

ST. PATRICK SCHOOL BOARD MEETING

October 22, 2019

Present: Brandi Bengel, Heather Boyd, Jen Davlin, Jeff Fedewa, Elizabeth Hager, Melissa Schrauben, Brenda Smith, Leslie Weller, Nancy Wohlscheid, Mr. Hodge, Mrs. Smith, Heather Hendges

I. Prayer (Brenda)

II. Approval of Meeting Minutes

Brenda moved to accept the meeting minutes as written; Liz seconded the motion and the motion passed.

III. New Business

A) School Board Survey Results

Based on the results of the school board survey, the Executive Board saw areas of possible improvement for the school board. The Strategic Plan needs work, however input is needed from Father Mike. The plan is old and needs new direction. A self-study must be completed by the end of the 2019-20 school year. Brenda will move forward after the Executive Committee meets with Father to get his vision. Attendance Participation (#6 of the survey) on the board is another concern. Flexibility such as switching committees and informal meetings are possibilities. The Board will look for another co-chair to help Brenda. Financial Management (#7) is another area of concern, however Jeff and Heather are doing a great job of keeping board members up to speed and both are open to answering questions during or outside of meetings. Regarding the School Development Plan (#9), Liz and Michael are working with Mr. Hodge, Mrs. Smith and the Father Flohe Foundation on development. There is no real plan for Enrollment but would be beneficial to have a plan in place. Mr. Hodge reminded the school board members that "continuous enrollment" is being piloted by Muskegon Catholic.

IV. Subcommittee Discussion

A) Policy and Strategic Planning Committee (Brenda)

The Strategic Plan will add security language including threat assessment, family reunification and a list of items for the go bucket. Brenda will review diocesan school language. Dress code recommendations will be made at the February school board meeting with approval by the April meeting. Any parental concerns regarding the dress code should be directed to Brenda.

B) Mission Effectiveness (Jen and Brandi)

The background board has been completed for the Vocational Wall of Fame. The diocese does not want any names displayed. Father Mike helped the committee members brainstorm ideas. The twenty-five current seminarians' names can be displayed. Pictures of convents and seminaries will be promoted. Mr. Hodge will speak to Father Steve Durkee about the vocational board. The living

rosary will take place on Thursday, October 24th with K-12 big rocks and little rocks participating. Veteran's Day cards will be made the same day.

C) Marketing and Communications (Sue and Leslie)

Development, Admissions and Enrollment will take over the feeder school plan. Advertising prices jumped up considerably in the Portland Beacon. The committee will talk to Jim Townsend about the possibility of running periodic articles instead of advertising. Discussion followed regarding Facebook and the amount of time it takes to advertise on social media. Discussed the importance of bringing the public in the school for different functions to showcase the school strengths. Suggestion was made to use the auction video again and to use the church bulletin more. An all-school open house date has proposed for March 1, 2020. Cortney will discuss with Fr. Mike to receive approval.

D) Development, Admissions and Enrollment (Liz and Michael)

The Development committee met with Mr. Hodge, Mrs. Smith, Cindy Kneibel from Grand Rapids West Catholic and the Father Flohe Foundation regarding planned giving, endowed scholarships, database software and annual appeals. The first newsletter has been mailed with a plan of mailing three per year. The committee is looking for a newsletter sponsor(s).

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

Grounds: The roof work is finished. The gym floor ran into some delays, however the bleachers will be installed this week. The floor is vinyl with welded seams and a vapor barrier. Fiber optics have been upgraded through the new security grant. Cameras have been installed. New doors will be installed next week.

Finance: The diocese recommends the budget be updated as enrollment and staff numbers change. Student count has changed as well as staffing. Discussion followed regarding parish subsidy, tuition, Shamrock Promise, discounts, fees and stipends. Jeff and Heather are working with Mr. Hodge and Mrs. Smith to prepare the budget for 2020/21. Staff and faculty are working to lower operational costs. School board members should send any thoughts or ideas regarding the budget to Jeff.

F) Executive Committee (Melissa)

Melissa is working on the Annual Report. The school website needs a sweep and updates. The committee is working on volunteer recruitment ideas.

V. Principal's Report

Two students, one fifth grader and one second grader, have left the school. The high school gained an exchange student from China. Two eighth grade students from Sts. Peter and Paul are interested in enrolling next year. Still searching for a permanent art teacher. Mrs. Smith and Mr. Hodge have updated the emergency action plan. PTO leadership has been determined.

VI. Review of Tasks and Assignments:

- 1) Melissa will search for a school board member to serve on the Strategic Plan Subcommittee.
- 2) The Executive Committee will meet with Father Mike to get his vision for the Strategic Plan.
- 3) Mr. Hodge will speak to Father Steve Durkee regarding the vocation wall.
- 4) School board members will send thoughts and ideas about finances to Jeff.
- 5) Mrs. Smith will remind Mr. Hodge to ask Mr. Russman for athletic information to be used in the Annual Report.

Meeting Adjourned with prayer at 8:55 pm.
Next meeting will be held December 3, 2019.

Notes submitted by Nancy Wohlscheid