

St. John Vianney Parish
School Board
May 20, 2013

Members in attendance: Susan Koehn, Chair; Toni Kroepelin, Vice Chair; Anne Brown, Secretary; Rob Durham, Andy Hillig, Heather Kormanik, Karen Parks, Kim Tallmadge, Heather Druley, Home and School Liaison and Pam Pyzyk, Principal.

Excused: Bill Hattendorf (at Parish Council Meeting)

Guests: Victoria Alberts, Elizabeth Lange and Tricia Piette

Faculty Representatives: Mrs. Andreucci, Mrs. Klement, Ms. Novy and Mrs. Williams

Meeting began at 6:35 with a welcome and introductions.

1. Topics Discussed

a. Open Forum - None

b. Liaison Reports and Subcommittee reports

- i. **Home and School** - Heather Druley introduced Victoria Alberts as the new H&S Chair. H&S is still looking for VP for next year, but roles are otherwise filled. Amy DiPiazza will be the Secretary and Martha Connelly will be the Treasurer. Heather reported that every item in the Proxy vote passed. The Uniform Resale date changed to accommodate 8th graders that will be leaving. Drop off is June 3 and the sale is June 4th. H&S luncheon is this Wednesday the 22nd at 11:30.
- ii. **Faculty Report** – Mrs. Klement reported that the 1st graders are getting readying for their publication/author's tea parties where the students will present their work to family and friends. Mrs. William's reported that her class will be meeting their pen pal's from St. Margaret Mary School. Ms. Novy reported that the Statute of Mary is traveling the month of May. She travels to each class for one day. Mrs. Andreucci reported that 4-K is busy wrapping up for the year.
- iii. **Parish Council** – No report as Bill was attending the Parish Council meeting.
- iv. **Technology Committee** – Toni reported the last meeting was a joint meeting with Technology and Buildings and Grounds. There was a review of the companies to supply security services.

c. Subcommittee Reports

- i. **Policy** – Anne presented the Acceptable Use Policy for review and approval. Anne explained that Mr. Demeter, Mr. Stemper and Mrs. Fischer have worked with the Policy Committee on this Policy. After this subcommittee of teachers reviewed various mobile devices/tablets, a decision was made that iPads would be the best investment due to the ease of use as well as the educational applications available. The plan is to have a cart of 30 iPads to be used by middle school/specials teachers in the 2013-2014 school year. A question was asked as to whether parents could “opt out” of using the iPads. A particular concern related to the fine for damage. Pam confirmed that the policy’s intent was to cover intentional misuse which results in damage. There was a consensus to approve the proposed Acceptable Use Policy. The policy and agreement should be included in the summer folders as well as the Student Handbook. Next, Anne presented the proposed Field Trip Policy and corresponding forms. A question was asked about the required First-Aid kits. Pam confirmed that the school office will maintain the kits and they can be checked out for field trips. When the kits are returned, teachers should report any items used and they will be replenished. There was a clarification that depending on the type of field trip, age of students and other various circumstances, the stated chaperone minimums may not be sufficient. Also, there was a discussion as to whether the forms (for example the Evaluation Form) need to be completed each year, even if the field trip was a repeat from the previous year. The decision was “yes” because the circumstances may change year to year. There was a consensus to approve the proposed Field Trip Policy and corresponding forms with an edit to the typo found in the Evaluation Form.
- ii. **Long Range Planning** – Kim reported that LRP met and discussed the teacher awards the committee has been working on. They have not heard back for the Catholic Financial Life, which sponsors an award that was applied for on behalf of Mrs. Albright. They anticipate hearing about Mrs. Kaminski’s potential award in the fall. Also, the Committee reviewed the survey. Parents of 325 students responded to the survey. This was a great response rate. Kim will report results at the June meeting. Generally the responses have been very positive.
- iii. **Finance** – Heather reported that the tuition contracts have been delivered to the families’ youngest students. There was a cover letter included that explained the new tuition. There is a \$100 increase per

family and the H&S dues increased from \$15 to \$20. Also, there is a new Student Activity Fee, which is \$50 per child. This fee covers field trips, k5 milk fee, K5 headphone fee music fees, lock fees and assignment notebooks. The pre-pay invoice includes H&S dues, the playground fees and the student activity fee. Pam explained that she would like to have tuition contracts out earlier next year so that families commit earlier and so that Pam knows what type of openings there are.

- iv. **Advancement** – Toni reported that the Committee has reviewed the various marketing initiatives and identified those they wish to continue and those they wish to eliminate. The elimination of some events would save \$2,500. In addition, Advancement is considering car decals. Advancement is proposing that H&S purchase the decals and provide to each family and faculty. Families can purchase additional decals if desired. Toni presented the “table tents” for the festival and there was consensus to move forward with these. As previously reported a subcommittee of Advancement Committee has been exploring a promotional video. Karen, the chair of the subcommittee, reported that they viewed a number of videos and spoke to 4-5 companies. They chose a company that worked on a Faith In Our Future video. They were able to negotiate the video production for \$5,000. The plan is to film Wednesday, September 11th. The subcommittee will identify individuals (parents, students, teachers, alumni) to interview and there will be filming in the classrooms. The plan is to have the finished product by October 15th, prior to registration.
- d. **Discernment** - Susan explained that the School Board reviewed the School Board Guidelines and Strategic Plan at the last meeting. She provided copies to the two discerning members to review ahead of time. The nominees shared their responses to the proposed questions. Both Elizabeth and Tricia accepted positions with the School Board.
- e. **Principal’s Report** –
 - i. **School updates** – Pam reported on the current openings for next year and reported on families that she is talking to regarding enrollment. Also, Pam reported on the interview process for the open Principal position. She is hopeful that there will be a decision by Friday.
 - ii. **Annual Fund update** – Pam reported that two weeks ago the class captains met to review the past year related to the Annual Fund. There will be a final letter in the weekly Julie before the close out of this annual

fund year. They will need to meet to review the chairs/class captains for the next year. Also, they will work on an annual report.

f. Next School Board Meeting – Monday, June 17 @ 6:30 p.m. (CLN)

The meeting adjourned at 8:20 with a closing prayer and sign of peace.