

**Meeting Minutes**  
**St. John the Baptist School Board Committee**  
**Thursday, April 7, 2011**  
**Meeting Room – 6:30 pm – 8:50 pm**

**Members Present:** Mark Albers, Matt Dochterman, Corey Heathman (Teacher Representative), Colleen Huibregtse, Kristi Jankowski, Tom Krause, Alison Leynse (Home and School Representative), Ron Erdmier, Jerry Moriarity (Parish Trustee), Rick Olsen, Ann Penkwitz (Teacher Representative), Fran Peter, Shelly Trepanier, Father Van Beek

**Members Absent:** all present

**Opening Prayer:** S. Trepanier

**Motion to accept tonight's agenda:** C. Huibregtse  
K. Jankowski

**Seconded by:**

**Motion to accept minutes from last meeting:** M. Dochterman  
S. Trepanier

**Seconded by:**

**PRINCIPAL UPDATE – T. Krause**

**Hand-out given-Principal's Report**

**Below are highlights from the Principal's Report:**

- There will be additional SMART Board training on the next in-service day on April 11. SJB went from having 5 classroom with SMARTBoards to 11 classrooms with SMART Boards over the course of this school year.
- Accreditation-2 people will be coming in to evaluate our school on April 12. We in compliance in terms of accreditation at this point.
- Principal and Assistant Principal for the Day-2 students will be taking over these positions on April 14.
- On April 20, eight SJB students, with Kathy Burch's assistance, will be performing the "Living Way of the Cross" in conjunction with Shepherd of the Hills Catholic School. We should do what we can to promote this as Shepherd of the Hills does such an excellent job with this performance.
- Ron Erdmier continues to go in the classroom and do direct teaching.
- All teacher evaluations have been done though there are a few classroom observations yet to be done before final reports will be written.

**TEACHER'S UPDATE –C. Heathman and A. Penkwitz**

Hand-outs given by R. Erdmier (invited guest of T. Krause)

- Therese Barrington provided peer mediation sessions for grades 2, 5 and 8. R. Erdmier then went to all the classes and provided information and media about bullying and what it is/what it looks like. There were videos shown in classes and a survey was done. The intent was to make sure that children were aware of the repercussions of bullying, what bullying was, and be able to differentiate between tattling and reporting. An exercise using M & M's was done. Students picked an M & M (each color represented an aspect

of bullying) and had to tell about the aspects children personally were involved in or observed (explanation given on hand-out). Students discussed how everyone is affected by bullying, even the parents. An Anti-Bullying Pledge was passed around and each student was to sign it. The Bullying Pledge was explained thoroughly to every student and what this pledge meant. A survey was done on how safe students feel at SJB (grades 6-8). This was done anonymously. Faculty is to be in halls between classes and be visible as much as possible. Each classroom has a "Bullying Box" and R. Erdmeir makes a point of addressing each incident that comes as a result of the Bullying Box and interviews students involved. R. Erdmeir has observed students being pro-active and intervening when they see a bullying incident. It would be nice to see students turn more to the adults in the building for assistance in the future. R. Erdmeir believes that the bullying incidents will lessen as staff continues to focus on this issue in future school years. Teachers continue to work on building positive relationships with students.

- April is Child Abuse and Neglect Awareness Month. Sessions are done with all of the grades about physical, emotional and sexual abuse that are age appropriate for each grade level.
- Discussion held on the Human Growth and Development that will be done in May with 5<sup>th</sup> grade.
- Play 60-Our school was nominated by an American Heart Association Representative to be one of 11 hand-picked schools to participate in this activity. We finished in 6<sup>th</sup> place out of 11 schools and did not earn any money. We finished with over 3000 minutes per student in the 28 days. In the last 3 years, all the schools that were in Play 60 were eligible to get a \$1600 Fitness Gram program for free that assesses 5 areas of physical fitness. The public schools also use this program so this helps make SJB more marketable.
- Jump Ropes/Hoops for Heart raised over \$3000. Kohler gave \$260 to SJB as part of a matching grant for this fundraiser.
- 2<sup>nd</sup> and 3<sup>rd</sup> grade is doing a unit on tumbling. 3-5<sup>th</sup> grade is doing fitness and cooperation games and are starting Presidential Fitness. The 6<sup>th</sup>-8<sup>th</sup> graders are also doing Presidential Fitness and there are hopes to start training for the track meet (weather permitting). We will be in Parochial School Track Meet for the 10<sup>th</sup> year in a row.
- T. Krause thanked C. Heathman for her work with team-building activities for staff.
- Most of the grades have had the Sacrament of Reconciliation already before Holy Week will start. Most of the staff have been attending Lenten Prayer Services.
- Everyone is very excited about having 11 SMARTBoards in the building.
- Students are participating in Rockets for Reading. Students will be participating in a Read-In next week. We have had authors Bruce Goeser, Rochelle Pennington, and a member of Laura Ingalls Wilder's family, Beth Ingalls-Leyse. Ms. Ingalls-Leyse brought in many artifacts of Laura Ingalls Wilder's life, including a tape recording. The author visits were very successful.
- Teachers have had J. Sager do a follow-up with staff on bullying at the last in-service.
- C. McConnaha at the same in-service showed different activities on helping brain development and to add physical activity in to the day-to-day classroom activities for teachers.
- Numbers for next school year-We have 245 students enrolled presently. 25 8<sup>th</sup> graders will be leaving bringing the numbers down to 220. 231 students are now registered, and

we are awaiting the paperwork for 3 more children bringing the total to 234 for next school year. There are some families that are not returning; one family is returning to the public schools, one family is home-schooling, and one family is moving out of the area. We have 19 students enrolled for 4K (which is the largest number ever) and 12 for 3K. The numbers for 3K may grow over the summer depending on the developmental level of individual children.

### **HOME AND SCHOOL-A. Leynse**

- The Home and School Fish Fry was March 17 and 687 people were served. We received many positive comments about how well our children did as they worked at the Fish Fry.
- Education PAT-Reading Month is going very well. We are holding a used book drive until April 12. We have received a lot of positive feedback about the authors that have visited our school in the past few weeks.
- Spring Walking program starts April 27 and we are in need of adult volunteers to stand at corners and supervise students. This will be on Wednesdays and Fridays. 1<sup>st</sup> graders will be added this spring for the first time to the walking program. We are hoping to have a logo for the T-shirts soon.
- Home and School has chosen 6 dates for the Road America Races; Friday, May 13, Friday, June 24, Friday, Sunday, July 17, Saturday, August 20, Sunday, September 11 and Saturday, September 24. We have 3 standard races and 3 premium races. We will be working on getting volunteers through <http://www.sjbplymouth.org/rastand.html>. We are encouraging each family to do 2 four hour shifts.
- We will be celebrating Mrs. Renzelmann's 20<sup>th</sup> anniversary here at SJB.
- The Social PAT is working on putting together a Parent Social.
- Mary Woodke is painting a rocking chair for the Plymouth Wall Dog Event and doing an amazing job. We will be teaming with Christian Woman to donate baked goods for the Plymouth Wall Dog event as a way to promote our school/parish.
- A lot of fun and exciting things are on the way for Teacher/Staff Appreciation Day, first week of May.

### **PARISH COUNCIL UPDATE –C. Huibregtse**

- Discussion held on various Lenten activities done throughout the school/parish. Confirmation is done. First Communion is on May 15 (May 1 for St. Thomas Aquinas).
- People will be contacted about getting their pictures taken for the photo directory if they have not done so already.
- Finances-We are \$126,000 favorable in comparison to last year. Endowment fund is doing better due to market doing better. Discussion on who has the responsibility of developing school budget and what is the responsibility of the School Board in the development of the budget. School Board members can be involved in this process if they want to. Currently the Parish Council does this in conjunction with the principal. J. Krautkramer works on our budget several hours a week. He talks with individual groups about their past history and what they will need going forward into the next fiscal year. Discussion of past history of how the budget was developed was held. Discussion on if we need to change the School Board By-laws in regards to the budget process. However, this may be dependent on the Accreditation Report and the direction received from the

accreditation process. We will put this on the agenda for next meeting and do research on this issue between now and the next School Board meeting.

## **COMMITTEE REPORTS**

### **PR/Recruitment - T. Krause**

- We need to promote the Plymouth Wall Dogs and put our rocking chair on our Facebook page.
- We have a membership in the Plymouth Chamber of Commerce and we don't have an ad in there. We have to let them know what we want when we want it. If we take out a bigger ad, it will cost us more money.
- We have a connection with 5 different newspapers. J. Schroeder e-mails information to these newspapers on a regular basis.
- We are looking at getting business cards with our website, our cross and our dove and our slogan on them. We would put these from time-to-time in church bulletins in churches around the area.
- We are going to be giving T-shirts to baptized children with the slogan "Future SJB Student".
- Next meeting may 4.

### **Long Range Planning –K. Jankowski**

- The Long Range Planning Committee is in the process of putting together the team to look at our vision and what we want our school to be. Information has been sent to Home and School for distribution to families. A. Torrison, from Home and School is interested in being on this committee. J. Behrens, A. Nelson, and S. McKillop are the teachers interested in being on this committee.

### **Finance – C. Huibregtse**

- See Parish Council update.

### **Technology Committee-R Olsen/M. Albers**

- One of the requirements from the Accreditation was a Webfilter for all computers. All computers in the school have a Webfilter on them and what we have is adequate at this point.
- The Technology Committee had a discussion on the hardware in the school and the age of those computers. Proceeds from the auction may be used as "seed" money for new computers instead of putting the money toward new software as was originally planned. R. Olsen has been approached by people willing to donate money to this purpose. The cost would be \$40000. Right now, there are some teachers without new computers in their rooms. In the computer lab, there are some Macs and some PCs. A final decision about whether the computer lab will house Macs or PCs has not been made. Discussion was held about having the computer lab having new computers with Internet access and then having a separate writing lab with the old computers. The old computers are still viable for writing via Word software and teaching typing skills. Discussion was also held looking at automation for the school office at this point if we are putting in new computers.
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## **UNFINISHED BUSINESS**

### **School Board Elections**

- Craig Morrison and Shelley Birenbaum are going to run for School Board. Matt Mooney is considering running. F. Peter will follow-up with the person she has contacted. Dan Francis has several people that he could ask as well. Our School Board works differently than the public schools School Board. Elections are April 30 and May 1 and people will be needed to help with the voting process. The Annual Meeting of the parish is May 1 right after the 9:30 mass in the school library.

## **NEW BUSINESS**

### **P/R Recruitment Committee**

- K. Meyer is leaving the P/R Recruitment Committee. We have a need for a member of the School Board to be on this committee as this is a standing committee. S. Trepanier is willing to serve in this capacity. The meetings are monthly and have been meeting in the morning, but the times are flexible.

### **Teacher Request**

- L. Grimes has requested a teacher's aide for her classroom due to her class size.

### **Principal update**

- Resignation letter was signed by T. Krause.
- There are a number of people that have agreed to be on a search committee for the new principal. We have received resumes and recommendations from the Archdiocese.

### **Summer Child Care**

- The first year we made money (2009) and last year we lost money (2010). A parent survey was done to indicate interest for the summer of 2011 and there are 10 full-time children and 11 part-time children that would be enrolled in this program if we do it this summer. All of these students attend SJB. We would break even with 7 full-time children. This is a good service for our families. The consensus is that it should be continued.

***Closing Prayer:*** Father Van Beek

***Motion to adjourn tonight's meeting:*** M. Albers

***Seconded by:*** S. Trepanier

Next meeting – Thursday, May 5, 2011

Respectfully submitted,

Fran Peter