

School Committee Minutes
September 16, 2009
Room 105, Middle School

Call to Order: Michele Corey, Chair, 6:32 pm

Attendance: Fr. John Byers, Michele Corey, Bill Drake, Marsha Green, Scott Jager, Angela Johnston, Kris Kazmirzack, Steve Krzesicki, Gracie Laurich, Fr. Bill Lugger, Chet Magaway, Nancy Murphy, Colette Scrimger, Paulette Stump, Emily Turner, and Mary Margaret Utes.

Unable To Attend: George Adatsi, with notice.

- ◆ Mary Margaret Utes led the group in the **stewardship prayer**.
- ◆ Michele read our **Mission Statement** from the agenda.
- ◆ **Guests** for the evening included Karen Taylor and Estina Banks. They introduced themselves, and then the entire committee did self-introductions and provided a brief bio of themselves and what they hoped to see happen this year in the committee.
- ◆ The **Minutes** from the May 27th meeting, sent earlier by e-mail, were reviewed. Scott Jager moved for approval; Steve Krzesicki seconded that. Approve unanimously.
- ◆ **Members Roundtable** – A change in the order of meeting agendas for the future led to the Roundtable being moved up to the same time as comments from visiting guests. It is hoped this change will allow for members to discuss issues more fully and to provide more information on items later in the meeting.
 - In going around the table, the only concern expressed at this time was from Colette Scrimger. It was a concern about the school athletic program, and it will be discussed, if still necessary, in October.
- ◆ **“Just Letting You Know”** – Angela Johnston’s report to the school committee. This report had been sent out with the agenda. Angela reviewed the report and provided more insight in some of the areas in the report, i.e., she will be evaluating at the entire LSD Shared Time program this year to determine if a different approach could be utilized in the future; she confirmed that middle school Band is now being held at noon; she is working very hard with our technical staff (the McKennas) to upgrade our technology; she asked for school-wide support in organizing and effecting a **work bee** to clean up, fix up, and paint up our school facilities in order to put our best foot forward for potential new families; she asked that the committee give some time this year to help update both the School Handbook and the committee By-Laws; she emphasized the importance of making the middle school students (especially) realize the final year at middle school is not the end of an era, but, rather, the new beginning in the next step of their Catholic education; and finally, she personally thanked committee members for their continual support and asked them to extend a huge thank-you to their families for allowing committee members to do the work of the school while being away from the families for blocks of time!

▶ **OLD BUSINESS**

- **School Quality** - No business conducted on this standing agenda item. See below.
- **School Financial Resources** – No business conducted on this standing agenda item.
- **Diocesan Planning** (Standing agenda item – Discussions are on-going)
- As Angela pointed out to the committee, the **Strategic Plan Revision**, along with standing agenda items **School Quality** and the **Visions Initiative**, will all have to come into play in preparation for our school Self Study next year and Accreditation Visit the following year. She does want to wait too long to begin this work!
- Placement of some of our school’s **Forms on the Website** - Angela felt some of that work has already been completed and asked everyone to look the website over to see if there were more forms that could be added.

■ **NEW BUSINESS**

- **Emergency Procedures** Tri-fold. Samples were handed out, and Angela indicated they were an initial attempt to ensure that families had ready information in the event of a problem.
- Per Angela’s September Report to the committee, a **Review of the School Handbook** is needed. She indicated this might be effected best by having a subcommittee of folks, to include people other than just committee members, go through the document and report back to the committee. This initiative will be ongoing throughout the year.

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- **Review of the committee's By-Laws** will be necessary in the next year. A subcommittee of school committee members should be formed to review the same. Bill indicated he has the By-Laws on his computer after he reformatted them last year. **Scott Jager suggested** that all members look over the by-Laws and bring ideas to the November meeting.
- **Submit discussion items prior to the committee meeting.** This was suggested in order to give all members a chance to suggest ideas - and to review the same ahead of time – to help streamline our meetings. A lengthy discussion ensued, and it touched on the possible use of a Facebook account, Twitter, and more conventional e-mail. There were many pros and cons presented., but Angela set the tone by saying, “*How can I be assured that everything we would be doing (sic, on Facebook, etc.) would be conducive to making our school BETTER?*” She encouraged the committee to continue giving it more thought and prayer. Chair Michele asked member Emily Turner to explore the topic more in the next month to see whether we can make (sic, Facebook, etc.) this endeavor work to our school’s advantage.
- **Liaisons to the various parish commissions and councils** have been discussed in the past, but the need for sound communication between all factions is now even more critical. Reps will carry committee-and-school news to the meetings, and they will gather school-related parish news to bring back to school committee meetings.
With that in mind, **Steve Krzesicki** will continue his role from last year of attending St. Cas Education Commission meetings; **Colette Scrimger** will formalize her casual attendance at the St. Cas Pastoral Council meetings; and the four committee reps from IHM (**Michele Corey, Paulette Stump, Chet Magaway, and Emily Turner**), will ensure that at least one of them is in attendance at the IHM Pastoral Council meetings. (NOTE that Fr. John extended an invitation to the committee to send a representative to the meeting at 9:30am Saturday, September 26th)

■ **FURTHER BUSINESS**, as time permitted:

- **Parish Reports** – Not much information available as some groups are just getting formed.
 - St. Casimir Pastoral Council
 - St. Casimir Education Commission
 - IHM Pastoral Council
- **PTO Reports** – minutes from the night before, thanks to secretary Tammy Clark, were handed out and these will be available on the school website about Tuesday, Sept. 22nd .
- **The Marketing Group report** – Bill indicated the old Group is being reinstated and will have a busy year spreading the word about our school. He is working with Angela to recruit members from all across our school community. He also said he will continue helping the group but was confident a fresh new leadership team could be assembled out of the Group members. Michele said she has spent some time with the former Enrollment committee, and she knows the need for good people on this new Group. Angela also challenged the committee to either give some time to this marketing effort or to steer people towards the group who might be helpful.
- ◆ **Finance Committee Information** – Kris Kazmirzack reported the Finance Committee has not met recently due to a lack of members. Anyone interested in joining the committee should contact her or Angela. Spread the work to people “who like to look at numbers”. The committee does not meet every month. ***Kris noted that the school finance committee does not determine who gets tuition assistance grants. The School Committee members (and all school families) need to know that all information is treated confidentially.***

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■ **Announcements**

- Scott asked for a **3-hole punch** for future meetings. Bill will handle that.
- Angela indicated there will be a **Pep Rally** at IHM on Thursday, October 1st. Middle school students will be attending. This is two days before the Michigan State – Michigan Game, and it is viewed a great opportunity to promote unity between our two school sites.
- Mary Margaret Utess reminded everyone the **PTO Family Dance** is coming up Friday, September 18th from 6-8pm. Concern was expressed about the safety of our students, i.e., coming-and-going outside through multiple exit doors. The committee supported an effort to keep all attendees inside during the dance.

- Remember to either participate or come support a Team in the **Second PTO Golf Outing** on Saturday, September 26th. We will be at Willow Wood Golf Course in Portland.
- Members were reminded of the **The Goeddeke Walk and Mini-Walk** that are coming up on Friday, October 2nd. Watch for much more information on that in the School Bulletin and on “Better Bulletin Boards Everywhere.”
- Bill updated 3-ring binders for Angela and our 3 new members during the summer. He also did a short orientation for new members concerning the committee’s activities and timelines. He wanted to remind members to keep their 3-ring bind4rs in good order.
- All members are reminded to **check out our school’s Website!!** It is being updated constantly, and it has a lot of information for everyone!

■ **Future Action Items**

- Fr. John to visit a future meeting with information about school consolidation. There will be a letter going home to parents in the future updating them on the consolidation plans.
- Discussion of school athletics, as necessary, in October.
- All members to review By-Laws and bring questions and ideas to the November meeting.

▶ Michele called for **Adjournment at 8:30pm** and thanked the entire committee for their input tonight and their dedication and commitment to our school.

Future Meetings: As of September 21st, 2009, plans were still being considered to possibly hold PTO and School Committee meetings **on the same night.**

Clarification will be forthcoming in an e-mail from the leadership of the two groups.

Edited and Submitted By ~ Bill Drake, Secretary to the School Committee

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