

St. Paul the Apostle School Board Meeting Minutes

Meeting held: September 20, 2011

www.stpaul-school.org

Present: Lori Salva, Steve Cole, Dale Manske, Emily Teed, Bob Mancinelli, Celine Terranova, Larry Schafer

Absent: Greg Lauria, Sam Ramos, Dana Hushak

Guests: Natalie Jackson, Donna Couture, BethAnne Fausone, Kris Russo, Chris Summerdyke

I. Meeting opened with a prayer.

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

III. Teacher's Report - Donna Couture - see attachment for full report.

VI. Officer Reports:

President's Report - Steve Cole

A. Announced the SPAuction Chairpersons for our school auction on February 11, 2011. They are Dorothy Cole, Ellen Clark, Jill Lauria and Roxanne Maitner. We are extremely grateful for their willingness to help coordinate the auction.

B. Discussed the new Governance Model being created by the Diocese for all school boards to soon follow. Reviewed the nine committees that board members will eventually head up. Next steps are to explore new ways future board members can be recruited from our school, parish and community.

Finance Committee - Dale Manske

A. After the Rainy Day Policy language was agreed upon in the document, we voted that the policy be approved. Dale will proceed with getting Fr. Ernie's approval.

School Enhancement Committee - Emily Teed

A. Emily prepared a letter to inform parents about a survey that will be offered twice a year for parents to give feedback regarding all aspects of the school. Discussed having the survey be electronic for the convenience of parents taking the survey, building a data base, as well as having measurable results that are easy to access and respond to. Celine will help with the questions and Dale will help Emily prepare an electronic survey.

B. Discussed reinstating the exit survey for families who leave the school because the feedback would be beneficial if improvements can be made.

V. Meeting Adjourned.

Next Meeting: October 18, 2011

Respectfully submitted,
Celine Terranova, Secretary

Principal's Report School Board Meeting, September 20, 2011

New Beginnings...the school year is off to a great start. Things are running very smoothly and students and parents appear to be happy to be back into a routine. The teachers had three full days of in-service in August. We had another day with SMART Boards and Lesson Planning, we had a day of introduction with the Infinite Campus program, and we had a day at West Catholic about the Roman Missal and curriculum programs.

8th Grade Retreat/Commissioning...The 8th grade spent the last two days out at Camp Pinewood doing teambuilding activities and discussing leadership and how their leadership impacts the whole school. Beth Kolenda came out and did an activity with them last night. They talked more about leadership and brought in the ideas that had been discussed throughout the day. The students then each created a coat of arms for their class which included everyone's name and the characteristic identified as being qualities of a leader. They voted on the two that they felt best displayed things that had been discussed and the two students whose drawings were chosen will now combine them into one to become the coat of arms for the class. We finished our time together at Camp Pinewood with Mass. Father Ernie came out and did a nice job with the students. He told them that in some ways their behavior and attitudes as the 8th grade class set the whole tone for the school year.

The staff and faculty as well have been doing some team building with Julie Mollan and will also be creating a coat of arms which will display what we stand for and believe in. This is something that each teacher will also do with their individual classes.

Catechetical In-Service...Many of us will be attending the Catechetical In-Service Saturday at West Catholic. This is an all day event and will end with Mass with the Bishop. It's a day of various workshops which can all be applied to recertification for our teachers. The goal is to have 100% of our teachers in the diocese certified as catechists.

The teachers are also doing a Book Study on the Mass. We will meet once a month to discuss our book and will be able to count the discussions as catechetical hours.

October In-Services...have also been planned. On the 7th we have a half day and Ron Haupman will be here to talk with the teachers about technology skills for the 21st century. There will also be some hands on experience, checking out websites and such. Then on the 21st, I believe we're again doing something in the area of technology, possibly a virtual on-line lesson but that's being planned by the diocese and I'm not sure what it all entails.

SCRIP...is going very well. I was told that the first week they started they sold over \$4000 in the first two days. I know parents really appreciate having it on-site everyday and hopefully we'll find some way to keep this up for next year. The next step I believe is to explain the program to the parish and get them on board as well. We were able to send in to the Diocese the checklist verifying that we were doing what we're supposed to be doing so that we can continue the program.

September 20, 2011 School Board Teacher Report **Donna Couture and Natalie Jackson, Teacher Representatives**

Staff In-Services:

The SPA staff was busy in August preparing their classrooms, and attending meetings and professional development.

- CPR/First Aid/Blood borne Pathogens
- Smart Board Level 3 Training
- Discovery Education (Science) webinar
- Infinite Campus Training
- Diocesan Institute Day - Our Response to the New Roman Missal; Virtual Ed.
- Diocesan “Kickoff” - Ministry & Vocation of the Catholic School Teacher
- Staff team building with Julie Mollan in September
- Diocesan Catechetical Conference (Sept. 24th)

Teachers have provided a snapshot of their classrooms since the beginning of the year for further reference.

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

Gave math assessments to two students in June to check for placement, one was a new student. I worked online with these students over the summer to help them prepare for another assessment or to brush up on skills. Assessed three new students this August, two of which were placed in the Advanced Math group and one in the Grade Level group. Assessed two current students in August as well, one placed in the Advanced Math group and one remains in the Grade Level group.

Currently taking an Ecology class to continue my work on adding an endorsement to my teaching certificate. Each class has a page on the class Wiki page. Sixth graders are commenting on a Voicethread and 8th graders are utilizing a practice test to prepare for their test on chapter 1.

Suzanne Gamsby - 3rd Grade

We have been doing service activities. We have written letters to a woman in an assisted living home. She is 92 years old and loves to hear from the children. We are praying for the needs of the parish.

We have been working on understanding the scientific process. Each student had to demonstrate an experiment and share their hypothesis, They had to tell how they reached a conclusion from their experiment.

Melissa Klunejko - First Grade

First grade has been having a great time adjusting to the routine and procedures in the classroom. The smart board has been a hit with using it for calendar, language arts activities, and also our new science tech ‘books’!

The chinchilla is here and our classroom is really enjoying having him in our room! We have begun using the Daily 5 in the classroom (a framework for language arts).

Barb Kopfensteiner

- Infinite Campus - Up and running for attendance. Grading Scales just got entered so the teachers can begin entering assignments. Core subjects are all entered in preparation for using the site for report cards. There is still a lot of data entry required to completely update the site.
- Computer Lab - Students have all gone through the first few weeks of setting passwords, reviewing lab rules and Internet safety. We have 2 new Laser printers in the lab that allow us to occasionally print in color.
- Tuition / Quickbooks / EFT's - Everything is going well and we will be ready to run our first statements this month.
- MAP's - Preparing the MAP's roster for our October testing. We are adding 2nd grade to MAP's this year. We are planning on 2 testing periods this year; the shorter version this fall and the longer survey with goals in the Spring.
- School Website and Halls E-blast - Website is being updated with new school year information, emails are being updated so that the weekly Halls E-Blast reaches all of our school community.

Erica Emelander - Jr. High SS & Religion

8th Grade-Starting Education Fair research projects, Student Council Elections will be Friday, 8th Grade retreat set for next Monday and Tuesday. 8th Grade end-of-year trip was voted on; will be going to Chicago again. New SS program off to a great start. Religion is also off to a great start. Class has many good discussions.

7th Grade-Religion and SS both off to a great start New SS program (same as 8th) is well-liked by students.

6th Grade-Getting the new Junior high students comfortable with the different processes, starting out slowly, but they are picking up on procedures. Going very well.

Library- Loretta Armock

New upholstered chairs brighten the room. Students brighten the days. Their reading choices are remarkable and we see Nooks being utilized (personal ones, not school owned, *yet* ! The theme for this year's book fair in November is space related, and we are looking to develop this school wide. Our heroes theme of last year was well supported by classroom connection. Synergy!

Joanne Hoolsema - Kindergarten

Mrs. Jennifer Abid joins our staff as our new part-time Kindergarten teacher. Jenny and I have been working together for many hours since August to prepare for this school year. I have enjoyed working with Jenny and look forward to a successful school year.

We welcome 6 new families to Kindergarten this year; there are 18 Kindergarten students in all. The students are friendly and energetic as they learn our rules and procedures this month.

The Kindergartners have used the Smart Board and our new on-line Science program with enthusiasm. For our first field trip, we will travel downtown with the First Grade class to experience Art Prize.

Donna Couture - Preschool

We have 43 little learners eager to participate in the school routine. Each day runs a bit more smoothly as day-to-day procedures are modeled and absorbed.

Our four year olds are looking forward to their first field trip to Art Prize with seventh grade friends.

The annual immunization report is being prepared to be submitted to the State. We are nearing 100% compliance.

Natalie Jackson - Fourth Grade

We are off to a great start! Besides the Discovery Science, fourth grade will be using new Spelling and English books. We are very happy and excited to have Mrs. Christine Grabiell working with us this year, on Mondays, Tuesdays and Wednesdays! Mrs. Kopfensteiner will be coming in on Thursday and Friday mornings.

We will also be going to Art Prize, sharing the trip with Second Grade.