

**St. Patrick School Board Meeting
December 11, 2018**

Attendance: Lisa Bartlett, Brandi Bengel, Jen Davlin, Jeff Fedewa, Annalise Laumeyer, Shayla Schneider, Melissa Schrauben, Sue VanLente, Nancy Wohlscheid, Michael Wolfston, Randy Hodge, Dave Faber

I. Mass

II. Final Approval of Prior Meeting Minutes

Shayla motioned to approve the October board meeting minutes, Sue seconded the motion and the motion passed.

III. Visit from Superintendent Faber

Mr. Dave Faber presented the Office of Catholic Schools *Bridging Faith and Future* strategic plan. Mr. Faber also distributed the Annual Progress Report for St. Patrick School, the Superintendent/OCS Assessment Survey Results for 2017-18 and a few other documents. Board members' questions were answered as well.

IV. New Business

A. Personnel Discussions (Annalise)

Board members discussed ways to keep current teachers and show appreciation for their sacrifice. Finding substitute teachers, raising sub pay and finding new teachers were topics also discussed.

B. Survey Results (Mr. Hodge)

Tabled for February meeting.

IV. Subcommittee Discussion

A. Finance, Building & Grounds Committee (Heather and Jeff)

Jeff met with Jessica from Nienhuis. Sister Anna Rose and Nienhuis will draft a budget for the school. Jeff, Heather and Mr. Hodge will finetune the budget and present it to the Finance Council for approval. The tuition letter will be sent in February or March. The school has a positive cashflow.

Jeff and Heather will start tracking the Plants and Grounds expenditures as they are tied to the school projects. The committee is trying to get a better idea as to what projects truly cost. The school roof is a major concern right now and some of the problems have been repaired. Tracking will be easier next school year. Finance Council will start producing quarterly reports to the parish and school information will be included.

Michael asked about hiring an Advancement and Development Officer to raise money and handle grants. The search needs to be renewed but is on hold. Michael suggested asking experienced parishioners to donate 20 hours per week to get the position implemented. Michael offered to mentor anyone willing to donate his or her time. Michael and Jeff will work together on this proposal to hire a part-time Development Officer for the School and Parish.

B. Policy & Strategic Planning Committee (Lisa and Shayla)

Work on the discipline rubric is completed and the committee is waiting for changes. The strategic plan will be done after the holidays.

C. Mission Effectiveness Committee (Jen and Brandi)

Big rocks and little rocks worked together to complete the shoebox Advent project. Father blessed 111 shoeboxes.

The committee is getting ready for Catholic Schools Week and will meet with Paul Osbourne, staff chair for CSW, to see what the faculty has planned.

The committee is also working on a display to celebrate the achievements of alumni serving a vocation.

D. Marketing & Communications Committee (Sue and Leslie)

Melissa and Chad Brown are working on an all-school spring open house. The tentative date is Saturday, March 23rd. Discussion followed regarding whether the open house should be before or after spring break. Due to sports being in full swing after spring break, the group will try to find a time that works best whether it is before or after Spring Break. Melissa will also research area schools to determine when their Spring Breaks are scheduled to ensure we have the date is available to potential students in the area. Brandi suggested the open house would be better attended on a Sunday after 11:30 Mass. Melissa will reach out to Randy and Fr. Mike to finalize some of these scheduling details.

School videos on social media are very popular. The online spirit store generated 93 winter orders. Another window for a store is being planned for early March. The committee is working on the pre-school newsletter.

The school Thanksgiving dinner went well. A Christmas service project is in the works for December 22nd.

E. Development Admissions & Enrollment Committee (Melissa and Michael)

The Development Committee decided the Many Gifts/One Nation donation portal during Catholic Schools Week is not a good option for many reasons. Development is helping with the open house. Melissa attended the Diocesan School Board Summit and has an idea for a new family handbook. Mr. Hodge said new families get a folder with a lot of information. Melissa will request a copy of this folder to review and determine if any information is missing.

F. Executive Committee (Annalise)

On November 1st Melissa attended the Pastoral Council meeting and all parish committees reported their goals and accomplishments. The Pastoral Council asked for communication to be enhanced. Mr. Hodge attended as well and highly suggested a Development Director be hired. Melissa and Annalise made a list of potential school board members to replace outgoing members.

V. Principal's Report (Mr. Hodge)

Mr. Hodge and Cortney Smith are taking an online class that is being offered by the University of Dayton and the Institute for School and Parish Development. The Class is titled Catholic School Development: 25 Lessons Learned in 25+ Years – Part I.

The middle school science position has been reposted. The English position has also been posted and three interviews will take place next week. Mrs. Hynes will not be returning to work until at least the middle of January. Jenny Garcia has been hired to fill in for Mrs. Hynes. When Mrs. Hynes returns to work, Ms. Garcia will work two days per week.

VI. Review of Tasks and Assignments (Nancy)

VII. Closing

Brandi said the closing prayer. Meeting adjourned at 8:50 pm.
Next Meetings: February 19, April 23, May 21, 2019.

Minutes submitted by Nancy Wohlscheid