



## Meeting Minutes

St. John the Baptist School Board Committee  
Thursday, January 14<sup>th</sup>, 2009  
School Library - 6:30pm – 8:00pm

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**Present:** Rick Olsen, Colleen Huibregtse, Jeanne Bitkers, Judy Heun, Mark Albers, Mary Kay Steckel, Jean Vogel, Arlene Klaetsch, Ann Torrison

**Absent:** Paula Gentine, Kristi Jankowski, Father Van Beek

**Opening Prayer:** Judy

**Motion to accept tonight's agenda:** Mary Kay

**Seconded by:** Colleen

**Motion to accept minutes from last meeting:** Colleen

**Seconded by:** Mary Kay

### **PETITIONED CONCERNS**

None brought by parents. Group discussed if Agenda should be posted a week prior to the meeting to give parents a chance to see what is planned for the meeting. Mary Kay felt it would help in keeping the communication open with parents. Jeanne said the parents need to be reminded that in order to address the board they will need to raise the concern.

The board agreed that Rick can post the agenda the week prior to the meetings with the caveat that it is subject to change. Mary Kay said she would put a comment in the Jagwire of its availability on the bulletin board and website.

### **PRINCIPAL UPDATE - Jeanne**

#### ***Accreditation Update***

Jeanne said things went very well. Only glitch was that the Archdiocese representative was not able to attend leaving a void. There will be a list of recommendations that will be provided. The chairperson complimented the school on its culture saying it's a positive environment for the children. She briefly indicated two areas of opportunity: 1) curriculum, and 2) staff dynamics. Jeanne is expecting to hear more in the days to come. Both Jean and Arlene confirmed the quick overview that was given by the chairperson before departing and felt it went well.

### **TEACHER'S UPDATE – Jean Vogel/Arlene Klaetsch**

Arlene said their main focus had been Accreditation and quickly transition from Christmas to other topics. Jean said the end of the quarter is coming up. Arlene said the staff is looking forward to the open house and seeing the new group of children coming in.

## **HOME & SCHOOL UPDATE – Ann Torrison**

- Calendar sale update - \$7,868 profit. January 15<sup>th</sup> is last day to accept monies.
- Spring fundraiser – request was completed to be submitted to Parish Council for a Chocolate Sale. Ann commented that Jeanne’s approval is needed before submitting to the Council. Jeanne said that the parent survey indicated the Chocolate sale as one of most preferred. Further, Renee Stehling, Chair of the Wellness Committee agreed with it. With that, she agreed to the fundraiser. The board agreed it was a good idea.
- Officer’s meeting is January 15<sup>th</sup>.
- Parents have questions about various committees: Technology, Finance, Wellness, and how they can get involved. Rick said we have posted in the past through the Jagwire and other communications a request for volunteers.

## **PARISH COUNCIL UPDATE**

No December meeting

## **SCHOOL BUDGET**

Discussed via Finance Committee update.

## **COMMITTEE REPORTS - All**

### ***PR/Recruitment – Mary Kay***

Mary Kay said they’ve been busy:

- Created a new school logo
- Ad in visitors guide
- Created early childhood brochure
- Alumni mosaic for hallway
- Mommy and me program
- Streamline on handling of prospective families
- Hung quotes from students throughout school
- Interactive PFD’s for registration
- Catholic Schools week – invitations, etc.  
Working the details of Open house (January 31<sup>st</sup>) and will take everyone willing to help.

### ***Long Range Planning – Kristi***

Not present. Jeanne said the Accreditation reports will help with bringing this

### ***Finance – Judy, Colleen***

Judy commented that the board typically uses this meeting to determine the proper split for tuition increase. With the difficulties in determining the budget and the timing of when the information is needed. Dave Majerus explained that this year the Parish Finance Committee, and ultimately, Father will provide the percentage increase in time for printing registration materials.

Jeanne added that Jim Krautkramer said they are behind in establishing the budget and now is the time for input from the staff. She explained that she plans to work on the supplies budget and will pass that along to the board members for review.

### ***Technology – Mark, Rick***

Committee has not met. Small glitch in setting up a smart board as the projector was not ordered. Jeanne added that a donor has offered to purchase another smart board as well as establishing a fund for area of Art and Music.

## **UNFINISHED BUSINESS**

### ***Ⓛ School Calendar***

*Mark agreed to review the SJB calendar and compare to the public school agenda to feel confident our kids are getting the same hours of instruction.*

### ***Ⓛ Field Trip Information***

Still open: Paula needs to compile information.

### ***Ⓛ Parent & Faculty Surveys***

Rick said we the parent survey has been done for two years now. The group agreed that we need to give feedback to the parents. Mary Kay gave a suggestion of how to communicate that feedback but asked that it be tabled until the next meeting. Rick asked the board to refresh their memories of the survey results. Judy felt the feedback needs to show parents how many of their concerns are actually being addressed. This communication may be done in conjunction with the Accreditation results.

### ***Ⓛ Academic Standards Overview***

The October minutes detail the most recent discussion. Jeanne said that the Accreditation team brought this up as an area to work on. She said that staff will need some time to look at it to determine a plan. This will be tabled until the next meeting.

### ***Ⓛ Bullying Policy***

*Colleen will chair a sub-committee to determine how the current policy should/shouldn't change.*

The group discussed a section in the Jagwire for the school board to use for a communication such as this.

### ***Ⓛ Grading System***

Jeanne asked that this be tabled until next month. She added that there is a topic at the January in-service meeting.

## **NEW BUSINESS**

***None***

## **CLOSED SESSION**

***Closing Prayer:*** Judy

***Motion to adjourn tonight's meeting:*** Colleen

***Seconded by:*** Mark

Respectfully submitted,  
Judy Heun