



Meeting Minutes

St. John the Baptist School Board Committee
Thursday, November 5th, 2009
School Library - 6:30pm – 8:00pm

Present: Rick Olsen, Colleen Huibregtse, Jeanne Bitkers, Judy Heun, Mark Albers, Mary Kay Steckel, Paula Gentine, Kristi Jankowski, Father Van Beek, Kristin Strehlow, Janette Schroeder, Jackie Behrens

Opening Prayer: Kristi

Motion to accept tonight's agenda: Kristi

Seconded by: Colleen

Motion to accept minutes from last meeting: Paula

Seconded by: Mary Kay

PETITIONED CONCERNS

None.

PRINCIPAL UPDATE - Jeanne

⌚ **Accreditation Update**

Jeanne discussed the team, timeline, and other items related to the visit in December. The board spent some time prior to the meeting to review the binders prior to the start of the meeting. Paula asked if Jeanne has been on an accreditation team in the past. Jeanne explained that the process has changed slightly with a requirement now to have Principals and staff members from a school on a team.

Rick commented that there should be a request made to those that will be interviewed as part of the process to review the mission statement. Father further commented that there should be emphasis on extending a warm welcome.

⌚ **Grading System**

Jeanne explained that the grading system in the elementary level is somewhat inconsistent with what happens at the higher grades. She explained that from a numeric perspective anything higher than an 87% would be considered S – satisfactory. In the higher grades, this is a B. *She asked if in January the school board committee can review the current grading policy.*

⌚ **Leadership & Governance Standard**

Jeanne explained the requirement for these standards. The following actions resulted:

- *Judy agreed to send prior committee minutes and recent policies enacted.*
- *Rick to send most recent school committee by-laws.*

- *Judy to follow up with Jeanne regarding various financial report requirements (Jeanne will also follow up with Jim Krautkramer as well).*

TEACHER UPDATE – Jackie Behrens/Janette Schroeder

Janette updates:

- Opera was a great experience for the kids.
- 3rd graders are doing research projects in computer lab.
- 5th – 8th graders focusing on keyboarding.

Jackie updates:

- 8th graders publishing projects in JagWire.
- Loves the smart board.
- Have new addition in the science room – Chairs ∩
- Mrs. Huber & 7th graders have advent this year. Have great plan for the Friendly Beast play, a story of the advent from the old testament.
- Pulling out costumes for the Christmas parade.

HOME & SCHOOL UPDATE – Kristin Strehlow

Kristin said that parents have requested that the School Committee meeting dates and times be included on the monthly calendar.

E-mail communications from Home & School can be used for teacher and other administrative communications. The addresses can be narrowed by grade if needed.

PAT Updates:

Social – New Halloween party format was well received.

Communication – Working with Ann to automate registration procedures.

Education – Walking program, updating bulletin boards outside of office.

Volunteer – being dissolved and combine efforts with school board PR/Marketing.

Couple of members from the volunteer group are looking toward grant writing.

Accreditation food, etc. – hoping it could be a joint effort with Home & School and School Board committee.

Pictures – cost is higher than the public schools. After some research, Kristin found out that many years ago the extra cost was tacked on as a fundraiser. It has currently become a check that comes back to the school as an offset to the school budget.

Jeanne will inform the parent of what was uncovered. It's not officially a part of the Home & School fundraising budget.

E-Mail Policy

Mary Kay distributed a draft copy of an employee e-mail policy. It started with a comment from a parent that was trying to communicate with a teacher via e-mail. Rick said the main emphasis of the policy is to enhance the communication between teachers and parents.

Mark questioned if there is an existing policy regarding proper use of e-mail by the faculty? Jeanne explained that the current teacher handbook does have a policy regarding ethical use of e-mail and the internet. Kristin and Judy questioned if this should be merged into the existing e-mail policy? *Father asked that the school board work with Jeanne and Dave with regard to if it should be incorporated within the existing policy.*

The policy will be discussed with the teachers at the November in-service meeting. The board will again review at the next meeting.

PARISH COUNCIL UPDATE

Colleen said the Parish is sponsoring a marriage retreat. She passed around the flyer regarding the program.

A lot of discussion around budget.

SCHOOL BUDGET

The group discussed the spending through September as compared to budget and prior year. To date, the spending is in line. Going forward, the reports will be sent via e-mail prior to the meeting.

Additional discussion via closed session.

COMMITTEE REPORTS - All

PR/Recruitment – Paula, Rick, Mary Kay

Rick thanked Mary Kay and Katie for their efforts in this area.

Mary Kay distributed a “Refer-a-Friend” program proposal. The proposal offers an incentive to parishioners for bringing new families to the school. This will be done on a trial basis for the 2010 school year.

Work continues with the website to make it more marketing orientated for prospective students as well as user friendly for current families.

Marketing packets are being put together. Kristin asked if the Home & School can add a flyer to the packet.

Mommy and me program will be launched in the Spring.

Long Range Planning – Kristi

Nothing to report. After the first of the year, the group needs to get back together to discuss the true long term strategies of the school.

Finance – Judy, Colleen

Nothing to report.

Technology – Mark, Rick

Rick said with the next allotment of Scholastic funds another smart board can be purchased. He said that is just the smart board and the accessory equipment will need to be ordered. The committee is doing well in collecting smart boards for the school.

Kristin questioned how the credit programs, such as Scholastic, should be used.

Mary Kay feels it would be good to have a protocol for Jeanne to follow when utilizing these credits. In turn, things should also be better at communicating how the credits are used. Jeanne said there should be input from the staff and not come from her all the time. Rick said that this would be something that should be discussed between

Home & School and Jeanne. He added that the Technology committee plans to put together a wish list.

UNFINISHED BUSINESS

⌚ ***Field Trip Information –***

Still open: The ultimate goal is to communicate to parents at the onset of the year the expectation of field trips for the year. *Paula agreed to put together a list.*

⌚ ***Departed Students***

Tabled until January meeting.

⌚ ***Parent/Faculty Surveys***

Rick said the facility survey will be addressed at the November meeting with teachers. The group discussed the overarching theme in terms of communication and Christian values. Kristi felt the two topics were intertwined as in a culture where there is tension there isn't a feeling of Christianity. Jeanne explained her efforts to date to improve the communication. She surveyed the staff, school board committee, and principals at other schools.

Rick said he wanted to have dialog with the teachers about the ability of the school board committee to be another outlet for the teachers. He agreed it's a cultural issue affecting the students of the school.

⌚ ***Academic Standards Overview***

Rick said this will be moved to the Marketing committee to work with Home & School.

⌚ ***Bullying Policy***

Colleen gathered information from other school in the area (Horizon, Riverview, etc). She said that it will likely take more than just a meeting with this group to address the issue at SJB. Topic was tabled until next meeting.

⌚ ***Plymouth Schools Communication Offer***

The Marketing committee has taken this on and is looking into it.

NEW BUSINESS

⌚ ***Technology Plan***

The group reviewed the plan.

Kristi motioned to approve the policy.

Mary Kay seconded.

Policy approved.

Closing Prayer: Jeanne Bitkers

Motion to adjourn tonight's meeting: Colleen

Seconded by: Mary Kay

Respectfully submitted,
Judy Heun