

## St. Paul the Apostle School Board Meeting Minutes

Meeting held: February 16, 2011

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

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

**Guests:** Kris Russo, Kathleen Lowing, Mark Meijer, Kathy Swain

### **I. Meeting opened with prayer led by Todd Mellema**

### **II. Update from Father Ernie**

- A. Our Faith Our Future Study**
  - 1. Diocesan wide effort focused on parishes as a whole vs. just schools
  - 2. Based on a need to create a long term strategic plan for our parishes
  - 3. The study encourages parishes and schools near one another to work together.
  - 4. Father Ernie affirmed our intention to remain as an autonomous school and cited the success of recent efforts with regard to Marketing, Fund Raising, Finance and Administration.
- B. Governance Study**
  - 1. Father Ernie, Principal Salva, Jeff Potter and Steve Cole attended a meeting on 2/16 at Cathedral Square presented by Catholic School Management, Inc.
  - 2. Issues discussed were related to the need for an overall plan to help manage the diocesan schools, specifically related to Ownership, Governance, Sponsorship and Administration.
  - 3. All school board members are encouraged to attend a scheduled interview by CSM, Inc. at Cathedral Square from 8:15 – 8:45 on 3/2.
- C. Contingency Fund**
  - 1. Father Ernie responded to a question from the January meeting about whether the Diocese could “take-away the contingency fund established for our school.
  - 2. The fund was originally setup several years ago to help offset potential school budget shortfalls.
  - 3. Dale Manske, Finance Chair, made a request to Father Ernie to work toward a goal of saving \$200,000 as a maximum which was approved in the Fall of 2010.
  - 4. The funds are set aside in a Diocesan savings account for the expressed purpose of offsetting potential school budget shortfalls
  - 5. Father Ernie explained his approach related to the school and finance as one of consensus among all of the interested parties and reiterated no single person is in a position to redirect funds established to stabilize tuition for other uses.
  - 6. **Action:** Dale Manske to draft a set of guidelines for the use of the contingency funds for review by the board by May 2011.

### **III. Principal’s Report – Lori Salva**

- A.** 4 out of 5 top (measured by GPA) Freshman at CC were from St. Paul
- B.** Lori provided Diocesan wide Iowa Testing scores for reference, see attached
- C.** A MAPS testing informational letter from the Diocese is due out in early March and will be mailed to school families in Grades 3-8.
- D.** See below for balance of Principal’s report.

### **IV. Teacher’s Report – presented by Kathy Swain, see below for full detail**

### **V. Officer Reports**

#### **A. Finance**

1. The 2011-12 budget will include a 3% tuition increase compared to 6% at St Stephens and 4% at St Thomas, IHM has not yet determined what if any increase will be recommended
2. After open discussion a **Motion** to approve the 2011-12 budget was made by Todd Mellema, seconded by Celine Terranova and unanimously approved by the board

**B. Marketing**

1. Todd has implemented the Google AdWords program targeted toward pre-school and Kindergarten
2. Competition for keywords is stonger than last year
3. Since beginning in January approximately 50 click thrus have occurred.

**C. School Enhancement** – School tours are going well.

**D. Fund Raising** – SPAuction 2011 was a great success

**E. Grants** – Sam Ramos reported students from the GVSU grants class toured our school and were working on a grant for up to \$25,000 centered on technology improvements for our school

**F. Technology** – Lori reported \$16,000 was raised specifically for Technology improvements at SPAuction.

**G. Policy** – Jeff Potter presented the Tuition Referral Incentive for renewal.

**Motion** to approve by Todd, Second by Dale, approved unanimously

**Motion to Adjourn** by Todd Mellema at 8:30PM, Seconded by Celine Terranova

**Next Regular Meeting:** Wednesday, March 16, 2011

Regards,

Steve Cole, Secretary

SPW

St. Paul the Apostle  
School Board

Administrator's Report

February 16, 2011

MAPS Testing... *twice / year* teachers are continuing to attend meetings regarding the MAP scores and how to read them and how best to use the results. At the end of the month a letter will go out from the Diocese regarding test results.

Just to recap...the MAP test is a computerized adaptive testing instrument used with students in grades 2-10 in the areas of reading, language usage, mathematics and science. It is designed to identify student instructional levels relative to a defined Learning Continuum, and it measures student academic growth over time. It has great potential to directly affect instruction and student achievement. Because the tests are adaptive and individualized, each student has the same opportunity to succeed and maintain a positive attitude toward testing. *Letter from Diocese coming to families eo February*

A letter regarding the MAPS testing and results will go out at the end of the month from the diocese after all of the teachers and staff have been trained.

IOWA Test Scores...I've run off our test scores for grades 2-8. The first two pages are the Diocesan Scores...1.) the scores of the diocesan schools compared to other Catholic & Private school norms, and... 2.) the scores of the diocesan schools compared to the National Norms.

Following the color reports are the scores by grade for the students at St. Paul's. We're the lighter bar and the diocese is the darker bar. You'll notice that grades 2, 4, & 7 are above both the diocesan core total and composite total. Grade 5 is right at the 75% percentile, just slightly below the diocesan core total and composite. Grade 8 while above the 75 percentile is still lower than the diocesan totals.

Parent/Teacher Conferences...are scheduled for this Thursday from 3-8:00pm. These conferences are optional and so only one night was needed. There will be no school on Friday or Monday for students.

Teacher In-Service...will be held on Monday, February 21<sup>st</sup>. This will be the second of three Professional Development days I've scheduled for the teachers and the use of the SMART Boards. *2nd of 3 smartboard training*

A diocesan in-service will be held on Friday, March 11<sup>th</sup>. The topic will be "Differentiation in the Classroom."

**Kindergarten Screening**...is scheduled for March 15 & 17. We will hold an Open House meet & greet for new Preschool and Kindergarten families prior to the screening on Wednesday, March 6 from 6:30-8:00. This will be followed later in the spring by a Sunday Open House after Masses for those who were unable to attend.

**School Improvement**...we are continuing to work on the report that is due April 1<sup>st</sup>. The team's goal is to have all of the concerns that were surfaced in the site visit report addressed and completed so that we can begin to think about working toward the School of Distinction award.

**Regional Spelling Bee**...will be held here next week Tuesday in the gym. Placing first here at SPA was 7<sup>th</sup> grader Katharine Zuiderveen and taking 2<sup>nd</sup> place was Kevin Alvarez in 5<sup>th</sup> grade. That will begin at 4:30.

**Registration Packets**...are in the process of being put together. Included with the packets will be the PSAS forms. Those financial aid forms need to be postmarked March 1<sup>st</sup>.

I know there were some concerns about the 3% increase in tuition so...

I did make calls to the three schools about their tuition increases...

St. Stephen's up 6%

St. Thomas K up 6%

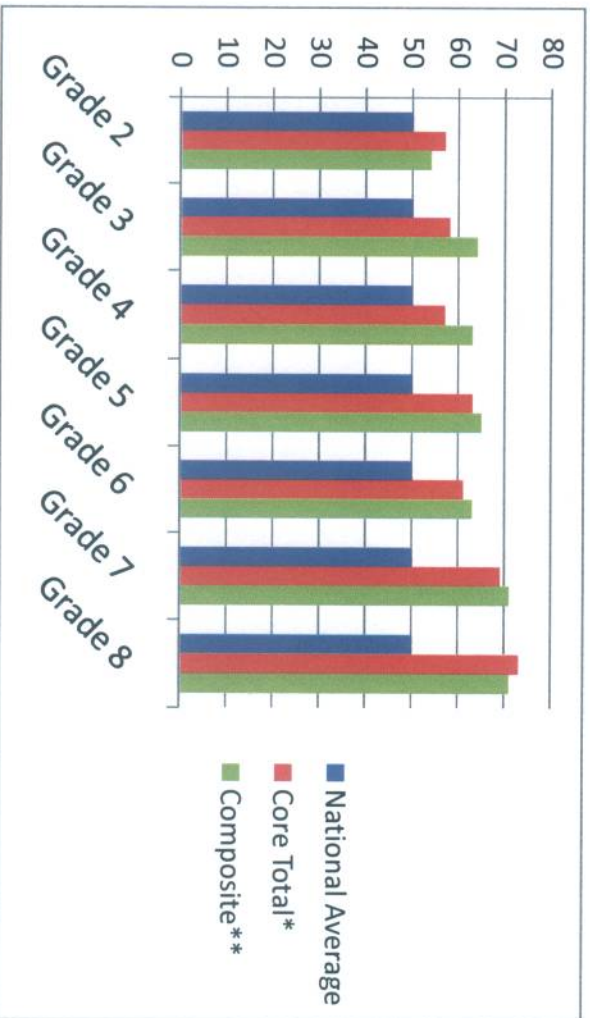
1-8 up 4%

NP up 4%

IHM....not set yet

## 2010 Diocesan Scores Compared to Other Catholic and Private School Norms

National % Ranking	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
National Average	50	50	50	50	50	50	50
Core Total*	57	58	57	63	63	61	73
Composite**	54	64	63	65	63	71	71

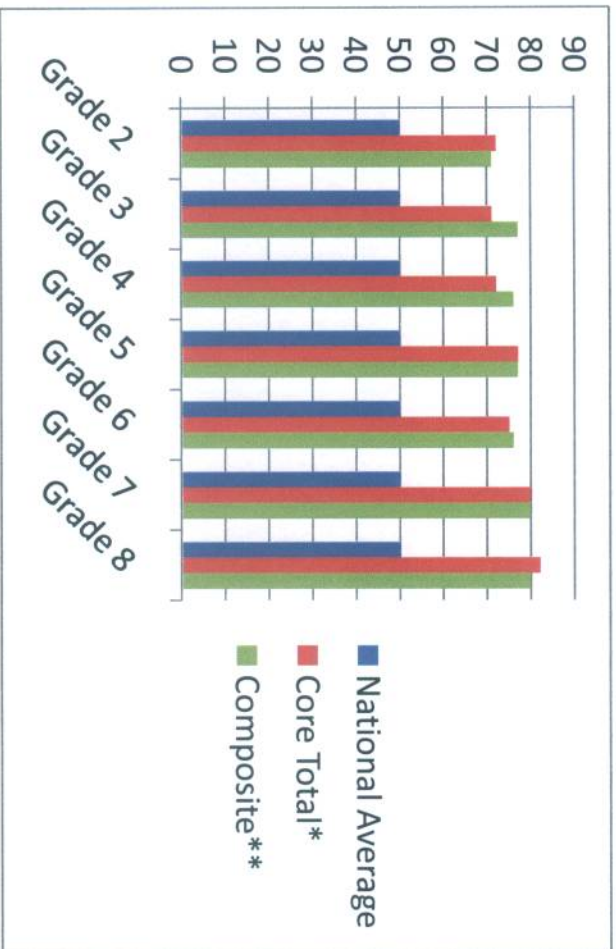


\* Core Total includes Reading, Writing, and Math

\*\*Composite includes the Core plus Science, Social Studies, and Sources of Information

## ITBS Diocesan Summary Compared to National Norms

National % Ranking	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
National Average	50	50	50	50	50	50	50
Core Total*	72	71	72	77	77	75	82
Composite**	71	77	76	77	76	80	80



\* Core Total includes Reading, Writing, and Math

\*\*Composite includes the Core plus Science, Social Studies, and Sources of Information

## February 15 School Board meeting notes

Suzanne Petz

I am continuing to put videos up on my blog for the 8th graders. I have begun to do so for the 7th graders as well. Sixth graders are participating in a voicethread as part of performance assessment from a survey of junior high students done in the fall. Algebra teachers met to discuss the results of the diocesan mid-term exam and to try to finalize the final exam. Students will most likely need to take Sr. Robert Ann's test in the spring as well. This will be another assessment to help determine placement of either geometry or algebra, honors or regular level class at Catholic Central. We have used Skype in the classroom by having a sick student Skype in and participate in the lesson being presented that day. I am still testing to see how useful it would be in holding group Skype review sessions before tests or quizzes.

Barb Kopfensteiner

- MAPs - Attended MAPs training on Feb. 7. Training was led by staff from Grand Traverse Area schools that have been using MAPs for 7 years and were willing to share their experiences. When we take the tests again in the spring we will have more data generated by NWEA to track student growth.
- QuickBooks/Tuition/ Scrip Accruals - Weekly deposits and updates to QuickBooks, Monthly statements. Families were emailed their scrip accruals.
- 2 New staff computers were ordered and are in place in 4th & 5th grade
- We have received quotes on additional staff computers, webcams and digital cameras for classrooms
- Steve Cole prepared article on MAPs testing for Kids' World magazine
- Students in grades 1-5 will be creating KidPix designs for Doodle 4 Google contest - students that don't enter through school may enter their designs from home. Prizes include \$25,000 technology grant for school's computer lab.

Loretta Armock--- participated in a very nice Western Roundup, aka SPAuction!  
Cannot believe all the dedication of this hard-working crew. Thanks for the

effort to raise funds for our school. Library is planning March "Wild for Books" reading month activities including a live animal presentation from John Ball Zoo and opportunity to join the Whitecaps Reading Club. Hoping to see some of our students participate in Calvin's Youth Writing Festival in April, an every other year event which brings published authors and writers(students) together.

**Preschool:** The preschool students (threes and fours) used their crafting skills (never too much glue!) and desire to be cowpokes to create decorations for SPAuction. Giddy-up and yee-haw! The four year old preschoolers celebrated Chinese New Year by: learning about Chinese New Year traditions, saying "hello" and "Happy New Year" in Chinese, making lions masks to wear in a parade, cooking fried rice and eating with chopsticks. Thank you to a good community neighbor, First Wok on 44th Street, for donating the chopsticks and fortune cookies! Gung Hey Fat Choy!!

Mrs. Couture attended a fabulous workshop on project based learning in early childhood. The project approach will play a big part in implementing the new National Standards, K-12.

Second grade celebrated Chinese New Year with the Kindergartners. We made Chinese dragons and lanterns. The school watched as we paraded down the hallways. We had a celebration with tangerines which are considered lucky and egg rolls. We used the Smartboards to find Chinese celebrations around the world and located China and its capital. We also played some games where we had to dress children for the celebration. Red and gold are considered lucky.

We drew Titanic boats to incorporate geometry. We wrote Titanic stories and are in the process of editing and publishing the books.

We are studying The Liturgy of the Eucharist in religion. we are taking apart the Mass and studying all the parts. We are learning why we do what we do at Mass.

I went to a grade level meeting yesterday and shared ideas with other 2nd grade teachers and learned how to read the results of the MAPS test. Lots of great ideas were shared.

Mr. O'Rourke

Rays of Hope:

1. We entered a contest through Today's Catholic Teacher in the category of Community Involvement. Our entry was based on the pail project we did in the fall.

I thought we had an excellent chance of winning our category, but it was not to be. I checked with them last week and was informed that we did not win. There were 200 entries in our category alone.

2. The school made Valentine hearts for Doug Porritt to hang up at the warehouse for his working session on Saturday.

3. I'm seriously exploring a visit to Haiti over spring break in 2012. My hope is to take a number of CC students and any parents that would like to attend. I'll talk with the person who is taking CC students this year for more information.

**Veteran's Home:** The eighth graders visited on January 28th to run a bingo game for our vets. They did a great job as usual and the vets really appreciated their visit.

**Smart Board:** I'm incorporating the Smart Board into many lessons. The training we have scheduled for Monday will really help.

**Education Fair:** The 7th graders are currently working on their experiments at home. We did one together in class to get the process started. At the beginning of the month we'll take some class time to go over instructions for their display board and oral presentations. The Education Fair is scheduled for Sunday, March 27th between the 9:00am and 11:00am liturgies. This is the day after our Science Olympiad competition.

**Science Olympiad:** We are down to just over one month to go before our competition at GV. The team is looking good and the coaches are gearing up for our big day. In addition to myself we have 17 coaches. Seven or eight are former SPA students currently at CC. In a couple of weeks we'll begin some Sunday afternoon practices to help further prepare for competition.

### Third grade

The third graders went to Camp Rogers last week. They participated in team building activities. They used cardboard, plastic and duct tape to create a sled. They had to plan and work together to make the best design. Then they had a race. It was a wonderful learning experience! They learned all about Michigan too.

Our knitting is going very well. We wrote reports about "Men of Faith" for religion. We dressed up as our favorite book character and did a presentation for the parents. It was well attended. The students even created their own commercials. What an amazing group!!!!!!