

St. Paul the Apostle School Board Meeting Minutes

Meeting held: October 18, 2011

www.stpaul-school.org

Present: Lori Salva, Steve Cole, Dana Hushak, Greg Lauria, Dale Manske, Larry Schafer
Emily Teed, Celine Terranova

Absent: Sam Ramos, , Bob Mancinelli

Guests: Jennifer Abid, Joanne Hoolsema, Kathleen Lowing, Courtney Minnema, Denise Pavey,
Kris Russo,

I. Meeting opened with a prayer.

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

III. Teacher's Report - Joanne Hoolsema - see below for full report.

VI. Officer Reports:

President's Report - Steve Cole

A. A policy update for the St. Paul Family Referral Program was discussed, voted on and approved by the board. It was also agreed to more actively promote this program, where an existing SPA family is offered a tuition credit if they refer another family to register their child/children into grades K-8th.

B. Discussed and defined the nine new committees that current board members will begin to transition into. Each member was assigned to head up the following committees:

1. Executive Committee - Steve Cole
2. Mission Effectiveness Committee - Bob Mancinelli
3. Committee on Board Members - Steve Cole
4. Planning and Policy Committee - Celine Terranova and Courtney Minnema
5. Building and Grounds Committee - Larry Schafer
6. Finance Committee - Dale Manske
7. Marketing Committee - Dana Hushak
8. Development Committee - Greg Lauria and Sam Ramos
9. Communications Committee - Emily Teed

C. Discussed how future boards will be recruited. Under the new Governance Model, future boards will consist of anywhere between 9 and 17 members (Directors) made up of Parents (no more than 40% of membership), Alumni/Parents of alums, Leaders within civic, business and professional communities, and Parishioners.

D. Steve will attend a Discussion on Diocesan Governance Structure on Saturday, October 29, and will report back his learning at our next meeting.

Fund Raising - Denise Pavey

A. Wreath Sale - This annual fundraiser was successful last year and is beginning again soon. Denise shared the timeline and details of the wreath sale.

School Enhancement Committee - Emily Teed

A. Celine and Emily wrote questions for a parent survey coming soon regarding St Paul the Apostle School. A sample survey was created online (thanks to Steve Cole) for board members to take and give feedback on the ease of completing it, as well as the relevance and measurability of the questions. The survey was discussed in detail.

B. Next steps are to revise it, send board members an updated survey, agree and approve it, then plan on the date for the survey to be announced.

V. Meeting Adjourned.

Next Meeting: October 18, 2011

Respectfully submitted,
Celine Terranova, Secretary

Administrator's Report

Lori Salva, October 18, 2011

Security and Vulnerability Assessment... In April of 2009, Prepared Response Systems and Risk Control Specialists from the Michigan Catholic Conference toured our building and looked at issues regarding vulnerability and safety. In August of that same year we received the report. They looked at six different areas: Communications, Emergency Management, Fire, Region & Community, Safety and Security. The report for St. Paul the Apostle School noted 57 issues or concerns that needed to be addressed and/or rectified. We've responded to all of the concerns listed and taken corrective action where it was feasible to do so.

Catechetical Certification... Eight of us attended the catechetical workshop in September which earns us hours toward certification and/or re-certification. We are also doing a book study on the Mass. We've only met once, but it was interesting because the author references everything done in the Mass to something in Scripture. All of the teachers will be certified this year.

On October 7th... Ron Houtman from the Kent Intermediate School District gave the teachers an In-Service in technology. He showed them various sites including Google tools and other sites for use in their classrooms.

Friday's Diocesan In-Service has been cancelled due to ineffective programming on the part of CK-12 Virtual. Teacher will be here to explore some of the things we were given to work with on the 7th, share SMART Board activities and ideas, and to work with the new Discovery

Science program. We will end our day with an informational meeting about the new phone system that is being installed this week.

Teachers will also be creating grade level specific surveys on Google Docs to be sent out to their parents at the end of the quarter. We will use those responses then to make adjustments to curriculum and/or classroom procedures.

Suzanne Gamsby will be traveling to Silver Springs, Maryland this weekend to attend a week long seminar about our new Discovery Science program. We've had two webinars, but there is so much more to the program. The cost of the seminar is being picked up by Discovery so we were only responsible for travel expense.

Mrs. Petz and I will be attending a workshop on November 1st at Calvin College entitled "Teaching Wired Learners." Kevin Honeycutt will be the presenter and he currently is the Technology Integration Specialist at an educational service center in Kansas. The focus will be to help us understand the intersection of teaching and learning in a digital world and the expectations of students today. He will detail steps necessary for setting up a digital representation of a classroom, the critical features that will increase achievement, collaboration and success in these learning environments, digital responsibility and mentoring and preparing students for success in virtual space.

The Entertainment Book Fundraiser earned us approximately \$2600. The computer in the library needs to be replaced so I'm working on that and I've purchased an iPad for Mrs. Gamsby to take with her to Maryland and may purchase more.

Teacher's Report

**Joanne Hoolsema and Jennifer Abid, Teacher Representatives
October 18, 2011**

Staff In-Services:

Saturday, September 24: Annual Diocesan Catechetical Conference: **We Remember, We Celebrate, We Believe** was held at West Catholic High School. The keynote speaker was Dr. Carole Eipers. Many workshops were offered for us to attend throughout this daylong event. The following staff members attended the conference this year: Lori Salva, Donna Couture, Jenny Abid, Joanne Hoolsema, Melissa Klunejko, Natalie Jackson, Kristen Klotz and Erica Emelander.

Friday, October 7: Ron Houtman from KISD presented a Technology In-Service to our staff on Friday afternoon. Universal Design for learning, Google tools and other tools for the classroom teacher, interesting websites and shortcuts that could be useful were presented.

Suzanne Petz- 6th, 7th, 8th Advanced Math

Seventh graders worked collaboratively to produce definitions for their current chapter using Google docs. Class Wiki page and Blog are still being used as teaching tools and information centers. Eighth graders are preparing for the High School Placement Test which is extremely early this year! This is only one measure to determine their placement next year at Catholic Central.

Melissa Klunejko-First Grade

The first grade had a wonderful September/October so far! They had an awesome time visiting Cathedral Square with Kindergarten. They had an audience with Bishop Hurley and got to visit his office. The class also got to see both art projects downtown that St. Paul's was a part of!

I am utilizing the smart board/our new science tech books with the first grade. The kids just LOVE the smart board and it really engages their learning!

We are doing an author study on Leo Lionni and just got finished up with Kevin Henkes.

I'm looking into a class charity project to do. I have a few ideas, but haven't narrowed them down yet.

The first grade is busy at work on our upcoming Mass the 20th! It will be focused on Our Lady of the Rosary and the mysteries. This will tie in with the Living Rosary the Monday afterwards.

I have implemented the Daily 5 Literacy framework in my classroom and I am reading about using CAFE literacy plan to assess the children. I'm hoping to put this plan in little by little as I learn it, since it's a detailed process. I love what the Daily 5 has done for first grade--much improvement has been seen with writing and reading fluently, as well as reading to others/checking for understanding.

Mrs. Gamsby, Third Grade

We had an opportunity to visit Artprize with the fifth graders. The third graders loved being able to see the wide variety of entries. They were especially proud of helping to create our two entries and told anyone who would listen.

We are utilizing the new digital science program. It offers a wide variety of videos, hands-on activities and many more resources. It has enriched and enhanced our science curriculum. I will be going to a weeklong workshop in Maryland to learn how to utilize the program to better meet my student's needs. I will be able to share with the staff members too.

The Smartboard continues to add to all aspects of the third grade curriculum. It is a wonderful teaching tool.

We have begun writing stories. During the school year we will make sequels to our story.

We just finished our first Mass and discussed the importance of prayer. We continue to pray for each other and the needs of our parish.

Library

The November Book Fair gives St. Paul's the opportunity to participate in the "One for Books" campaign. This means for every \$1 donated, whether by loose change or otherwise, Scholastic matches the amount collected and donates books to non-profits such as **Marine Toys for Tots, Kids in Distressed Situations, Inc., and Kids in Need Foundation**. The best part is our donation stays right here...to add to any fund drive already taking place in our school. All we do is report our amount! Also, The Literacy Council just completed its' **Books for Bedtime** drive, and it is a pleasure to report that St. Paul's added some books to Macatawa Bank's collection barrel here in the neighborhood. Another way to connect with our community!

Barb Kopfensteiner

- MAP's testing will be completed this week, teachers have preliminary scores now and will have access to complete reports once the testing windows is declared closed.
- Infinite Campus - Grades 3 & 4 are now set up to enter grades
- Tuition / Quickbooks - Lori updated on delinquent tuition so she can contact families

Science Olympiad

We started our practices the week of October 3. Practices are held during lunch, study halls, after school and on Tuesday nights.

There are a total of 17 coaches including myself. About half the coaches are returning SPA alumni from Catholic Central.

Preschool

Three year old preschoolers are making great strides in learning "school behaviors". Four year olds are now practicing writing letters and the most common sound of each letter they learn. The fours joined Kindergarten for a field trip to Steffen's Orchard to learn about apple trees.

Grandma Steffen said she was impressed by the prior knowledge of our students. The annual Dad and Me Night for the fours is scheduled for Thursday, October 20.

Miss Klotz: 5th – 8th Grade Spanish

The 8th grade Spanish online textbooks and soft cover textbooks came in and the new curriculum is going great. We have completed the review unit (greetings, numbers, basic vocabulary, etc.), weather unit, and clothing unit. We are beginning the early stages of review for the Spanish exams: The National Spanish Exam and the High School Spanish II Placement Exam for those interested.

In the 5th, 6th, and 7th grade we have finished reviewing and, for each respective grade, have moved onto Chapter 1 (activities), Chapter 4 (food), and Chapter 9 (the house).

Miss Klotz: 7th-8th Grade-Level Math

In 7th grade, we have completed number relationships and fractions and their operations (Chapters 2 and 3). Now that students are into the problem-solving mode we'll start Chapter 1 – Problem Solving Strategies.

In 8th grade, we almost finished the first three chapters including basic algebra. Students came up with and solved equations using variables.

Miss Jackson: Fourth Grade

The MAPS testing went well in Fourth Grade. The class was divided into two smaller groups, which was better for concentration. The students are doing a good job with the new Spelling and English Grammar series that we are using. We are also enjoying the on-line Discovery Education Science!

Mrs. Hoolsema and Mrs. Abid - Kindergarten

The Kindergartners have begun to learn about the Rosary. We will have a Rosary Day at the end of the month. On this day, each child will meet with the teacher individually and tell which prayers are said while touching each bead. After meeting with the teacher, each child will “earn” a rosary to take home and keep. We also are continuing to work with our exciting on-line science curriculum. The students look forward to tuning into the smart board to see what new discoveries they can uncover in every subject. We are enjoying learning new letters in our Vowac curriculum and have been using fun mediums to enrich the skills we have explored.