

**ST. PATRICK SCHOOL BOARD MEETING**  
**August 11, 2020**

**Present:** Brandi Bengel, Samantha Campbell, Jeff Fedewa, Elizabeth Hager, Melissa Schrauben, Brenda Smith, Richelle Vallier, Sue VanLente, Leslie Weller, Nancy Wohlscheid, Michael Wolfston, Mr. Hodge, Mrs. Smith

**I. Mass**

**II. Approval of Meeting Minutes**

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

**III. New Business**

Melissa welcomed new school board members Samantha Campbell and Richelle Vallier. Samantha will serve on the Finance Committee and Richelle will serve on the Mission Effectiveness Committee.

A) Return to School Plan/COVID-19 Updates

Grades 9-12 will have a seven-hour day and will enter school through Door 8 no earlier than 7:10 a.m. Students are required to furnish their own supplies. High school students will switch classes and there will be four feet of spacing. Students have been assigned every other locker and will stay on their own side of the hallway. Instead of the regular three-minute passing time, there will be a five-minute passing time. High school students will stay in their own section of the second floor hallway with their own classmates as much as possible. Students will wear masks at all times except when eating. Freshman physical education curriculum has been switched to teach health instruction first semester and physical education second semester. Teachers will take students outside for instruction as much as possible. Classrooms will be sanitized every hour. Clorox 360 Machine will be used nightly to sanitize hard surfaces. Weekly Mass will consist of five people to a pew every third pew.

Preschool will be taught in-person as long as Michigan remains in Phase 4 or higher. If Michigan moves to Phase 3, there will be no preschool and there will be no virtual instruction for preschoolers. LARA and childcare guidelines will be followed for three- and four-year-olds. Teachers will wear masks; preschoolers will not wear masks. Increased handwashing will be practiced along with sanitizing at regular intervals.

Grades K-5 will enter school through Door 1. There will be no gathering in the parking lot, students will go straight to their classrooms no earlier than 8:30 a.m. Teachers will be in classrooms by 8:30 a.m. Students will be required to wear masks in the hallway. Students will have a choice to wear their masks in the classrooms. Teachers will wear masks. Special subject teachers will rotate to the classrooms and will take students outside weather permitting. Computers will be taken room to room on a cart and the computers and cart will be sanitized. Students will have recess a minimum of twice a day. Instruction may take place outside. Hot lunch will be delivered to the classrooms. Lunch will take place outside as much as possible. The library will be closed; however, the librarian will visit classrooms to deliver library instruction and read to the students. No clubs. Ten touchless water

bottle re-fillers have been installed. Drinking fountains have been removed. Unopened/prepackaged treats will be allowed. Phonics and literacy will be taught with the teacher wearing a clear mask. After-school pick-up will remain the same and students will be required to wear their masks.

Grades 6-8 will enter school through Door 7 no earlier than 7:10 a.m. Masks will be worn all day except while eating lunch. Students will use hand sanitizer entering and exiting the classroom. Every other locker will be used. Teachers will rotate to the classrooms and restrooms will be used during the class period. Students must provide their own supplies. All students will be provided a chromebook.

Before and After School students will use Door 5. There will be limited entry to students, staff and parents. Students will be screened when entering childcare. There is limited enrollment. Cleaning, disinfecting and sanitizing will be practiced. Note: all teachers participated in a one-hour professional development regarding the three different types of cleaning.

Parents will screen their children before school each day. Parents will have a CDC checklist. If students feel sick while in school, they will be quarantined and sent home until they have tested negative. Ionia county rules will be followed. No one is forced to test; a student can stay home until completely recovered according to CDC guidelines. FAQs will be provided.

During Phase 4, students who choose to learn online can expect lessons to be two days behind due to uploading. During Phase 3 or lower, online lessons will be live.

All staff will wear facial coverings when in classrooms. If staff are outside, they may take off the covering if they are socially distanced. Athletics will be determined by the MHSAA. No assemblies outside of more than one class in attendance. No volunteers in the school. Mrs. Garcia, school counselor, will provide mental health support at the beginning of each day of online learning. NPSPs and 504 Plans will still be in place. Six feet markers are on the floor in the restrooms and in the office. THK generously offered and provided desk shields for the two secretaries. Shields will also be in place for reading groups.

Mass will be celebrated with students. Kindergarten students will not attend Mass. Grades 1-4 will attend the first and third weeks of the month and grades 5-8 will attend the second and fourth weeks of the month. Mrs. Smith will ask Father if Mass can be live streamed for the grades not in attendance. High school students will attend weekly.

Virtual learning for Phases 1-3 are in place for each grade. There will be more structure and attendance will be taken. Learning packets will be aligned with Canvas online instruction. Certain days will be assigned for reading and math. Religion will be taught daily. Chromebooks are ordered and will be provided for elementary students.

#### **IV. Subcommittee Discussion**

##### **A) Policy and Strategic Planning Committee (Brenda and Connie)**

The goal of the Strategic Planning Committee is to finish the Emergency Plan, present it to the school board in October and approve it at the December meeting. The committee also hopes to develop and implement action plans for the strategic plan. They will also develop a couple of proposals for the dress code.

B) Mission Effectiveness (Brandi and Richelle)

Mission Effectiveness would like students to celebrate All Saints Day on November 1 by having each class choose a patron saint, decorate their classroom door and learn about the saint throughout the school year. The shoebox project will be done during Advent and Amy Shaw is raising money (Capstone Project) for the shoebox items. During Lent, students will make twine rosaries and give the rosaries to someone. The committee would like to do another living rosary in the spring, on the Father Flohe Field. The committee would like to organize middle school and high school retreats.

C) Marketing and Communications (Sue and Leslie)

Marketing continues to do many things throughout the year such as cards. The alumni Facebook page has made improvements. Positive comments from people regarding, Meet the Teacher, posts on Facebook. Cortney will give Sue some more names for testimonials.

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

The newsletter is mailed three times each year. The last issue generated more than \$30,000 in donations to date. The money could be designated to the endowment fund, copier fund or new phone system fund. There is enough money to buy one new copy machine. The school will keep using the two older machines until they both fail. When one machine fails, it will be used for parts. The two future copy machine purchases will be staggered. In a future article, Mr. Hodge will clarify what these funds are used for and what the Father Flohe Foundation funds are used for. New software will manage donor base. Twenty individuals were sent letters to schedule donor visits. The visits have not happened. Father Mike would like donations to come from outside the parish. The Development Committee has a goal of raising \$50,000 this year to establish an endowment fund in the West Michigan Catholic Foundation. The fourth edition of the newsletter is underway. The committee would like to suggest Admissions be a separate committee. The Executive Committee will make this an action item. A feasibility committee is being established to bring in more students and make improvements.

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

Finance reported a net gain of \$10,000 for 2019-20. The committee has not seen the year-end closing of 2019-20 from the parish Finance Committee. Version 9 for this year's budget has been incorporated in the parish budget. There will be one more final version when student count is confirmed.

F) Executive Committee (Melissa, Jeff, Nancy)

The Executive Committee met to discuss the return to school plan with Mr. Hodge and Mrs. Smith. The committee also discussed the plants and grounds update which includes the installation of new water bottle refill machines, improvements to the gym lobby bathrooms, improvements to the stage and locker rooms. New LED lights will be installed in the gym lobby and locker rooms. The parking lot is being bid. The rectory is undergoing renovations, as well.

Reminders: New school board member training is August 25<sup>th</sup> online. November 2<sup>nd</sup> is the school board summit. Next school board meeting is October 13<sup>th</sup>.

## V. Principals Report

The Fall Festival has been canceled. There will be a takeout dinner and raffle only. Father Mike has

suggested discontinuing the Fall Festival raffle and the sports raffle and replacing the two raffles with one large raffle that will bring in more money than the other two raffles combined. Senior class has selected a lilac polo. There have been complaints about tuition and not enough choices for classes, so the seventh hour release for seniors has been eliminated and replaced with a study hall or an elective. Volleyball is limited to fifteen players and there are more than fifteen interested. Some may be offered a spot on JV or offered the role of statistician. Seven high school students have chosen virtual learning over in-class learning.

Two interviews are set up this week for Before and After School positions. Professional development consisted of trauma training, bloodborne pathogens, CPR/First Aid, Canvas (all summer), Theology of the Body (year two), COVID-19 sanitization training. Ten students in grades K-5 have chosen virtual learning and six students in grades 6-8.

## **VI. Review of Tasks and Assignments**

- 1) Mrs. Smith will give Sue some names for testimonials.
- 2) Melissa will reach out to Father Mike regarding the feasibility committee.
- 3) Mrs. Smith will ask Father Mike if the elementary Mass can be live streamed.
- 4) A FAQs sheet will be made to answer health screening questions.
- 5) The Executive Committee will discuss forming a new Admissions Committee.
- 6) Jeff and Samantha will get updates from Nienhaus.
- 7) ALL school board members will review the Strategic Plan.

Meeting Adjourned with prayer at 8:35 pm.

--Notes submitted by Nancy Wohlscheid