

**Meeting Minutes**  
**St. John the Baptist School Board/Committee**  
**Thursday, November 04, 2010**  
**Meeting Room – 6:30 pm – 8:40 pm**

**Members Present:** Mark Albers, Jackie Behrens (Teacher Representative) Matt Dochterman, Jennifer Friend (Teacher Representative), Colleen Huibregtse, Tom Krause, Allison Leynse (Home and School Representative), Jerry Moriarity (Parish Council Representative), Rick Olsen, Fran Peter, Shelly Trepanier, Father Van Beek

**Members Absent:** Kristi Jankowski

**Opening Prayer:** C. Huibregtse

**Motion to accept tonight's agenda:** C. Huibregtse                      **Seconded by:** M. Albers

**Motion to accept minutes from last meeting:** M. Dochterman (w/one change)

**Seconded by:** C. Huibregtse

**PRINCIPAL UPDATE – T. Krause**

Hand-out given

- 1) SMARTBoards-everyone is excited about getting the new SMARTBoards in their classrooms.
- 2) Marketing Committee-Visit w/ Daryn Colledge went well. Effort being made to communicate with other newspapers about how good our school is. Brief article about school in church bulletin. New Facebook page (please pass word around to alumni; they can be a future resource for our school). Jag-Wire for 11/5 handed out.
- 3) Each teacher will be evaluated this year.
- 4) Possibility of having Carol Ward attend a future meeting here and discuss what was heard when she was here in August.
- 5) Staff trainings on bullying are being pursued. In contact with Cardinal Stritch about Cardinal Stritch coming here to train staff. CounterAct will be taught to 5<sup>th</sup> and 6<sup>th</sup> graders. R. Erdmeir has attended training on school harassment.
- 6) Student Council "Family Movie Night" went very well. Kudos to Amy Nelson and Angie Raflik for organizing this.
- 7) SJB Handbook-Modifications made in regards to Learning Support Teachers. This will be given out to families next week. Guidance Department section was also modified. School Playground Expectations are in the new handbook. Modifications on Parent Involvement section made as well.
- 8) Parent/Teacher Conferences Nov. 16 and 18 in the evenings.
- 9) School Christmas Concert will be Dec. 6<sup>th</sup> in the church.

Discussion on role of guidance counselor. Students do go to R. Erdmeir for assistance. If there are behavioral concerns, there are Building Consultation Teams with other members of staff and Mr. Erdmeir. R. Erdmeir does work on-on-one with students. He does a Student Teaching Student Program. Students choose a topic and then R. Erdmeir helps them set up a program and

then teachers invite the trained students in to their classrooms to talk to their students. There are other examples throughout the school where older students work with younger students.

Safeguarding Training-Teachers do look at the list as to who has training when they have field trips and are need of volunteers.

### **TEACHER'S UPDATE – J. Behrens and J. Friend**

- School year is going well. It is very positive. It is nice to see more School Board Members present in the school.
- Teachers are busy with report cards.
- SMARTBoards are being used and enjoyed. It is possible that more experienced teachers will work with the teachers that just got a SMARTBoard for additional training.
- Junior high has junior high level meetings at least twice a week on students with concerns as well as students that are doing well. Part of these discussions may involve topics such as reading strategies as well as behavioral concerns. There has also been a discussion about implementing a study skills program as there is a need for this. Ray Wolf, Plymouth School Psychologist comes to every Building Consultation Team. Candy Christman was helpful in assessing Iowa Basic Scores. Our new youth minister, Therese Barrington can also be utilized to work with students as she has her master's degree in counseling. She also visits the Plymouth and Elkhart Lake public schools to build relationships.
- Forensics is starting. There will be a big team this year. There will be a future forensics tournament here.
- Gingerbread Houses are being started in junior high school math class. They will be displayed at the Walder House in Kohler before Thanksgiving through the New Year. Admission is free. We did get an invitation to enter in the Kohler Art Fair and we will enter artwork in this fair.

### **HOME AND SCHOOL – A. Leynse**

- Chocolate sale earned \$9800 with 89% participation. Goal was \$10000. Home and School will be selling chocolate at the Craft Fair and at the 4 masses the weekend of November 12 so the profit amount will go up. Wellness Committee recognizes this is a once a year fundraiser and will not derail efforts.
- Social PAT is planning a Cookie Exchange after Christmas Concert; a scrapbooking day in spring, a parent social in spring and a family night in spring.
- Planning for Grandparent's Day was excellent. Sold \$1400 in books in an hour on Grandparent's Day.

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

- Discussion about talking to Elkhart Lake parents about getting St. Thomas Aquinas parish members students to go to school at St. John the Baptist. Last year, the Marketing Committee did attempt to reach out to St. Thomas Aquinas parish last year on this same issue and possibly 1-2 families came from there. There may be dollars available for transportation for these families to transport their children to St. John the Baptist. Father Van Beek suggests that we need to work on faith and Catholic identity with St. Thomas Aquinas before we can focus on having St. Thomas Aquinas' parish members' children

come here. The best thing is to get the families that do live in Elkhart Lake and also have children that go to school here, talk about their experiences at St. John the Baptist. St. Thomas Aquinas parish members pay the same tuition rates as St. John the Baptist parish members.

- 150<sup>th</sup> year for St. John the Baptist in 2011 so there will be events surrounding this anniversary. Archbishop ListECKI is expected to come.

## **COMMITTEE REPORTS**

### **PR/Recruitment-R. Olsen**

- We do need a board member on this committee. This committee meets during the day, but that can change.
- St. John the Baptist was given \$500 from the Archdiocese to be used in specific ways with the focus on getting the name of St. John the Baptist out in the public. Ideas: shirt for newborns to be given at their baptism saying “Future SJB Student”, weekly article in bulletin, updating website, Facebook page developed by J. Schroeder, tracking alumni (possible need for a coordinator here in the future), K. Meyer looking into a billboard advertising Catholic Schools Week and sending information to different newspapers. As events happen in our school, we are looking at ways to let people know about what is happening at St. John the Baptist.
- School Board Members are to be helping at Catholic Schools Week. T. Krause will send out an e-mail to School Board members in regards to their role after the 9:30 mass that begins Catholic Schools Week.

### **Long Range Planning –M. Dochterman**

K. Jankowski, M. Dochterman and R. Olsen met last week and started the process of long-range planning.

- Looking at accreditation goal: 1) improving process of providing a vision (which has three parts) a) school, b) student learning and c) teacher leadership and development) .Ideas for student learning and teacher leadership will be taken back to T. Krause. What do we want to be when we grow up? There is a school, school board and parish aspect to all of this and how we tie this all together. This committee is doing research on other schools’ Catholic visions and getting ideas. They have also talked with Plymouth Public Schools as they have gone through this process as well. Eventually there will need to be input from the school and the parish council.

### **Finance – J. Moriarty**

Hand-out given. Fiscal year starts in July. This hand-out dealt with the first 4 months of the fiscal year, July-October, 2010.

- p. 1 one-time \$100000 donation given to the school which helped the school tremendously.
- p. 2 expected to be ahead in terms of the budget, but are a bit behind, but this a timing issue. Money transferred from the Endowment will be going back; again this is a timing issue.
- p. 3-breakdown of where the school gets its funding
- p. 4-reduction of teaching staff helped save money

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

No formal meeting, but several discussions held. Any time a SMARTBoard is purchased, a computer will need to be purchased to go along with the SMARTBoard so that the technology is compatible and the Technology Committee is working with J. Schroeder to make sure this happens. Long-term-There is a need to discuss if our school will use all MacIntosh or all IBM compatible computers in the future.

### **UNFINISHD BUSINESS**

#### **Accreditation-Long-range Plan –R. Olsen**

There are 4-5 points in the Accrediation-Long-range Plan that the school board has some involvement in and one is the long-range plan and that is being worked on.

#### **Board Member Slot**

Welcome to Shelly Trepanier. She replaces M.K. Steckel and will finish out M.K Steckel's term for 2 years.

#### **Archdiocese Leadership Development**

T. Krause shared concerns with Archdiocese about the format for the Archdiocese Leadership Development brought up at last meeting and didn't get much feedback. M. Dochterman did go to the first meeting. The Archdiocese Leadership Development program is specifically designed for full school boards. It is geared as to what a school board is supposed to do and how is it leverage: How do you get more out of what you have? What is a Catholic school supposed to be from a value standpoint? No webinar at this point as the intention was to have school boards interact with one another. Next co-hort is in March.

### **NEW BUSINESS**

#### **Volunteering requirements-C. Huibregtse**

There has been some discussion about making volunteer hours for parents be required. There needs to be consensus amongst the Parish Council, School Board and Home and School Board in regards to this. Our parish loses out on some dollars from Road America, for example, as outside groups work there and not members from St. John the Baptist. The feeling is that the same families do the volunteering in the school and are getting "burnt out". What would be the purpose of making this a requirement and how do we make this work? There also needs to be consistency and improved efficiency in the fundraising (so many fundraisers "burn out" families) with the hope that less fundraising would give us more volunteers.

Discussion points included:

Require volunteering- it helps promote the service/stewardship aspect as a part of our Catholic faith, alleviates "burn-out" amongst same families. When everyone benefits from something, it makes sense for everyone to volunteer/fund-raise. We want you to volunteer for x amount hours a school year. These are the opportunities available to you for this (summer hours, during the school day, opportunities at home) and families do get a hand-out at the beginning of the year with all the volunteering opportunities available in our school. Does working at outside agencies count toward this volunteer time or do we want this to be a school volunteer opportunity? What about volunteers that work in the church?

Concern about requiring volunteering -parents that work two jobs and truly don't have the time to volunteer; single-parent families and their needs also need to be taken into account.

Other discussion points:

Who tracks the hours? It has been suggested that Home and School may want to keep track of the hours.

How many hours required a school year? 20 hours? An hour a month?

Opt-out fee? \$250? What amount? If we do have an opt-out fee, who would keep track of that? For some families, this money is very easy for them to pay and they still won't volunteer and for the families that this amount is a hindrance, they may be the ones stuck volunteering over and over again; many will pay because it is easier than to volunteer. Are we trying to get more people to volunteer or are we trying to re-coup lost money? Home and School want to get more people involved and get more people in the school. 20% of the people are doing 80% of the work. Do we drop the monetary aspect and focus on getting volunteers in the building?

Suggestion-We, as School Board Members, need to have informal discussions with other families and get feedback and bring that back to the January meeting.

Was the question about volunteering asked on our Home and School survey last school year? A. Leynse will find out.

**Closing Prayer:** Father Van Beek

**Motion to adjourn tonight's meeting:** C. Huibregtse **Seconded by:** M. Dochtermann

Next meeting –Thursday, January 6, 2011

Respectfully submitted,

Fran Peter