

**Meeting Minutes**  
**St. John the Baptist School Board Committee**  
**Thursday, June 2, 2011**  
**Meeting Room – 6:30 pm –8:40 pm**

**Members Present:** Mark Albers, Shelly Birenbaum, Matt Dochterman, Kelly Drews (Teacher Representative), Jennifer Friend (Teacher Representative), Colleen Huibregtse, Kristi Jankowski, Tom Krause, Alison Leynse (Home and School Representative), Matt Mooney, Jerry Moriarity (Parish Trustee), Craig Morris, Rick Olsen, Fran Peter, and Shelly Trepanier

**Members Absent:** Father Van Beek

**Opening Prayer:** F. Peter

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

**Seconded by:** M. Dochterman

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

**Seconded by:** C. Huibregtse

**PRINCIPAL UPDATE – T. Krause**

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

- \$3900 was raised on behalf of the Mitchell Arnold Family and the fight against childhood leukemia. Thank you to Amy Albers who coordinated this event.
- Final evaluations and conferences were held with teachers.
- Several students across all grade levels were recipients of the "Principal Award". These students were recognized for perseverance, service to others and a positive attitude.
- We are asked to promote the National Walk to School Day on June 8. We will start at Marsho Clinic and walk to SJB from there.
- 8<sup>th</sup> grade graduation is June 8 at 7:00 pm in the church.

**TEACHER'S UPDATE –K. Drews and J. Friend**

- 4K went to the Trout Farm and fun was had by all. 5K went to Camp Y-Koda.
- The summer childcare program is being started.
- 6<sup>th</sup> grade ended up having a good school year. Camp went well. It would be best if the 6<sup>th</sup> grade was treated more like middle school students next school year and integrated within the middle school better.
- Science Fair went exceptionally well. Students were able to articulate what they had done with their experiments. Parents are invited. Is it possible that this could be opened up for more people to see this? This may be a good marketing tie-in for our school.
- 8<sup>th</sup> graders will be missed. They are a great group of students.
- 7<sup>th</sup> grade will be going to the Sheboygan Marsh next week.

**HOME AND SCHOOL-A. Leynse**

- The Middle School Dance was held May 20 and it was positive. Middle school students would like to have more dances next school year and this will be taken into consideration when the budget is being developed.
- May 24 was the Parent Social and 50 people attended. Positive feedback was received.
- Next Wednesday June 8 is the National Walk To School Day.

### **PARISH COUNCIL UPDATE –C. Huibregtse/J. Moriarity**

- The SCRIP program is being re-vamped and there will be some changes. The changes are being worked on over the summer. Letters will be sent out in the next two weeks. We will be working on an on-line system for SCRIP. This is also a way to better manage our inventory. There will not be changes to tuition reimbursement in terms of the SCRIP program.
- Playground/Parking Lot may be totally re-done over the summer.
- Elections also took place for Parish Council at the last meeting and they will not meet again until September.
- Parish Council is also looking at pricing out our medical plan for staff to make sure we are getting the best price. We may realize some savings here.

### **COMMITTEE REPORTS**

#### **PR/Recruitment – S. Trepanier/T. Krause**

- There will be a tour tomorrow with a SJB alumni family.
- Attempts are being made to contact two more families.
- Past tours have resulted in new students enrolling.
- We are taking out an ad in the Plymouth Review in conjunction with the Plymouth Wall Dog event advertising our school.
- The future SJB T-shirts that were to be given out at baptism only come in one size. They have been given to the 3K students as a means to encourage these families to stay at SJB.
- We have 207 people on our Facebook page.
- Our church will be 150 years old this year and the school will be 115 years old. A mass to celebrate this Jubilee will be held at 1:00 pm on September 18, 2011.
- Mentor slips were sent home in Friday Folders last week. Hopefully we will get a good response to this.

#### **Long Range Planning –K. Jankowski/M. Dochterman**

- Core team met this past Tuesday: M. Dochterman, K. Jankowski, and R. Olsen are members from the school board. Teacher representatives were Jackie Behrens, Susan McKillop and Amy Nelson. Community members are Mike McEvoy, Mark Gumm, and Julia Niver. We talked about the direction in which we wanted our school to go and were very much in agreement on many things. From there, K. Jankowski will craft a document leading to a vision statement.
- There was a discussion on a minimum/maximum size of the building and how many students can be here for the school to be viable with minimum/maximum number of students.
- M. Dochterman will work on what makes a strong Catholic school and will look at other Catholic schools.

- K. Jankowski and R. Olsen will be moving off of this committee and are looking for board members to step in to fill the void.
- From a marketing standpoint we need to articulate how well our students do when they get into high school and beyond (for example, scholarships received, valedictorian/salutatorian standing in high school, honor roll standing, etc.).
- Will we hire a marketing director? This is a budget issue. K. Strehlow is taking over many of these responsibilities in her position as Alumni Coordinator.
- The Parish is doing a census with the upcoming yearbook. Could the information compiled here be helpful for future work on marketing?

### **Finance – C. Huibregtse/J. Moriarity**

- We are favorable by \$106000. This is largely due in part to the one-time gift of \$100000. Staff reduction last year netted out \$6000 in savings. This upcoming school year salaries will be raised.

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

- R. Olsen withdrew from the committee in May. However, he will continue on the fundraising portion of this committee and will work with Dan Francis on upgrading of computer equipment and automation of the office/school lunch program.
- Plymouth High School is using Netbooks. We need to prepare our students for this technology. It would be interesting to compare the cost of obtaining Netbooks to the cost of textbooks.
- All but two classrooms have SMARTBoards. One of the rooms is the music room as the room is only used part-time and the other room is the 6<sup>th</sup> grade room. A donation of one SMARTBoard and computer will be donated next school year. Teachers have been trained.

### **UNFINISHED BUSINESS**

#### **Accreditation**

- T. Krause has not had any feedback as of yet. Unofficially, it appears we are in good shape in terms of accreditation.

#### **Enrollment Update**

- We are at 228 students as of June 1. A year ago we had 247 students. There are still a couple of families that have not returned their paperwork.

### **NEW BUSINESS**

#### **Elections and Committee**

- S. Trepanier is the Chairwoman of the School Board.
- C. Morris is the Vice-Chairman of the School Board.
- F. Peter is continuing as Secretary.
- Technology Committee-M. Albers and S. Birenbaum.
- Policy Committee-on an as-needed basis.
- P/R Recruitment Committee- M. Mooney and S. Trepanier.
- Finance Committee-M. Dochterman.

- Long-Range Planning Committee-M. Dochterman and C. Morris.
- Training for all of us as a School Board next year? Training is provided through the Archdiocese and last year involved two meetings. J. Moriarity will talk with Carol Ward in regards to this issue.
- R. Olsen thanked T. Krause for his service to the school this year.
- R. Olsen thanked C. Huibregtse and K. Jankowski for their service on the School Board and was then in turn thanked.

***Closing Prayer:*** T. Krause

***Motion to adjourn tonight's meeting:*** C. Huibregtse

***Seconded by:*** C. Morris

Next meeting – Thursday, September 8, 2011

Respectfully submitted,

Fran Peter