

**St. Patrick School Board Meeting
October 11, 2022**

“We Pray! We Learn! We Achieve!”

Present: Cheryl Baker, Brandi Bengel, Erin Pung-Caszatt, Jeff Fedewa, Ashley Kliewer, Brenda Lenneman, Connie Vallier, Nancy Wohlscheid, Mr. Hodge

I. Opening Prayer (Connie)

II. Approval of Prior Meeting Minutes

Brenda moved to approve August 2022 school board notes; Jeff seconded the motion and the motion passed.

III. New Business

A) New School Board Members

Connie welcomed new board member, Erin Pung-Caszatt. Erin will be joining the Advancement and Development Subcommittee. Angie Newman will also be joining the school board and serving on the Marketing Subcommittee. School board members were sought through the welcome letter sent to parents at the beginning of the school year as well as advertisements in the church bulletin. Ashley suggested a link on the website to direct people to volunteer opportunities within the school and parish. Connie will reach out to Amy Smith to see if a stewardship list exists.

IV. Principals' Report

Mr. Hodge stated Nikki Brown has been hired as the new youth minister/campus minister. The Michigan Association of Non-Public Schools Conference will take place on November 3rd and 4th; school will not be in session. The CPR training will take place on Friday, November 4. Capturing Kids Hearts is going well and the professional development trainer had many compliments. A campus ministry team will be starting up again. Homecoming was great and former football teams being honored during halftime was fun. Hallway decorating by the high school students was very impressive. Two thirds of the sports season is over. The school bathrooms are mostly complete. Between 75 – 100 parishioners toured the bathrooms. Marketing photos are done. October sock collection was successful. The weight room received donations and looks great. Father Mike canceled athletic team accounts. Teams will close out accounts in the 2022-23 fiscal year. Teams will budget and request what they need. Fall NWEA/MAPS (Northwest Evaluation Association/Measures of Academic Progress) testing went well. There will be a fire safety visit on Thursday. Parent/teacher conferences take place this week. The big rocks/little rocks made ten-bead rosaries and held a candlelit rosary. Upcoming events include Halloween parties, Veterans Day celebration, and the Christmas Program which will take place on December 15th with daytime and evening performances. There has been a

couple donations for the Christmas Program.

V. Subcommittee Discussion

A) Policy and Strategic Planning (Brenda)

Brenda is working on the Emergency Operations Plan with Mrs. Smith and Mr. Hodge. The diocesan updates have been added to the plan. Brenda is working with Connie to tie the Strategic Plan to each subcommittee by making sure all work is being tracked. Brenda will be taking the Strategic Plan information to the Diocesan School Board Summit to see where we stand in comparison to other schools.

B) Mission Effectiveness (Brandi)

The committee met a couple weeks ago. Erin Martin and Diane Simon will speak with Father Mike about linking Adoration to Reconciliation. Adoration would be optional for students on Mondays and Wednesdays in the chapel. The shoebox project was not chosen by a senior for the Capstone Project. Erin will contact Portland Public Schools to see if they depend on our donation. Brandi will check with Randy as well. The committee discussed a possible diaper drive via social media or raising money for a Catholic charity, hopefully drawing the attention of a local news station. Ashley suggested the diaper donations be given to the Health Department's WIC Program. The committee is discussing the possibility of students who are eucharistic ministers visiting the homebound, however there are only two seniors. There is the question of whether juniors would be allowed to leave class. Nikki Brown will be the new youth minister/campus minister. The youth minister is a member of Mission Effectiveness.

C) Marketing and Communication (Ashley, Dana and Angie)

The committee met last week. Sarah Toepfer attended and will be working to establish a St. Patrick School branding template. Sarah is the diocesan Marketing Communications Coordinator for Catholic Schools. Branding includes colors, fonts, official name, etc. The committee hopes to create a school social media calendar and would like to see more of a presence from grades 3 – 8. Ashley stated the committee has ongoing tasks but struggles with time and not being able to do all the great ideas they would like to do. An end-of-school-year idea is to have the senior students anoint the hands of the junior students at the last school Mass. Connie suggested tying it in with Mission Effectiveness. A couple of other ideas include yearlong themes and packing the pews with kids and families at Mass.

D) Advancement and Development (Mr. Hodge, Erin Pung-Caszatt and Krysten Rosendall)

The committee will meet on Friday morning. Mr. Hodge hopes to organize an alumni committee. Father Mike wants a 500 Club started with 500 members donating \$2,000 per year for five years. The money would help purchase property for new athletic grounds. The Mega Raffle has sold 420 tickets so far; 510-550 tickets must be sold to meet budgets. Mr. Hodge pitched an idea for

the Fall Festival next year.

E) Finance Committee (Jeff and Cheryl)

The August report is included in the board packet. Income is not listed yet. The September report became available yesterday and Jeff stated everything appears to be on track. Daycare numbers will be available next month. The Mega Raffle income has not been split yet. Salary and benefits accounts are being updated. The increase in salary and benefits and decrease in enrollment has resulted in the parish contribution showing a 48% need with 42% actual approval. Jeff and Cheryl will begin next year's budget starting next month. There is a large drop in preschool and daycare. Preschool enrollment increases as the school year goes on. Last year preschool enrollment peaked after January. Daycare numbers are attached to preschool numbers. Aaron Thelen and Theresa Knoop market the preschool by word of mouth. Ashley will reach out to Aaron and Theresa to help market the preschool in other ways. Currently there are 34 preschool students and 11 children enrolled in daycare.

F) Executive Committee (Connie, Jeff and Nancy)

Connie attended the Father Flohe Foundation meeting in September. Although donations are low, the committee is doing what they need to and the Foundation is in good shape given the current economic climate. The Class of 1972 was honored with a school tour, Mass and a dinner on September 10th hosted by the Foundation. The subcommittee template is being updated for each committee to bring work to the forefront of the ongoing, overall mission. The Strategic Plan is on the school website and will be updated with ongoing work, including the Technology Plan. Connie reminded school board members of the Diocesan School Board Summit November 9th and encouraged everyone to attend the committee sessions in person for interaction.

VII. Review of Tasks and Assignments (Nancy)

- 1) Connie will contact Amy Smith to see if a stewardship list exists.
- 2) Brandi will check with Mr. Hodge regarding Shoebox Project participation.
- 3) Ashley will reach out to Aaron Thelen and Theresa Knoop regarding marketing.

Closing Prayer (Brandi)
Adjournment at 7:50 pm

Next school board meeting will be held Wednesday, December 14, 2022.

Notes provided by Nancy Wohlscheid

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