

## St. Paul the Apostle School Board Meeting Minutes

Meeting held: November 16, 2010

[www.stpaul-school.org](http://www.stpaul-school.org)

**Present:** Lori Salva, Jeff Potter, Dale Manske, Steve Cole, Emily Teed, Celine Terranova, Greg Lauria, Todd Mellema, Larry Schaefer

**Guests:** Mrs. Klunejko and Mrs. Hoolsema

**I. Meeting opened with prayer led by Celine Terranova.**

**II. Presidents Report** – because of some upcoming conflicts the next five board meetings were rescheduled to the 3<sup>rd</sup> Wednesday of each month: 12/15, 1/19, 2/16, 3/16 and 4/20.

**III. Principal's Report** – Lori Salva

- A. MAPS Testing** – begins in January along with other Catholic schools in the diocese. Students in grades 3 – 8 will be tested in reading, language and math. The program is web based and will be taken on computers only. The tests are also adaptive so the difficulty changes based on correct or incorrect answers. Teachers will be able to use the results to differentiate their classroom instruction. The MAPS test will replace the ITBS and can be given as much as 4 times per year.
- B. Technology Professional Development** – There will be no school on Monday, February 21<sup>st</sup> so teachers can participate in a full day technology in-service for training on Smart Boards. Principal Salva believes up to 1 day per quarter should be dedicated to teacher in-service just for technology. As a result Lori is working with the staff to determine the best way to make up the 4 school days; options include adding days or time to the end of each school day.
- C. Uniforms** – Laura Fitzgerald from IHM contacted Principal Salva about a uniform store she intends to begin operating from her home which could be an alternative to Land's End and the Dennis Uniform Company. Lori will also contact Land's End to ask if they would consider carrying our plaid.
- D. School Improvement** – After meeting with St. Thomas regarding School of Distinction status it was learned St. Paul first needs to address all of the concerns raised during the 2009 Accreditation process. We are allowed 2-3 years to address the concerns and are currently about half completed. The goal is to be complete by year end.
- E. School Budget**
  - i. Currently the area Catholic elementary schools are busing 259 students at a cost of nearly \$500,000 or roughly \$1,900 per rider. The current charge per rider is \$600 so consideration is underway on how to address the shortfall.
  - ii. The band program generated income from the 12 elementary schools of \$67,000 but at a cost of \$115,000. The band program at SPA is currently part of the budget and costs approximately \$4,300.
- F. Catholic School Academy** – On November 10, Holy Name of Jesus Parish in collaboration with St. Francis Xavier, Our Lady of Sorrows, St Joseph the Worker, St Mary's and St Andrew's revealed their plan to collaborate in support of a Catholic academy for families of recent immigrants. The academy is slated to open in July of 2011 and will be named San Juan Diego Academy.

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IV. **Teacher's Report** – presented by Mrs. Klunejko, Click to view full details

V. **Officer Reports**

A. Finance – Dale Manske reported we are on budget through October. He also noted we are very close to full compliance with the new Diocese financial checklist

B. Marketing – Todd Mellema is working on plans towards a greater focus toward SEO, search engine optimization in order to help assure we are highly ranked through search engines. He is also considering a refresh of the home page in 2011.

C. School Enhancement - Celine reported Emily has completed and posted the SPA volunteer opportunity list on the school website. They are also working on additional gift ideas for the newly baptized. One of the ideas under consideration is a custom book that could be gifted.

D. Fund Raising – Greg Lauria reported the Holiday Wreath sale was well underway with an initial 300 of 500 wreaths sold. He is also researching a Walk-A-Thon fundraiser through a professional organization called the “Get Moving Crew” from Detroit. The organization requires a \$500 fee plus \$5 per walker. More details to follow.

**Meeting Adjourned at 8:40PM**

**Next Regular Meeting: Wednesday, December 15**

Regards,

Steve Cole, Secretary

# St. Paul the Apostle School Board

Administrator's Report

November 16, 2010

MAPS testing...stands for Measures of Academic Performance and we will begin this testing process in January, as will the other Catholic schools in the diocese. We will test students in grades 3-8 in three different areas, Reading, Language and Mathematics. This program is web-based which means that all students will be using computers to take the tests rather than the paper/pencil method. These are adaptive tests so students will be presented with test questions at different levels of difficulty. As students work through the questions, the test adapts. An incorrect answer prompts an easier next question. On the other hand, if a student breezes through, the test questions become more difficult. At the end of the testing sequence, the student receives an overall score that indicates an appropriate instructional level for that student. Our teachers can then use this information to differentiate their classroom instruction. The MAPS test will replace the ITBS and can be given as much as four times a year.

Technology PD...There will be no school on Monday, February 21<sup>st</sup> due to and all day in-service with our SMART Boards. I need to build professional development into next year's calendar for the teachers in the area of technology. There is so much that we need to learn and there just isn't enough time after school in a faculty meeting to do that sort of professional development. Ideally, I would like to do that once a month, but realistically with the professional development offered by the diocese that we're expected to attend that's not feasible. I've not yet presented this to teachers for input, but I'm thinking once a quarter which means four days during the school year without students that would need to be found elsewhere in the calendar. It could mean that we add on those four days or it could mean increasing our day.

Uniforms...I was approached by Laura Fitzgerald, a parent from IHM. She is in the process of creating another opportunity for families to purchase uniforms. She would operate out of her home so there would be no store. Her goal is to keep prices affordable for our families while at the same time offering a quality product. I told her that I would bring it to your attention and that we might want to have her come and present her materials. It certainly doesn't hurt to give parents another option if at the same time we can keep the quality of Land's End and the Dennis uniform company.

School Improvement...our team met w/the team from St. Thomas about our goal of achieving School of Distinction status. We discovered that we have to first meet and address all of the concerns raised during the 2009 Accreditation process. We have 2-3 years to accomplish that and we're about half way through. Once we've addressed the concerns and implemented the recommendations then we can proceed with the process of working toward School of

Distinction status. Our team's goal is to have most of those concerns addressed by the end of this school year.

School Budget...I've just begun the process for the 2011-12 budget. We've had one meeting, collectively, regarding the cost of Band and Transportation and whether those programs can continue. Certainly they can't continue the way they are.

- Currently we are busing only 259 students at a cost of nearly \$500,000, this represents almost a \$1900 per rider cost. For us to continue transportation the cost to our families is going to have to go up drastically. Right now we only charge \$600 per family, it's estimated that for us to continue we would have to charge at least \$600 per rider, if not more.
- The band program generated a total income of \$67,000 from the 12 elementary schools that is services. The cost to run the program is \$115,000 which translates to a loss of \$48,000 to Catholic Secondary Schools. The band program here at SPA is currently part of the budget and costs approximately \$4300 *Technology + band?*

Catholic School Academy...On November 10, Holy Name of Jesus Parish in collaboration with five other parishes (St. Francis Xavier, Our Lady of Sorrows, St Joseph the Worker, St. Mary's and St. Andrew's) revealed their plans of a major initiative to collaborate in the support of a Catholic academy for families of recent immigrants. Bishop Hurley announced the initiative and offered encouragement for the collaboration that will result in the San Juan Diego Academy to be housed at the present site of Holy Name of Jesus School. The academy will officially open in July of 2011.

Honor Roll...This week, Thursday, at our liturgy we will recognize those students in junior high who achieved Honor Roll status.

# November 16 School Board meeting

## Barb Kopfensteiner

1. Working towards MAPS testing in January - Attending training on Nov. 5th, Completing Student Rostering, Training software installed on office laptop and Natalie's laptop, will be installing student software in computer lab, Natalie & I have been working on an action plan for MAPS training and installation and will be introducing MAPS at the next staff meeting.
2. QuickBooks updated weekly with monthly statements to families with outstanding tuition balances.
3. Attended Teaching & Learning in a Digital World Mini-Conference at Kent ISD along with Lori Salva, Kathleen Lowing, Suzanne Petz, Kathy Swain, & Suzanne Gamsby. We were exposed briefly to the following content:
  - Understanding your digital learners
  - Understanding the technology standards
  - Building a digitized classroom
  - The future of course content (OER and OCW)
  - Universal Design for Learning (UDL)
  - Tips and tricks to make it all happen

## Loretta Armock

1. Scholastic Book Fair theme "Here's to our Heroes". Sooper Yooper author (book about a superhero who saves the Great Lakes) presentation coming up. Emphasis in all grades and at home on meaning of a hero, real or otherwise., including saints, etc.

## Suzanne Petz

Preparing 8th grade Algebra students for the upcoming High School Placement Test which is much earlier this year. Dates are either Saturday, November 20 or Saturday, December 11. In the past, this has always been given the middle of January. Utilizing the Smart Board in review of questions for this test. Attended a full day class on Google Tools in the Classroom. See my posting under Advanced Math to see samples of students' work who worked collaboratively to write a story on a google doc as an introduction to google docs. Currently taking a blended class on 21 Things for the 21st Century Educator. Also continuing the class on the Daily 5 and the Daily Cafe for reading management in the elementary classroom. I will be meeting with other Algebra teachers in the diocese to work on finishing up the details on the mid-term and end of year assessments that will be given to all Algebra students in the diocese. These

assessments as well as the HSPT will be used in deciding class placement at Catholic Central and West Catholic High Schools. Will need to acquire Exam view to best utilize these exams.

#### Kathy Swain-

The second graders went with the kindergarten class to Blandford Nature Center. We spent the day in a one room schoolhouse and explored some activities that the pioneers may have done. We learned about the rules of the one room school house and made candles. We did a science experiment with oil on paper and learned that the early settlers used paper on their windows because glass was too expensive. They put animal fat on the windows to water proof them and to make light come through them. We also made children's toys called sticks and bones learning how the early people used whatever they could from nature with no wastes.

We found out how the Native Americans respected their elders. We made "talking sticks" and discovered that the Natives used these when they were telling stories around the campfires. The person with the stick had the floor. We went on a nature hike and looked for animal clues, saw a Native home and a cool homestead. The animals were the big hit.

The second graders started their pizza lunch business. The first lunch is on Monday, Nov.29. Profits will go to buying gifts for the veterans and to the Santa Claus Girls.

#### Natalie Jackson-

The fourth graders have been doing some creative writing. They wrote very interesting Halloween stories that have been hanging above our cubbies! They are also participating in the school "Hero" project. They chose a person or animal from the [www.myhero.com](http://www.myhero.com) website, and wrote about why that person or animal was a hero. The fourth graders also went to Aquinas College today to participate in the Albertus Day of Science. They performed biological and chemical experiments with the college students.

I have attended two Kent Reading Council meetings and two technology workshops recently. One technology workshop was a half -day presentation by Premier Literacy. It was an introduction to Digital Voices. The other was a full day MAP Administration Training on the new NWEA online student assessment. Barb Kopfensteiner and I both attended this one. We are preparing some in-servicing for the staff ,so we will be prepared to administer these tests in January.

#### Joanne Hoolsema

During the month of October, the Kindergartners learned the names of the prayers that are said when we touch the beads on the rosary. We practiced the pattern of prayers often. At the end of October, we had "Rosary Day". On this day, each child "earned" their own rosary after they met with Mrs. Hoolsema individually and stated which prayers are said while touching each bead. The Kindergartners did a great job.

During November, we have begun to learn about the saints. We are learning we each have a special saint, usually related to our first or middle name. We have learned the saints had

a special love for God and lived a holy and faith-filled life, which also teaches us to love one another, help others and pray as the saints did.

For a special Advent project, each Kindergartner has begun to make their own clay Advent wreath. Each child will paint their clay wreath green, add three purple straws and one pink straw to represent the candles and add gold chenille stems inside each straw for the flames on the candles. When we are finished, the wreathes will be sent home for each Kindergartner to use during the Advent season.

#### Dan O'Rourke

The Education Fair binders have been circulated in preparation for the Fair at the end of March.

The seventh and eighth graders will travel to CC tomorrow for a visit.

The sixth graders will be going to the VA this Friday to paint windows. This is their first visit. We'll have a number of parents along to help us.

We will again participate in the VA's Christmas Star program. Each class in the school will choose one or more stars with the gifts a particular veteran would like to receive for Christmas. The student council officers and myself will deliver our gifts early in December. The staff at the VA has had a goal of purchasing two gifts each for the more than 700 residents.

We have entered a contest sponsored by Today's Catholic Teacher magazine for our work on the Christmas in October pail project through Rays of Hope for Haiti. We delivered 235 pails and over \$2,400 collected to cover the shipping. The student council officers, Mrs. Wallick and myself delivered the pails and money to the warehouse. We helped load the sea container with Fr. Roosevelt and Doug Porritt.

#### Melissa Klunejko

In the month of October and November, I have been busy implementing the Daily Five program, which is a literacy structure for reading, writing, and phonics. We went on a field trip to the Heartland facility where the children walked in a Halloween parade for the residents. The kids have been expanding their knowledge on their addition/subtraction facts.

We have been discussing the First Thanksgiving, including making postcards from the Pilgrims and discussing the cramped conditions on the Mayflower. We also talked about two famous Native Americans: Squanto and Pocohantas.

We will begin to work on a Jesse Tree for the Advent Celebration.

#### Mary Balke

The Resource Program at St. Paul has expanded these past few months. Along with working with individuals and small groups in academic areas, I am also striving to meet the needs of students that would benefit from sensory integration (a process which occurs naturally and

constantly within us, providing a foundation for learning and behavior). Another new focus is the addition of Lexia, a computer based reading program. This program helps accelerate reading achievement while engaging students in highly motivating activities. It works with children at their own reading level, allowing them to see their own progress and feel the success of their growth. These enhancements are making a difference with our students. It is very exciting!!

Stay tuned for more information at the December meeting and an updated resource web page coming soon. Also, please feel free to stop in the Antioch Room during conferences to see some sensory items and learn what we do with them.

### **Preschool**

During Diocesan Institute Day preschool teachers worked collaboratively on the Religion portion of the curriculum for Curriculum Crafter.

Four year old preschoolers and their dads enjoyed a special night together at the annual "Dad and Me" pumpkin carving, story, and song. Thank you to Celine Terranova for including us in the *Kids' World* November publication. And, congratulations to Jim Rabaut on pumpkin carving #8!

3rd gr.

11/16/10

The third graders have been studying women of faith. To conclude our unit they chose their women of faith and wrote a report about them.

We also made over 30 loaves of bread to give to the "shut-in" parishioners.

We have invited Sr. Roseanne into our classroom as a woman of faith.

Mrs. Gamsky attended an all day workshop about technology & utilizing it in the classroom.