

St. Gabriel the Archangel School Board Meeting Minutes

9/27/22

6:30 - 8:00 p.m.

Members in attendance:

Staff:

- Lara Krill - principal
- Jennifer Schulz - asst. Principal
- Fr. Jason Harris

Members:

- Melissa Miller
- Miranda Oaks-Wantland
- Jamie Owen
- Kate Temple

Non-members:

- Shelly Pierce, Preschool Director invited to address the board
- Rachel Spade - completing observation hours

Opening Prayer provided by Kate Temple.

Question and answer session with Shelly Pierce:

- How does transition to school work? Packets are given to parents from school administration.
- Admission requirements for preschool: 3 and must be potty trained. Complete enrollment application and once accepted will receive an information packet. FACTS is used for finances through the parish office.
- Currently has a waiting list for the 3 year old program. Currently 128 students enrolled but can increase enrollment to

144 depending on age and numbers stated by the state for each age level.

- Concerns for not enrolling? 90% say financial reasons
- Pre-Covid K would read to preschool students but there is currently no interaction between the school and preschool other than graduation that takes place in the gym.
- Preschool is currently in the process of hiring a curriculum specialist.
- Preschool students are included in the parish count for current families.
- Parents are made aware of the tuition assistance program: board and preschool staff were made aware of changes to the application process at this time.
 - The window will be open 10/15-11/30 and awarded on 3/1/23.
 - All information will be in FACTS and is the same process as last year.
 - Next year FACTS is being considered for enrollment.
 - Families need to make the school aware of any enrollment changes by 11/30.
 - FACTS will handle most school needs but Schoology will still be used for grading purposes.
 - Approval to change to mostly FACTS will include school board, parish council, finance and staff.
 - Due to CEF deadlines being moved up from spring the change to FACTS will have to wait until next school year.
 - Parish paperwork required to complete enrollment will be incorporated into FACTS and will still need to be done to complete the enrollment process.
 - CEF changes to be advertised at PTC.

August meeting minutes:

- Questions/clarification from notes:

- Storage space behind the gym may be updated and there is storage currently in the K-wing
- Water bottle answers: Changed for safety with metal and glass, and staff now has the ability to see the liquid.
- Minutes from May 2022 were approved by Miranda and seconded by Melissa. Will be published to the school website.

Parent Survey - Tabled from August 22 meeting

- Admin team desires meaningful feedback.
- Last school-wide survey took place in 2019
- School conducted remote learning survey last year
- Admin hesitant to do teacher specific survey after conferences
- There are questions on how survey data would be used.
- Students will take a survey at the end of the trimesters.
- Current draft of survey questions is very long.
- Some open ended questions are necessary for feedback
- Board members familiar with surveys suggest asking how likely parents are to recommend the school using a 1-10 score since parents are the biggest promoters of the school
- Lower scores 1-4 on recommended would suggest an action plan as we wouldn't want individuals dissuading parents from enrolling.
- Melissa and Miranda will work on access to a blank survey and discuss the program net promoter.
- People agreed that families want to be asked and feel heard.
- This will need to be followed up with more information from Melissa and Miranda.

Meeting norms discussed

- By-laws state chairperson to run meeting
- 6:30 - 8:00
- Begin and end on time

- Agenda items with the ability to table a discussion to the next meeting
- Form for topics of discussion will be sent each month to members.

Principal's Report

School Board By-Laws Review

- Last reviewed in 2018
- We are currently short one member; should be 9 not 8
- Names of those not selected last spring were put into a hat and Miriam Haas was selected. Kate will follow up with her.
- Group clarified the election process and it will continue to be lucky of the draw.
- Election process will be announced at mass and the Trumpet to reach both parish and school families.
- Miriam will fill a 3 year spot serving only 1 remaining year.
- May put out get to know the board member bios in the future.
- School board member training is being established with dates to come.
- Tabled until next meeting is having some newly elected members terms shortened to not have such a large number of new members at one time.

Tabled items for next time:

- SWAT offer by member Chris Johnson
- Further by-laws review and look into Arch Lou having a set by-laws standard. Invite Mary Beth Bowling to help establish responsibilities and to be cohesive to other parishes in the diocese.
- Flow chart with admin responsibility and contact information.

Meeting closed with a prayer by Miranda.



Principal's Report
9/26/22

Mission Statement: *"We educate through the Catholic values of faith, family, tradition, and innovation empowering everyone to soar with possibilities."*

Vision statement:



- Enrollment
 - No change
- Marketing
 - Open House for Prospective families: November 3 from 6-7:30 p.m. (date change)
- Admissions timeline
 - Pre-registration deadline: November 30
 - Pre-registration fee taken out of FACTS (current K-7 families): January 15
 - Tuition assistance window: October 15- November 30
- Master Plan
 - [Ten Year Master Plan](#)
 - Next step: June 2023- 1st floor Nazareth Center (STEM lab/ preschool classrooms)
- Staff Update
 - School Admissions Coordinator: Mrs. Becca Thornton
 - School Communications Coordinator: Mr. Cody Williams
 - Kindergarten assistant: Mrs. Kim Rich
 - 4th grade teacher: Ms. Audry Schaefer
 - School Technology Technician: vacant
- [School Improvement Plan](#)

- Completed Fall MAP session: 9/23/22
- September 23: First Friendly Friday
- Created action plan for PLC
- Cheri Bunch (reading interventionist) started 9/21/22- working with 2nd & 3rd grade
- Exploring online system for enrollment/ registration
- Parent survey ([draft](#))
- Upcoming Dates
 - September 29: Feast of St. Gabriel all-school mass, Eucharistic procession, 1:00 dismissal
 - October 4: Grandparents Day (1st)
 - October 6: Technology Committee
 - October 10-13: Book Fair
 - October 11: Grandparents Day (K)
 - October 13: P-T-S Conferences
 - October 21: Spirit Day
 - October 28: Walk-a-thon

Next meeting: Tuesday, October 25 at 6:30 p.m.