

**ST. PATRICK SCHOOL BOARD MEETING**  
**October 13, 2020**

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

**I. Opening Prayer**

**II. Approval of Meeting Minutes**

Michael moved to accept the August 2020 meeting minutes as written; Sue seconded the motion and the motion passed.

**III. Sub-Committee Discussion**

A) Mission Effectiveness (Brandi and Richelle)

The Mission Effectiveness Committee gave the update that Amy Shaw continues to fundraise for the shoebox project as part of her Senior Capstone Project. She has raised \$420 thus far. Mission Effectiveness is also working on all school celebration of All Saints Day starting November 1<sup>st</sup>. They will work with the staff to have each class choose a patron saint to learn about throughout the school year and decorate their classroom door. Mission Effectiveness is also brainstorming ideas on how to ensure that there is safe interaction between Big Rock/Little Rock, such as prayer buddies or letter writing. Mission Effectiveness would like to still explore the Living Rosary in the Spring and maybe have Big Rocks make their Little Rocks twine rosaries. Adoration with the Big Rock/Little Rock pairings was also discussed. The group will determine if this is something that can be achieved by creating a schedule to ensure groups are social distancing within the church.

The week of November 1<sup>st</sup> – 7<sup>th</sup> is Vocational Awareness Week, so the group would like to determine ways to bring awareness to vocations by utilizing the Vocational Wall of Fame. The group has been thinking of ways to utilize this space and came up with the idea of reaching out to Jeff Davlin to see if he can share pictures and brief letters of what he has been up to during his first year at the seminary.

Mission Effectiveness is also looking into getting a picture of all students within the school in front of the church. This picture would need to be taken by a drone to ensure spacing and social distancing is being practiced. Details are still being discussed.

B) Marketing and Communications (Sue and Leslie)

The Marketing Committee continues to post pictures, testimonials, and events on the School's Facebook page. Sue is working to get more testimonials from school families, as those posts seem to draw a lot of interest. Michael advised that he has been receiving testimonial videos from Grand Rapids Catholic Central and will be sharing some examples with the Marketing Committee to see if this is something that we could do at St. Patrick School. Michael also asked that the testimonials be sent to the Advancement and Development Committee to utilize for future mailings or email blasts.

Marketing photos were taken of the students last week. Due to social distancing, many of the pictures were in the classroom, but Sue was pleased with the number of pictures that were captured of the students. The All School Open House is still planned for the Spring, however this may need to be a virtual Open House. Discussion continues on how to ensure the Open House is successfully, regardless if it is in-person or virtual. Mrs. Smith requested

that the Marketing Committee think of creative ways to market the Preschool and enrollment options for the Preschool.

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

The fourth newsletter was mailed out in mid-September. \$500 was received today (October 13<sup>th</sup>) alone and over \$60,000 has been received since the first mailing was sent out. The A&D Committee is currently working on the 5<sup>th</sup> edition and they are planning on sending it out after the Thanksgiving holiday. The 5<sup>th</sup> edition will have a Christmas Card contest, in which each class will design a Christmas Card and then votes will be based on the donations that are received. Mrs. Smith and Mr. Hodge shared this idea with staff this week during their staff meetings.

The A&D Committee is working on a brochure to share with donors when personal visits are taking place. Mr. Hodge is working directly with a large donor (name is currently anonymous to protect his/her privacy). Sue mentioned that she recently had dinner with Fr. VanLente and he was very complimentary on the marketing materials and Shamrock Legacy editions that have been mailed out by the A&D Committee and has shared these materials with other pastors. Mr. Hodge is working on making personal appointments with donors to discuss planned giving, charitable gifts and other options to donate to St. Patrick School. To date, the Planned Giving website has had over 90 visits. Mrs. Smith will work with Ross Schneider to share the Planned Giving website on Facebook to make this page more wide-known.

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

Jeff walked the Board through the Financial Statements and gave the group different pointers on how to read the reports that are shared with the Board. The financial reports were from the month of August, due to the timing of our Board meeting. Tuition doesn't hit the books until September, so that information was missing from the August Reports. Jeff pointed the group to look at the Total Expense (loss/gain) for each month and the YTD columns.

Jeff advised that the Preschool program is still working towards being self-sufficient. The variances noted for the month of August was due to COVID expenses (PPE, sanitation items, disinfectant, etc.) and textbooks/supplies. Increased Elementary students allowed the school to reduce the Parish Subsidy to 31% (the goal is to stay around 35%). Jeff showed the Board where Tuition income is calculated on the financial report. If tuition gets paid in full by a family, the tuition payments are spread out over time on the financial report to ensure the budget is still balanced. The Parish Budget seems to be doing ok this year as well.

E) Executive Committee (Melissa, Jeff, Nancy)

The Executive Committee met last week to discuss current COVID procedures and how things were going with students and staff. Jeff provided the Executive Committee with a budget update. The group also discussed the potential of starting an Admissions/Enrollment Sub-Committee, to assist Mrs. Smith and Mr. Hodge with enrollment activities. The group will continue to have discussions on the potential for adding this new sub-committee. Mrs. Smith expressed her concern about starting a new group, as she likes to have the personal connection with prospective families.

Plants and Grounds updates include Fr. Flohe Building updates (insulation completed and heaters installed), potential carpeting for the Gym lobby and Trane Energy Rebate Assessment was completed. Some of these activities are on hold until Fr. Mike returns from vacation. The Plants and Grounds group will be meeting with Kevin Schrauben in the next month or so to discuss the project list and determine next steps.

Melissa reminded the Board that the Diocesan School Board Fall Summit will be taking place on Monday, November 2<sup>nd</sup> from 6:30PM to 8PM. This event will be virtual. Melissa encouraged all Members to attend, as the Diocese does a great job of sharing meaningful information during these Board Summits. Melissa will share additional details, as more information is received from the Office of Catholic Schools. Next School Board meeting is on Monday, December 7<sup>th</sup>, due to the Fest of the Immaculate Conception being on Tuesday, December 8<sup>th</sup>.

#### F) Policy and Strategic Planning Committee (Brenda and Connie)

The Policy and Strategic Planning Committee has been working hard on completing the Emergency Operations Plan. This plan is very close to final. Given the complexity and sensitivity of the plan, only the Administration and Executive Committee will review the plan. Once this plan has been finalized, each classroom will have a binder with the plan included. The plan will not be posted due to security. Final approval of the plan is expected during the December meeting.

Brenda also shared a list of potential action steps that pertain to each of the different sub-committees in regards to the Strategic Plan. Each Sub-Committee has been tasked to review the list of potential action steps and provide feedback to Brenda by October 20<sup>th</sup> to ensure each task is appropriately assigned. Each Sub-Committee will then provide an update to the entire board about the status of these tasks during the December and April Board Meetings. Mr. Hodge advised that accreditation was pushed back a year, so this will now occur during the 2021 – 2022 School year. Currently the self-study period is underway. This self-study is being performed by Mr. Hodge, Mrs. Smith and the school staff.

Brenda also mentioned that they have been working on potential changes to the Dress Code, as requested by Fr. Mike. Courtney indicated that she would like to discuss these potential changes with Fr. Mike, prior to making any significant changes to the Dress Code. This will remain on hold until more information is received from Fr. Mike.

#### IV. Principals' Report

Mrs. Smith provided an enrollment update. Two preschool students and two Kindergarten students have recently enrolled. One 4<sup>th</sup> grade student and two High School students have transferred out since the last Board Meeting in August. Mr. Hodge, Mrs. Smith and Mrs. Jenny Garcia have been meeting with the students and parents to determine why students, specifically from the Sophomore class, have been leaving.

The following staffing updates were provided:

- Courtney Macomber was hired to perform Before School Care.
- Jean Hengesbach was hired for After School Care.
- Art Araujo was hired as the new Art/Computer Teacher. Mrs. Smith said that he has been an amazing addition to the staff and so many students have a new excitement for Art class.
- Carla Bell will be working at St. Patrick School as the Title I Teacher. She has increased availability at St. Patrick School and will be assisting with reading and literacy for K-5<sup>th</sup> grade, two and a half days per week.

MANS Conference is currently underway for all staff this week. Staff will use the information they learn to grow and find alternative ways to educate the students in the classroom. No school on October 15<sup>th</sup> and October 16<sup>th</sup> due to the MANS Conference for staff.

iObservation is currently underway for teaching staff. Teachers have been asked to complete Growth Plans for the School year. Mr. Hodge and Mrs. Smith have conducted some walk throughs and will continue to do so. 1 – 2 formal observations will also be scheduled throughout the year. The Staff know what criteria Mr. Hodge and Mrs. Smith are using to perform the iObservation ratings. This will be used to grow their skills, strengths and weaknesses.

### **Elementary Updates**

Sacramental Prep and CCD will be online this year. While Fr. Mike is on vacation in October 2020, the school will be live streaming mass from Assumption on Thursdays at 9AM. Mrs. Smith has some lower elementary prospective families to contact. Inquiries keep coming in for Elementary and Mrs. Smith maintains communication with these families to ensure all questions are answered. Mrs. Smith advised the Board that each prospective student is evaluated to ensure they are a good fit for the school. The Elementary received a Grant Award from Tri-County Electronic for two swivels and 2 iPads. This new technology will be instrumental for teachers when teaching virtually or for professional development. Four remote learning students have returned to in-person learning. DIBELS testing has been completed. MAPS is in progress.

### **Preschool Updates**

Mrs. Smith reminded the board that the tuition structure for the preschool changed this school year to a flat rate per student. 2 more students have enrolled since our last meeting in August 2020. Due to the need for childcare in the Portland Community, discussions regarding a daycare at St. Patrick School are currently taking place. This is something that is being explored, however the Administration does not want to rush implementation, as many details need to be ironed out.

### **High School Updates**

Over the Labor Day holiday, St. Patrick High School had 3 positive COVID-19 cases. Contact tracing was performed and resulted in 18 students being quarantined. Mr. Hodge individually called each of the families to discuss the situation and he mentioned that the families were very supportive. National Honor Society induction ceremony took place at the Red Mill. Seniors completed First Aid/CPR training. Homecoming and Spirit Week went well and it seemed to boast morale throughout the school. Mr. Hodge will be performing Liturgy of the Word services while Fr. Mike is done during the month of October. Three remote learning students returned to in-person learning. Mr. Hodge discussed the reduce enrollment in the Sophomore class and the activities that are being done to ensure that issues are addressed to ensure the culture of the class is positive. The School has been experiencing some connectivity issues with WiFi. Mr. Hodge has ordered additional access points in order to limit these WiFi issues.

### **School Counseling Updates**

Mrs. Garcia (Counselor) received a donation of \$1,000 to use towards Mental Health Resources for both staff and students. Mrs. Garcia has also been organizing counseling materials, action plans, lesson maps, etc. in a binder that is used for the Elementary School. K-5 Friendship groups have started and will help children ensure that all students are welcome. A new group, Mind Over Matter, has been created and consists of students 6<sup>th</sup> to 12<sup>th</sup> grade. This group is bringing focus on building relationships, improving the culture in the High School and awareness of mental health. Mrs. Garcia is providing oversight of this is a student led group.

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

- 1) Each Sub-Committee to review Strategic Planning Implementation tasks and provide feedback to Brenda by 11/6/2020.
- 2) Melissa will remind the Sub-Committees to report their Strategic Planning Implementation Task updates during the December Board Meeting.
- 3) Mrs. Smith to check in with Fr. Mike to see if Dress Code changes are still a priority.
- 4) Richelle to find someone with a drone in order to take an All School Picture.
- 5) Richelle and Brandi to draft an Adoration Schedule for Big Rocks/Little Rocks and send to Mr. Hodge and Mrs. Smith.
- 6) Michael to send example testimonial videos to Marketing Sub-Committee to see if this is something St. Patrick can implement on future social media posts.
- 7) Mrs. Smith to work with Ross Schneider to share the Planned Giving website on social media.

Meeting Adjourned with prayer at 8:35 pm.

--Notes submitted by Melissa Schrauben