

Meeting Minutes
St. John the Baptist School Board Committee
Wednesday, September 7, 2011
Meeting Room: 6:30 – 8:15 pm

Note: Unapproved Minutes. After approval at next meeting minutes become official.

Members Present: Mark Albers, Shelly Birenbaum, Matt Dochterman, Colleen Huibregtse, Matt Mooney, Jerry Moriarity (Parish Trustee), Craig Morris, Lisa Oldenburg, Shelly Trepanier, Father Van Beek.

Members Absent: None

Opening Prayer: Matt Dochterman

Acceptance of tonights agenda: Matt Dochterman; seconded by Craig Morris

Acceptance of minutes from June 2, 2011 meeting: Matt Dochterman; seconded by Matt Mooney

Teacher and Home and School

Teachers and Home and School will now be represented by Lisa Oldenburg, principal. Father noted that in the past, teachers began attending the meeting because they wanted to be up to date on what was going on. With this in mind, the School Board Committee clarified that:

- A better protocol to post minutes is needed.
- School Board Committee meetings are “open” and anyone is welcome to attend.
- The agenda will be posted on the website prior to the meeting.

PRINCIPAL UPDATE – Lisa Oldenburg

- The school year is off to a wonderful start. The kids are wonderful. Many warm welcomes.
- Principal attends lunch to get to know the kids.
- 242 students attending in grades K – 8.
- Accreditation is complete . WRISA accreditation valid until 2016. Will start the next accreditation process in 1½ to 2 years. Our goal is to upgrade to exemplary status at the next accreditation.
- MAPS reading and math testing will begin in winter (or possibly this fall if the computers are ready). This online program tracks student progress by testing 3 times per year in fall, winter, and spring throughout all grades. The MAPS

program is used in the Sheboygan consortium. The testing results do not compare SJB students to other schools, but is a good tool to track individual student progress. The testing results will be useful in the classroom, and during parent teacher conferences.

- Curriculum will be an important focus at SJB this school year. According to past IOWA basic scores, SJB can improve and strengthen in curriculum.
- Lisa Oldenburg will continue to spend a lot of time in the classrooms to get to know students better, and to collaborate with and guide teachers.
- SJB will host the Catholic Schools Mass this year on February 1, 2012. Bishop Skilba will preside.

The school board Committee would like to be involved and informed of curriculum progress.

PARISH COUNCIL UPDATE – Craig Morris

- Parish Council has not met. Meeting will be at the end of the month.

COMMITTEE REPORTS

PR/RECRUITMENT – Matt Mooney, Shelly Trepanier

- The PR committee is at a point of refocus as it is a fairly new committee. Past members will be contacted and asked to join, and hopefully an individual with a marketing background will be interested in joining the committee. It is felt that a strategic plan is needed to build on old plans and work that has been done.
- Lisa Oldenburg will place a message in the bulletin asking for committee members and/or a leader with marketing experience. This committee should reach beyond school families.
- Lisa Oldenburg will check with Janette S. about listing on Facebook to reach more people and be out there.

LONG RANGE COMMITTEE – Craig Morris, Matt Dochterman

- Long Range Committee has not met yet.
- The intent from an accreditation standpoint will need to be revisited, as it may have changed.

A refocus may be necessary to be in line with what the Parish Counsel is working on.

- The group that was assembled is planning to stay.
- Matt Dochterman may lead this group.

FINANCE COMMITTEE– Jerry Moriarity, Matt Dochterman

- The fiscal year runs from July through June.
- A \$100,000 one time donation is currently benefiting the school. \$65,000 from endowment revenue.
- School year expenses to note include a new reading program, continued smart board

- upgrading, and hot lunch program losses. Salary and Benefits consist of 85% of expenses (there was some savings in the budget due to cutting back a few positions).
- The 48% parish contribution is within the usual range of 48%-49%.
 - A Summary of the Financial Statement will be printed in the bulletin within the next few weeks.
 - Interested in the financial impact of the after school (homework) program vs. the after school childcare and summer childcare program.
 - Do we know how enrollment numbers effect how and what the budget is based on? The best projection at the end of the year. The numbers are usually pretty stable (not including 3K)
 - Important to maintain enrollment of 3K and 4K at SJB to introduce families to our school.
- SJL no longer has a 3K program.

TECHNOLOGY COMMITTEE-Mark Albers, Shelly Birenbaum

- Flurry of activity.
- Decision has been made to replace the current Apple computers with Windows based computers in the computer lab using the \$45,000 fundraising donations toward this. One factor in the decision to switch to Windows based systems was that St. Mary's Springs, St. Lawrence, and the public schools, where most of our students will transfer to, use windows based computers.
- 31 new systems were ordered this week.
- An outside group, Heartland Business Systems, will be doing an independent analysis on the 19th or 20th of this month to be sure we have, and can continue to have, the foundation to run the new system. This may include a plan to build on the infrastructure. File protection/backup systems may need improvement.
- Office automation is included – This is shared with the parish office.
- Regarding the infrastructure – Anything could be expected as the current system is very old. We are expecting to use the analysis to build a long range plan from the new network. Switching of equipment may be necessary.
- There is the possibility of going wireless, but this may present security issues.
- The current 25 – 30 computers will be moved to a writing lab for student use.
- The committee will be looking more into limited consulting services to help set up the new computers. Volunteers may be able to help with this.
- The Technology Committee will be meeting monthly on the 4th Monday of the month.
- Smart Boards – All full time teachers have been trained, and are using smart boards (not music and art). Jennifer Friend is using a dual screen smart board which works well for math. Three teachers using smart boards are using their own personal computers to connect. We may buy them computers for use in the classroom.

UNFINISHED BUSINESS

- What School Board training sessions are in the area now? Lisa Oldenburg will check into training sessions with superintendents of schools, and at the next principals meeting.

NEW BUSINESS

- Shelly Birenbaum was nominated/accepted the Secretary position to fill Fran Peter's vacancy.
- Posting of School Board Minutes – The procedure was clarified to ensure the information is readily available to all, especially to keep Teachers and Home and School committee members up to date as they will no longer attend every meeting.
 - Minutes e-mailed to school board members for review.
 - Unofficial Minutes (minutes not officially approved until the next meeting) will be posted:
 - School office bulletin board (by secretary or principal)
 - School website (by principal)
 - Church bulletin board (by secretary)
 - Teachers receive copies (by principal)

- Posting of Agenda
 - Agenda will be posted to the school website (by president).
 - School Board meetings are “open” - All are invited, and this will be stated on the agenda.
 - Agenda will be mentioned in the Friday E-mails sent home from school.
- Grievance Procedures clarification so that parents are clear on the procedure. A grievance should be reported to:
Teacher----->Principal----->School Board

SJB follows the Archdiocesan procedure for grievances.

- School Handbook. A digital copy needs to be tracked down, and should be kept in the school office. A copy will be forwarded to all families once updated.
- Constitutions & By-Laws revision/rewrite
 - Need to tweek – Meeting in August.
 - Will bring suggestions to next meeting. Meet with Lisa Oldenburg.
 - Shelly T., Colleen, Craig, Lisa involved. All members will review the constitutions and by-laws and send e-mail of thoughts and ideas.
- Topics to address annually - The School Board Committee is looking at a system to review certain areas annually as follows:
 - Curriculum – Objective: see where curriculum is at, review the plan.
Suggested month to review: January
 - Long Range Planning – Objective: annual review (once plan is in place and committee is not active).
Suggested month to review: April (accepted budget at this time)

- Policy Committee – We currently follow the Archdiocesan plan and our basic handbook.
This may be a required committee for future accreditation.
Suggested Objective: Manual review on a three year cycle (10 policies per year) plus additional policies that require immediate review.
Suggested month to review: August (handbooks come out in October)
Matt Dochterman and Matt Mooney are on the policy committee.
- Accreditation – It was suggested that issues related to accreditation fall with curriculum review and planning.
- Daycare – Objective: Review 1 time per year to see if feasible. May need to look at advertising. Program needs to be easy to sign-up and attend.
Information to be sent out to families in March or April to help families with summer planning
Question on busing for summer school – need to let parents know about this.
Suggested month to review: January (to be ready for summer)
- Community Service - Need to get out so the community knows.
Look at annually, or just occasionally.
- Parish School Interactions - How to bring the two together more.
Brainstorming may be needed.
- Health/Building and Grounds/Safety/Dress Code/Lunch/Extra Curricular
 - Those involved should attend meeting.
 - Post in School Board committee agenda/minutes for all to review.
- Budget/Tuition – Parish council looks at. Long Range Committee to set goals (how many students from a budget perspective). This needs to be done for the open house by the end of January.
- Student performance on IOWA's - Test results usually in April
- Principal Evaluation Process
Usually completed before contracts in March
Suggested month to review: February
- Dress Code - to policy committee
- Confidentiality
 - Just a reminder to not discuss school board issues. We need to maintain the trust of school families/teachers/students. Innocent comments can cause an issue.
 - In open meeting sessions do not mention student names.

OTHER BUSINESS: None

CLOSING PRAYER: Father Van Beek

MOTION TO ADJOURN tonight's meeting: Mark Albers, seconded by Colleen Huibregtse

NEXT MEETING: Thursday, October 6, 2011 @ 6:30 p.m.

Respectfully submitted,
Shelly Birenbaum