

St Paul School Board
Approved Minutes
June 11, 2007

Chairperson Jane Sundheim called the meeting to order at 7:15 pm

Members Present: Father Bob Gosma, Jane Sundheim, Kris Tontis, Linda Cooney, Andrea Dedrick, Patti Burg, Beth McFadzen, Mike Schmidt, Lynne Geiche, Christy Connell, Lucille Contorno (Parish Council Rep), Mary Kral (Teacher Rep), New Members, Robin Gedney, Carol Kinney, Mary Maerker, Patty Steiner, Charlie Gresser and 6 members of the public,

Minutes from the May 29 meeting were approved with the addition of Barb Romanello added as teacher rep. Motion to approve, Mike Schmidt, Second by Andrea Dedrick

Public Comments:

- One member of the public came to support the change back to Spanish and offered her services to help St. Paul figure out what to do with the bully program. She mentioned that Mukwonago is going to teach Chinese in the Fall.
- Another member of the public came to offer support to all. She mentioned she would like people to approach the problems at hand with a spirit of compromise. Perhaps a guidance class once per week.
- Another member of the public spoke out about the band program. He would like to help put it together so it is done right. He'd hate to see a poor program started only to fail.
- Another member thought the guidance program was not clearly defined
- The last comment to be made was there are a lot of parents who support the change back to Spanish.

Old Business:

- Dress code discussion:
 - Cargo shorts- Many children are wearing cargo shorts rather than the accepted school uniform shorts. Cargo shorts are not allowed.
 - Flaps on pockets of school pants- The handbook will reflect that flaps are not allowed on the rear pockets of pants.
 - Corduroys- Hand book will reflect that only cords bought at Lands End or the Uniform Store will be accepted. All others will not be in support of the school dress code.
- Hand book- changes noted
 - The website will be added to the cover
 - List parish liaisons who will be available for help with conflict resolution and peer to peer relationship problems
 - Inclement weather reporting will be changes
 - Add athletic code of conduct
- Self-Assessment was turned in. Will be reported by principal in fall.

New Business:

- Athletic Report- Charlie Gresser reported on the following
 - Volleyball had 41 St Paul students and 9 Religious Ed or other Catholic Schools students
 - Basketball had 66 St Paul students and 12 Religious Ed
 - Track had 30 St Paul students and 4 Religious Ed.
 - They plan to put up extra backboards in the fall after we are in the church with the funds available.

- Technology Report- Patty Steiner discussed the following
 - Improved Communication with new Computer Class Website:
 - Computer curriculum State DPI
 - Acceptable Use Policy
 - Blogs, teacher and student
 - Picture slide shows
 - Keyboarding Philosophy
 - Quarterly Newsletter
 - Easy email link
 - Website listed in School Notes
 - Technology School survey
 - Looked at KM Curriculum for Tech
 - Included a keyboarding link for grades 1-3
 - Monthly Teacher Inservice
 - WebGrader updates
 - Blogs and Wikis
 - Web 2.0 tools
 - Professional online newsletters
 - 10000 hits on School notes
 - Hardware
 - Sonic Wall replaced in November
 - Continue Virus and Content filters
 - Hub will be replaced this summer
 - Install printer on network alone...better access
 - 1 computer repair
 - Next year
 - Student and Teacher WebGrader access
 - Teach Advisory Board meet 3-4 times a year
 - Acceptable use and Picture Policy
 - Wish List- to be electronically published
 - Donated digital cameras needed
 - Scholastic Reading Program will be used in Library, loaded on all machined in lab
 - Monthly column for bulleting on technology
 - Portfolio children came home with electronic portfolio
 - Microsoft lawsuit- sending in all our serial numbers for refund in lawsuit

- Discussion of Band Program

- School board needs to know prior to these kinds of letters going home. Many thought this program was a “done deal.”
 - Need families to help discuss and plan for a successful program
 - There will be future discussion regarding Band
- Install New Members
 - Welcome to Robin, Mary and Carol our new members
- Constitution and by laws- Board reviewed constitution and by laws to refresh memories about what board is able to do.
- Jane nominated two people for the vacant seat she is leaving. Mike will contact them.
- Appoint officers- New officers were discerned and appointed
 - Chairperson- Beth McFadzen
 - Vice Chair- Mike Schmidt
 - Secretary- Mary Maerker
- Exit interview procedure discussed. At the brainstorming session it was brought up that perhaps these exit interviews should be conducted by an impartial party. It was felt that the procedure we have right now is effective. Two people conduct exit interviews, the Principal and the Board Chairperson. They report back to the board. Discussion then revolved around developing a standard set of questions that will be asked. Jane will develop that protocol and get it to the chairperson.
- Procedures for handling peer conflicts discussed. Because the feelings regarding the guidance position was opposed so strongly, it was felt that we should utilize our parish staff and volunteers to help establish a procedure in which families can address peer conflict issues. Some topics discussed:
 - There is a bully problem at St. Paul. Just because one family has not experienced trouble does not mean the problem doesn't exist.
 - We have lost several very nice families and their children because the issues have not been resolved and children are intentionally being left out of parties and other social events.
 - Can we provide resources to parents from within the parish?
 - Christy read a lengthy letter in support of our recent “No” vote on Spanish and our “Yes” vote on guidance
 - Jane read a letter from administrative services and their recommendations. It is hoped that following these recommendations will keep our timeline from becoming too tight in the spring and thus forcing another difficult vote at budget time.
- Spanish discussion
 - There is only \$4726 in the budget for Spanish. This was the same amount as at the last vote on the Spanish program.
 - With that much money the Spanish program can only be run for grades 5-8.
 - There was a discussion about the crunch of instructional time. Another idea from the brainstorming session came up, and the board discussed a “Back to the Basics” theme.
 - Linda explained the minutes of instruction more clearly

- There was a discussion of the budget and the line items the board is allowed to touch in this ONE TIME ONLY. Only allowed to slide Spanish in where Guidance was. No other line items may be touched.
- A board member commented that our faculty, our parents are simply not ready to have a guidance counselor, yet. We will have to think of another way to face the bully problem
 - Youth minister
 - Building community including the community of parents
 - Perhaps room moms can plan class gatherings
 - It's important to build the community among all who are in our school
- There is an alternative for people who want to expose their children to Spanish at an early age. Robin Gedney will provide the name and number of the organization
- **Spanish program Vote**
 - Those in favor of reinstating Spanish at the 5-8 grades and removing Guidance from the budget.
 - "Yes"- 7, "No" -1
 - Result is that Spanish is reinstated.
 - Linda Cooney mentioned that we would probably have to hire a different teacher. Mrs. Schwalbach will probably not come back
- **Cell phone Policy**
 - Ms. Cooney read a new cell phone policy.
 - Cell Phone Usage

Students are not permitted to use their cell phones in the school building or on school grounds during the school day. Students are required to keep cell phones turned off and in their backpacks. Students who do not follow this rule will forfeit their phone to the principal and their parents will be required to pick-up their cell phone.
 - It was voted upon and passed unanimously

Committee Reports

- Buildings and Grounds
 - Building is on schedule
- Finance
 - All Tuition is paid in full
 - Line items are all ok this year
 - Stewardship for school families is a little behind. Families who are behind will be receiving letters from parish office.
 - There is \$500 left in the tuition assistance fund
- Middle School
 - Attempting to get more involvement from the middle school kids for the Friends and Fun program
- Marketing
 - There are going to be 2 parades this summer
 - Working on the alumni newsletter
 - Mailed bulletin went out with a huge photo spread of school activities

- There may be a chairperson on Marketing committee who is not a School Board member. Only a SB liaison
- Communication
 - Nurse Mary is going to continue to do her Mother/Daughter and Father/Son Puberty talks. Perhaps she could plan them twice per year so as to not conflict with sports
 - Is there a way she could provide information or a unit on childhood obesity?
- Development K4
 - Funding- They are working on closing the funding gap
 - There is to be no parish solicitation
 - There is the possibility of company matches
- Home and School
 - Picnic lunch went well
 - They will be funding new playground equipment
- Bullying Committee
 - Dr. Gallup is coming Thursday
 - Tolerance materials came in
 - Look into the DPI program “Sticks and Stones”
- Teacher Report
 - Teachers are happy they got pay increases this year
 - We need to use parish resources for bullying problem
 - How does it look to others that so many people are leaving?
- Principal Report
 - Brainstorming was very helpful and positive
 - Thank you to Jane Sundheim for setting it up
 - Graduation was a success. Held at St. Bruno
 - Home and School sponsored a lunch for the teachers
 - There was a dodge ball tournament on the last day of school. One parent called to raise concerns that her child was injured.
 - There are 19 children not coming back to St. Paul in the fall
 - Principal and new Chairperson will conduct exit interviews this summer.
 - Enrollment is now down to 152. Budget is based on 156.
 - Third Grade teacher Hillary Brown was hired.
 - There will be a letter regarding the new Spanish program available at Book Bill day.

Next time July 9th 2007 (Emergency Summer meeting)

- List from Brainstorming
- Develop Long/Short term goals
- Compose parent letter regarding Spanish
- Review Annual Report

Motion to adjourn by Mike Schmidt, second Lynne Geiche
Meeting adjourned 11:00 pm

Respectfully Submitted,

Beth McFadzen

ADDENDUM: letter from administrative services read by Jane Sundheim at this meeting.

June 5, 2007

Administrative Services Recommendations to School Board

This is in response to a School Board request to reconsider curriculum and budget allocations for line items Spanish and Guidance for the 2007-08 budget year. It is our understanding that this would be a ONE-TIME only deviation from our normal budget process. Following are additional recommendations for future budget planning:

1. That each year a school brainstorming forum, "Growing on our Successes" be held to gather input from school staff, parents, and other interested parties, which may be considered when working on the budget.
2. In order to help with enrollment projections, we would like school registrations to take place and be **completed in January** prior to Catholic Schools Week. Ongoing enrollment projection monitoring should continue through remainder of the year.
3. Budget discussions regarding possible changes, upgrades, reductions, etc. to school budget begin in December and January with further discussion, prioritizing and decision-making being made at February meeting when stewardship, enrollment projections and other financial implications are more clear. (Please communicate initial projections and communication of possible changes, etc. to Administrative Services for its February meeting)
4. Final balanced school budget projections are to be completed and approved by School Board at its March meeting. The approved budget is then submitted to Administrative Services one week prior to their March meeting. (The entire parish budget is submitted to Parish Council for approval at its March meeting, as employee contracts need to be offered by April 1.)

We appreciate and commend the Board, staff and especially the finance subcommittee members for the hours of hard work and difficult decision-making, which has been especially difficult these past years while working under financial constraints. We are proud of our school, staff, children, and families for the important part they play within our parish community.

Addendum:

In a small group meeting with Fr. Bob, Linda Cooney, Lynn Zach, Rosemarie Etzel, and Jane Sundheim, we talked about a variety of school issues, strengths and parent comments surrounding the school environment. One discussion relative to the school survey brought about some suggestions on how to make the process more comfortable.

Suggestion:

1. That the School Board consider a policy that the school survey process take place during December and first part of January.
2. Surveys would be mailed back to the Pastor's Office to be tabulated by a team appointed by the Pastor for review by the School administration, School staff and School Board.