and student handbooks. Discussion followed about athletic calendars. Mr. Hodge will talk to Mrs. Townsend and Mr. Russman about having coaches notify families as soon as possible of practice changes [or additions](#).

F) Finance Sub-Committee (Shayla and Tammy)

Shayla reported this year’s budget shows a loss of \$128,654; however, this loss does not include the 40% parish offertory contribution amounting to \$396,800 nor does it include the contribution of \$284,304 for maintenance. Shayla shared with school board members that the diocesan budgetary guidelines are written for schools not specifically tied to a parish, i.e., West Catholic and Catholic Central. The sub-committee presented their recommendations and the administration is working on the enrollment letter. Annalise will help write the letter. The teachers need new laptops and the laptops will be a Shamrock Auction money donation item. The school needs a six-year license for English. [Mr. Hodge](#) [The teachers](#) will ask the PTO to fund real white boards. Keelie asked if a Wish List [of items that are not included in the budget](#) could be posted to the school website.

G) Technology Sub-Committee (Mark)

The sub-committee met on January 30th. Lease expirations are coming up on equipment and both labs are expiring. The possibility of accelerating

the one-to-one laptop program was discussed. The cost of operating a lab vs. the use of chromebooks was studied. May possibly have all high school students and middle school students use chromebooks. One lab would stay in use for the younger students and for computer class and MAPs testing. Mark said there was a lot of discussion and the sub-committee will meet again on February 20th. The sub-committee is ~~thinking about moving away from Greenlight~~[considering options for IT vendors](#). The school does not have an Instructional Technology Specialist and may have to ask a teacher to train other teachers. In order to bridge the technical divide, ten questions have been identified. Parents, teachers, etc. should be asking these questions as we move to the one-on-one program. Mr. Hodge has made these questions homework to find answers and the answers will be included in the Technology Plan. These questions and answers will be included in the Technology Plan as an addendum. The Technology Plan will be submitted at the next meeting and voting will take place at the May meeting.

H) Executive Committee (Keelie and Lisa)

Mr. Hodge provided a school update. Attendance is holding steady and growing slightly. We have a student from outside the diocese who is commuting from Fowler. We have another new student from Tallahassee, Florida. The school gained four pre-K students and lost one. The high school has its third highest enrollment in the last ten years. The morning latchkey position has not been filled. The newly acquired bus will be sold because the cost of getting it to code is too expensive. The other bus passed inspection. Carol Glandville visited the school on January 13th. Aquinas College is trying to work out logistics of teaching [dual enrollment classes for junior and seniors](#) ~~classes~~ next year. Mr. Hodge is looking ~~for~~ [at the addition of](#) more high school electives [starting next school year](#). Heartlands ~~will~~ [may](#) only be offered next year in certain situations.

Review of Tasks and Assignments:

- ** Mr. Hodge will touch base with the Portland Public Schools superintendent to see if they are open to a sports co-op.
- ** Teresa will contact Amy Kahn and tell her she has approval to start the Parent Mentor Program.
- ** Mr. Hodge will ask Mrs. Townsend or Pat Russman to let coaches know to contact parents and players as soon as possible of any practice schedule changes.

~~** Mr. Hodge will ask the PTO to fund the purchase of white boards.~~

** Public Relations will publish a teacher wish list [on the website](#) from the Finance Sub-

—Committee.

** Mr. Hodge will send the tuition letter to Annalise.

** Keelie will send an exit survey to the family who left.

** Mr. Hodge will add an [introductory](#) paragraph to the Sunday Practice letter.

Meeting adjourned at 8 pm with group prayer.

--Notes submitted by Nancy Wohlscheid