

**ST. PATRICK SCHOOL BOARD MEETING
MAY 21, 2019**

Present: Heather Boyd, Jen Davlin, Jeff Fedewa, Elizabeth Hager, Annalise Laumeier, Shayla Schneider, Melissa Schrauben, Brenda Smith, Sue VanLente, Leslie Weller, Michael Wolfston, Nancy Wohlscheid, Mr. Hodge.

I. Mass

II. Approval of Meeting Minutes

Melissa motioned to approve the minutes and Michael seconded the motion. Approved as written.

III. New Business

A) Introduction of Cortney Smith

Mrs. Smith will be introduced at the next school board meeting due to illness.

IV. Dissolve the 2018-19 School Board

Annalise officially called for the 2018-19 school board to be dissolved. Sue motioned for dissolution and Heather seconded the motion. Mr. Hodge thanked Annalise, Lisa and Shayla for their years of service and dedication to St. Patrick School.

V. Opening of the 2019-20 School Board

A) Election/Final Approval of Officers

Mr. Hodge called the 2019-20 school board to order and opened the meeting at 6:40 pm.

B) Chairperson

Melissa was nominated, unopposed, for Chairperson at the previous school board meeting.

C) Vice Chairperson

Leslie and Jeff were both nominated for Vice Chairperson at the previous school board meeting. Melissa collected school board members' votes and Jeff was named as Vice Chairperson.

VI. New Business

A) Introduction of New Board Members

Brenda Smith and Elizabeth Hager introduced themselves and so did the rest of the board members. Brenda will be serving as chair for the Policy & Strategic Planning Committee. Elizabeth will be serving as the chair of the Development, Admissions & Enrollment Committee.

B) MHSAA Membership

Each year the school board must approve membership in the Michigan High School Athletic Association. Heather motioned to approve 2019-20 membership in the MHSAA and Michael seconded the motion. School board members approved the membership. The school board recording secretary will sign the paperwork when it arrives in the school office.

C) Senior Polo Request

The junior class requested, in writing, approval of their senior polo shirt for the 2019-20 school year. They have chosen the color dark brown. Michael motioned to approve the senior polo shirt and Leslie seconded the motion; the motion was approved. Mr. Hodge will notify the junior class that their senior polo request has been approved.

VI. Subcommittee Discussion

A) Marketing and Communications (Sue and Leslie)

The marketing committee spent the rest of this year's diocese print portal budget on Facebook advertisements as there was a remaining balance which needed to be used. The print portal balance does not roll over each year. Cards will also be mailed to all high school graduates in the parish.

B) Development, Admissions and Enrollment (Melissa and Michael)

Michael attended a second development training meeting with Mr. Hodge and Mrs. Smith. The third training will take place on June 11th and Elizabeth will join that meeting. The committee is working on an annual giving plan and a public relations plan. A newsletter with updates will be mailed. Summer Fest will be using Grand Rapids WOW! this year instead of Lansing for advertisements which begin on June 3rd. The midway will include a ninja obstacle course. The Shamrock Scholarship letter has brought in \$20,000 since March 15th. Mr. Hodge said Muskegon Catholic Central is piloting a "continuous enrollment" program for the 2019-20 school year. Continuous enrollment rolls over all students to the next school year. If a student does not want to return, the parents must make a point of opting their child out of the school. The enrollment fee is included in total tuition. St. Patrick will possibly begin continuous enrollment in the 2020-21 school year. Father Mike wants a five-year enrollment average for the budget. Preschool and DK enrollment numbers were also discussed. To increase enrollment, Melissa will reach out to Amy at the parish office to get a list of individuals who were baptized at St. Patrick Church, are of school age (3 to 5 years old) and have not yet enrolled. The Admissions and Enrollment Committee will work with the school administration (Mr. Hodge and Mrs. Smith) to perform enrollment outreach for these early education classes.

C) Finance, Building & Grounds Committee (Heather and Jeff)

April budget statements show the budget looks good. Nienhaus Financial is working on finalizing the 2019-20 budget as a parish whole. Father Mike wants the athletic budget under the school. The athletic fiscal year would shift from May to January. Mike Coyne will be in touch regarding the budget change.

D) Executive Committee (Melissa)

The next school board meeting will take place on August 27th. We will stay away from meetings on the third Tuesday of the month due to the Finance Committee meeting. Melissa asked the subcommittees to develop goals by the end of July or beginning of August. Melissa reminded school board members when they receive complaints, all personnel complaints should be directed to Mr. Hodge or Mrs. Smith. Regarding other complaints, Melissa will look for a chain of command and share results with school board members through an email in order that concerns may be passed on to the proper person.

VII. Principal's Report

Mr. Hodge reviewed the Enrollment Report. Melissa will check with Mrs. Amy Smith regarding baptisms three years ago. Mrs. Jenny Garcia has been hired as a full-time counselor. Mrs. Garcia is proactive rather than reactive and implements a positive behavior rubric. Freshman orientation went well with 20 out of 22 attending. A new sound system has been installed in the gym, donated by grandparents.

Review of Tasks and Assignments:

- 1) Melissa will add Mrs. Cortney Smith to the August school board agenda.
- 2) Mr. Hodge will notify the junior class the polo was approved.
- 3) Nancy will sign the MHSAA membership form when it arrives in the office.
- 4) Subcommittees will have goals ready by end of July/beginning of August.
- 5) Melissa will email a chain of command to board members.
- 6) Melissa will contact Amy Smith at the parish office.

Meeting Adjourned with prayer at 7:40 pm. Next meeting will be held August 27, 2019.

2019-20 School Board Meetings:

Tuesday, August 27, 2019
Tuesday, October 22, 2019
Tuesday, December 10, 2019
Tuesday, February 11, 2020
Tuesday, April 28, 2020
Tuesday, May 19, 2020