

## **St. Paul the Apostle School Board Meeting Minutes**

Meeting held: November 8, 2011

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

**Present:** Lori Salva, Steve Cole, Bob Mancinelli, Greg Lauria, Dale Manske, Emily Teed, Celine Terranova,

**Absent:** Dana Hushak, Larry Schafer, Sam Ramos

**Guests:** Suzanne Gamsby, Kathleen Lowing, Mark Meijer, Beth Anne Fausone

**I. Meeting opened with a prayer.**

**II. Principal's Report** - Lori Salva - See below for full report.

**III. Teacher's Report** - Suzanne Gamsby - See below for full report.

**VI. Officer Reports:**

**President's Report** - Steve Cole

**A.** Steve attended the discussion on the Diocesan Governance Model on October 29th and was pleased with the direction our school board will be headed in the future. We have been a consulting board and will now become an even more active board in putting together a strong strategic plan. Each of the nine new committees will also have members from the school and parish communities to help create a stronger and better school.

**B.** The New Governance Model ensures similar levels of engagement from all of the Catholic schools in our diocese, provides a uniform template for the schools to follow and is derived from a tried and true method of running a board for Catholic schools.

**C.** Next Steps: Focus on what each of the new committees needs to do, and to get started on their own mission statement. Also, the New Governance Model Bylaws were distributed. The board will review these Bylaws and vote to accept them or make changes. The Bylaws will then be presented on the website for parents and parishioners to review and make suggestions.

**School Enhancement Committee** - Emily Teed

**A.** Emily and Celine revised questions for a parent survey (coming soon) regarding St Paul the Apostle School. Board members approved the questions and the survey will be given in January. We will remind parents about the survey in the Halls of St Paul's and the church bulletin.

**B.** Next Steps: Decide how the results of the survey will be published, and the best way to respond to the answers written in the comment sections of the survey.

**V. Meeting Adjourned.**

**Next Meeting: December 13, 2011**

Respectfully submitted,

Celine Terranova, Secretary

**Principal's Report**  
**Lori Salva, November 8, 2011**

St. Paul the Apostle School Board Report

**P/T Conferences**...are this month on the 17<sup>th</sup> and 21<sup>st</sup>. This is different than what we've previously done consecutive days. This was something that was discussed at a Principal's meeting and the consensus was that we would try it and see if this schedule was better for our teachers. It also gives our parents more of a choice as we offer two days in two different weeks. Notice of preferred conference times will go out on Friday of this week.

**Teacher Surveys**...will be sent out to parents on Friday the 11<sup>th</sup>. They will ask parents to fill those out and return by the 18<sup>th</sup>. Using information gathered from those surveys the teachers and I will create goals for the classroom and write individual professional development plans. The information may also be used in our strategic planning.

**The School Improvement Team**...is also in the process of creating a survey to send to our SPA graduates and current freshman class. I had done this at SSPP and we found it to be really helpful in assessing curriculum.

**Our 3 year Accreditation Review**...took place last week Thursday. All in all the review was very good. I did express our interest in pursuing School of Distinction status which brought our conversation to Strategic Planning. As mentioned previously, we need to have a working strategic plan in place before I can request to apply for School of Distinction status. Dave Faber said that the committee is very tough when it comes to this plan and that there has to be evidence that it is a community-wide plan and not just a strategic plan created by a few. He suggested that we start with a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats to our organization analysis) and go from there, and once we get the results of the SWOT we use the results to then create SMART goals which are goals that are Specific, Measurable, Attainable, Relevant and Time-based.

I feel like we're back to square one. I don't have the money to hire a marketing company and other than Todd Mellema I don't know anyone in the parish that does marketing and might consider working with us to create a strategic plan. I personally do not feel competent to do this myself, nor do I have the time. If we do not apply for School of Distinction status by our fourth year in the rotation we have to wait until the next Accreditation period. So I'm not sure where to go from here.

## **Teacher's Report**

**November 8, 2011**

**Suzanne Gamsby, Teacher Representative**

### **Suzanne Petz, 6th, 7th, 8th Advanced Math**

I have begun flipping the classroom with the eighth graders. We are now making this happen on a more regular basis. My problem now is keeping up with each lesson! We began last week and are continuing now through this week. Sixth graders made a Halloween video. We will be using this method giving students more responsibility into the creation of other videos like this throughout the year. It is posted on their Wiki page. Currently, all 6th graders are being asked to sign into the Khan Academy along with any new students. We are preparing to have "Khan" days at school where students will be able to work on skills they need to improve on! The *Teaching Wired Learners* conference I attended with Ms. Salva was amazing, and I will be trying to implement some of the ideas presented throughout this year. We are also using/exploring the iPad in the classroom and are loving it!

### **Mrs. Gamsby, Third grade**

I spent a week in Maryland at Discovery Education headquarters to learn how to best use the science techbook. I spent a day behind the scenes at the Smithsonian Science Museum. I got hands-on experience with experiments and how to best utilize their program. They had a team of experts that were able to answer our questions and show us how to meet our students needs. I helped them to create a better product for students. The creators took notes and are going to incorporate the changes in next year's techbook.

I am working individually with the teachers at SPA to help them use the program effectively. The third graders will be going to Camp Roger to enhance their science program. It gives them a hands-on day of activities that make science come alive. They have real life experiences to make our science curriculum more relevant. All of our expenses are paid for from a friend of SPA who feels that these field trips make our school extraordinary!! We are able to go four times throughout the school year at no additional expense to the students.

I have a new iPad to utilize in the classroom. I am using it to launch the smart board anywhere in the classroom. By being able to move around the classroom I can interact with the students and they are able to use the tablet without leaving their seats. I am also using it for remedial practice with students.

### **Barb Kopfensteiner**

1. MAPs testing is complete, with reports available for staff
2. I will be attending a MAPs workshop next week that covers the following areas:
  - a. MAPs assessments and the transition to the Common Core
  - b. Improving teaching and learning through professional development

- c. How Grand Rapids Public is using their academic data to inform teaching and improve academic learning

I am using a link in Curriculum Crafter (found by Kathy Swain) to create student pages that will give students access to websites for reading and math practice using their current RIT scores from MAPs. These pages will be used during computer lab times for extra activities. These same pages can be emailed to families so their students can practice at home.

Grades 3 & 4 have been using some computer lab times to access [discoveryeducation.com](http://discoveryeducation.com) to view their science techbook

Infinite Campus - Not ready for teachers to run report cards but grades 3-8 are able to enter grades, all teachers are using for attendance.

Tuition/Quickbooks - Deposits given to parish office weekly, usually twice a week to include after school care which has grown in size. Quickbooks updated weekly. Quickbook statements run monthly, and thanks to Lisa who ordered new SPA addressed window envelopes, now appear much more professional in appearance!

New computer ordered and set up in the Library

### **Kathleen Swain, Second grade**

The second grade class is decorating their room with natural wonders of the United States. we learned about plant similarities and differences , so we decorated the Everglades and rain forest with typical plants from the region. We also learned about the types of climate in the wonder area. We learned about the role of each plant part and the edible parts of a plant. We learned a lot by utilizing the Smart board and Discovery Science.

We are counting money in math class and are beginning the unit on economics in social studies class. We are getting ready for our business soon.

The students went to Heartland on Halloween and brightened the spirits of residents. We also made Halloween cards for the Shut-ins. We are learning about the sacrament of Reconciliation and what the ten commandments are in kid terms.

### **Preschool, Donna Couture**

The three year olds are focusing on the how God created them to be good and what that looks like at home and in the classroom.

The four year olds are learning about the world around them, recently water and land. We have been able to take advantage of the new Discovery Education science materials via short video clips about clouds and the water cycle.

Both the threes and fours enjoy using the interactive white board for name recognition, sorting, graphing, and counting activities.

And, the best news is that we welcomed preschooler number 44 to our program on Monday. He is the new prince in what has been a MWF afternoon of princesses. Our first day went extraordinarily well!



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
(517) 322-1326 - toll free (866) 813-0011 - www.michigan.gov/lcc

Sample

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Authorized by R436.576)

At a special meeting of the School Board  
(regular or special) (membership or board of directors)

called to order by Steve Cole on 11/17/11 at 5:30pm  
(date) (time)

the following resolution was offered.

Moved by Celine Terranova and supported by Greg Lauria

that the application from St. Paul the Apostle Church/School  
(name of organization)

for a special license to serve alcohol on February 10, 2012  
(event date(s))

to be located at St. Paul the Apostle

be considered for approval  
(approval or disapproval)

**Approval**

Yeas: 5

Nays: 0

Absent: 0

**Disapproval**

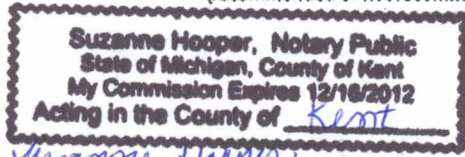
Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

It is the consensus of this body that the application be recommended for issuance.  
(recommended or not recommended)

State of Michigan) SS  
County of Kent )



I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the School Board

at a special meeting held on the 11/17/11  
(regular or special) (date)

Name and title of authorized officer (please print): Lori Salva - principal

Signature and date of authorized officer: Lori Salva 11/17/11

Phone number and e-mail of authorized officer: 616-949-1690 lsalva@stpaul-school.org



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
(517) 322-1326 - toll free (866) 813-0011 - www.michigan.gov/lcc

Sample

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**  
(Authorized by R436.576)

At a special meeting of the School Board  
(regular or special) (membership or board of directors)

called to order by Steve Cole on 11/17/11 at 5:30pm  
(date) (time)

the following resolution was offered.

Moved by Celine Ferranova and supported by Greg Louina

that the application from St. Paul the Apostle Church/school  
(name of organization)

for a special license to serve alcohol on December 2, 2011  
(event date(s))

to be located at St. Paul the Apostle

be considered for approval  
(approval or disapproval)

**Approval**

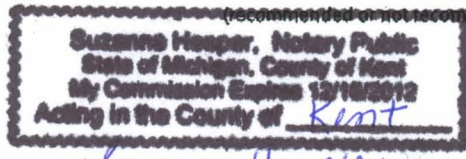
Yeas: 5  
Nays: 0  
Absent: 0

**Disapproval**

Yeas: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_

It is the consensus of this body that the application be recommended for issuance.  
(recommended or not recommended)

State of Michigan) SS  
County of Kent)



Suzanne Hooper

I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the School Board

at a special meeting held on the 11/17/11  
(regular or special) (date)

Name and title of authorized officer (please print): Lori Salva - principal

Signature and date of authorized officer: Lori Salva 11/17/11

Phone number and e-mail of authorized officer: 616-949-1690 lsalva@stpaul-school.org