

# Saint Columbkille School Advisory Council

## Meeting Agenda November 3, 2016 7:00 p.m. School Library

**Meeting Called to Order:** 7:05

**Members: Present:** Kristi Priesman, President; Barb Muellner, Vice President; Carrie George, Secretary; Fr. Dave Reeson, Catherine Swinarski, Mike Campie, Jared Hollinger, Mindy Pelton, Wendy Squarcia, Mr. Jim Makey, Principal; Mrs. Brandi Redburn, Assistant Principal; **Guests:** Kelli Krause, HSA Vice President  
**Excused:** Therrel Brown

**Opening Prayer** – Kristi

**New Business (15 minutes)**

- Policy Review: 5033.1; 5034.1; 5036.1; 5038.1 (5 minutes)
  1. Clarification on weapons in schools
  2. Clarification on trained personnel when restraint is required
  3. No objections to proposed administration changes
- Strategic Planning Report CATHOLIC IDENTITY (5 minutes)
  - Update Therrel
    1. Report submitted via email to members (See report following)
    2. Report reviewed and decided to be tabled until next meeting
- Strategic Planning Report STAFFING (5 minutes)
  - Update Carrie
    1. Report reviewed by Council
    2. Proposed goal to increase Education Trust Fund moved to Finance Committee
    3. Further input from Pastoral Council, Finance Council, teachers, and SAC to be sought

**Recurring Business (60 minutes)**

- Goal 1: Service Hours (20 minutes)
  - Update Jared, Mindy, Brandi, and Wendy
    1. Input gained from SAC, additional clarification and revisions to be completed by committee
    2. Goal to implement for 2017-2018 school year
    3. Proposed service hours will be 30 hours, to be tracked by forms to be completed by each family and turned into the office. Office personnel will enter service hours.
    4. Completion of service hours will be requirement for re-enrollment in the following school year.
    5. Conversations will be held when tithing and service hours are not fulfilled.
- Goal 2: School Communication (25 minutes)

**Decided to table until next meeting**

- Increase communication about ways in which to complete service hours
- Enrichment
- Teacher communication (weekly updates, lessons covered, how to help students)
- Leadership (please email out report at least 24 hours prior to meeting) (15)
  - Pastor
    1. No additional information to be added at this time
  - Principal
    1. See report after minutes
  - HSA
    1. Fundraise met goal of \$40,000
    2. Turkey Bingo coming up November 7; looking for volunteers to help and for donations
    3. Christmas Donations for teachers' gift will be collected soon
    4. Restaurant nights: Runza, Tuesday, 11/8; Panera in December 8, must bring flyer
  - Other

None at this time

Adjourn

Next Meeting December 1, 2017

**Closing Prayer** – Wendy

**St. Columbkille 101:** Carrie (November 6)

## **School Advisory Council**

### **Principal's Report**

**11-3-16**

1. Report on Parent-Teacher Conferences
  - a. 97% attendance with additional conferences being scheduled for those who could not attend during conference dates
2. Report on H.S.A. Fundraiser – No school on 11-28
  - a. Goal met!
  - b. Funds appropriated as determined by administration with input from staff and school community
3. Report on Teacher PD
  - a. Teachers training fellow teachers on blended learning
  - b. Teachers looking at literacy assessments to determine instruction and appropriate interventions
  - c. Additional staff development opportunities to be presented to staff
4. Terra Novas completed and mailed
  - a. Additional information about reports available to parents from teachers if requested
  - b. Terra Nova utilized as big picture to help in directing large group decisions and curriculum material
5. Communication update – Parent calendar embedded on website

## **Catholic Identity Committee Report:**

I have contacted several school families who have agreed to work with me to try to implement some of the ideas below. The ideas below are candidly not much beyond the discussion phase but our collective focus as far as working to strengthen the school's Catholic Identity is to work to prepare our students to go into high school with a well-grounded faith, and that they are prepared to live and defend it. The following are ideas that we hope to investigate and where possible work to implement. We understand that some of these goals require the approval of the pastor, the cooperation of the administration and additional research to make sure that they are indeed the right steps for our school.

The following are ideas that we hope to develop over the next year (or so....)

- Catholic themes / music as central part of performances (musical / drama)
- Use of Catholic / Christian music ISO of school athletic events
- Novenas as part of morning prayers – Saint of the Day
- Eucharistic Adoration opportunities
- Increase in Catholic books in the library
- Partnering with Catholic book stores for book fairs vice Scholastic Books
- An apologetics / debate club
- Introduction of Catholic Curriculum materials into all grades – particularly in History & Science
- Adoption of the Catholic Curriculum Standards (released by the USCCB Committee on Catholic Education) for our school, particularly in the area of the selection of educational materials and textbooks.
- Adoption of the National Catholic Education Association's Assessment of Children/Youth Religious Education exam as an assessment tool for student knowledge as well as beliefs, attitudes, practices and perceptions of the Catholic faith (5<sup>th</sup> & 8<sup>th</sup> Grade)

Our focus is on keeping our kids Catholic; too many young adults leave their faith between H.S. and College, we need to look for ways to give them reason to remain.

## Strategic Planning Goals

### St. Columbkille Strategic Plan 2015

#### Area of Focus: Staffing

| Goal   | Who will be leading                       | Who will be involved   | What is the plan to monitor progress                     | Acceptable Evidence of Success  | Estimated Time  | Is there a cost? Suggested revenue stream  |
|--|---|--|--|---|---|--|
| 1.) Training for Teacher Aides to be able to provide more assistance in supporting the teaching staff to deliver the best education as possible. | Administration S.A.C., Possibly Teachers  | Administration, possible 3 <sup>rd</sup> party consultants, teachers, administration, possibly Jackie Bode-Steinke (she volunteered) | Solicit Feedback from Teachers, Aides and Administration | Additional duties able to be performed by the aides based on training given | Can be implemented ASAP whenever an action plan (who will provide training) is put into place | Possible cost if using outside consultant. Also will have to pay aides for the required training/time commitment<br>No Revenue   |
| 2.) Addition of Literacy or Reading Interventionist  | Administration, Pastor, Finance Committee | Administration, Pastor, Finance Committee  | Hire versus no-hire at this point!                       | NA  | Dependant on funding & approval as well as search time for the candidate (TBD)                | Yes, additional cost for salary + benefits<br><br>Possible Revenue: May attract other Catholic families to enroll at STC if they know STC offers some the same specialized resources as Papillion-LaVista, Ralston |

|   |   |   |   |   |  |  |
|---|---|---|---|---|--|--|
|   |   |   |   |   |  | and other local area schools   |
| 3.) Retention & Attracting new teachers   | Administration, Pastor, Finance Committee | Administration, Pastor, Finance Committee (Teachers, Aides and Support Staff could assist with providing positive feedback on the working environment, education excellence & Catholic Identity of STC) | Attrition rates<br>New Hires versus loss of existing staff to other schools.<br>Teacher feedback during exit interviews to determine reasons for leaving STC. | Reduction of attrition related to salary and total compensation packages at other schools.              | Yearly reviews of STC salaries + benefits versus public schools and other Catholic or private schools.<br><br>Reviews can be implemented immediately.<br><br>Addition of staff dependent on various factors. | Cost will be involved if increasing salary + benefits to be more competitive with other schools.<br>(Goal is to increase salary of STC to be at 90% of Papillon-LaVista teacher salaries)<br><br>No Revenue projected. |
| 4.) Keep current on job descriptions for teachers and aides per Administration and state education guidelines | Administration                            | Administration  | Research from similar schools   | Teachers' input and clarity of revised job descriptions.<br><br>Teacher evaluations from Administration | ASAP.  | Should be no cost or revenue stream.   |

## November 2016 Update on Goals

- 1.) Training for Teacher Aides to be able to provide more assistance in supporting the teaching staff to deliver the best education as possible.
  - a. New Teacher Aide Checklist completed upon hiring to increase consistency in training and job skills/responsibilities
  - b. Increased orientation to increase consistency in practice
    - Possible new goal – Increase teacher aide time assisting teachers in instructional support
- 2.) Addition of Literacy or Reading Interventionist
  - a. Suggest removing goal due to the implementation of literacy intervention strategies that can be implemented or monitored by classroom teacher(s)
    - Leveled Literacy Intervention (LLI)
    - Start In
    - Barton
  - b. Possibly update to include teacher(s) with training in the intervention strategies training fellow teachers and teacher aides to increase the use of the strategies in the school.
- 3.) Retention & Attracting new teachers
  - a. Continue to work to obtain within 90% of PLCS salary, as this aligns with Archdiocesan policy 4011, as well as previous successful increase to 85% of PLCS salary (Goal is to achieve this within 5 years.)
  - b. Administration continues to review feedback from exit interviews to improve hiring and retention practices
    - Administration to provide information to Finance Council to justify the need to obtain the 90% salary.
  - c. Look at possible new goal of to encourage continuing education incentives for teachers
- 4.) Keep current on job descriptions for teachers and aides per Administration and state education guidelines
  - a. Job descriptions are reviewed annually by administration
  - b. Maintain goal

**5.) PROPOSED NEW GOAL** Continuing education mandates and incentives for teachers

- a. Current practice allows teachers to move horizontally across pay scale for every nine hours of continuing education classes successfully completed
- b. Can be incorporated into current practice of teachers developing a professional learning goal
- c. **Rational:** Aligns with and supports retention goal, salary increase goal, Archdiocesan Academic Excellence
- d. **Actions:** Survey staff; discussion with Pastoral Council; develop guidelines in staff handbook

**6.) PROPOSED NEW GOAL** Grow Educational Trust Fund to \$10,000,000 (Move to Finance Goal)

- a. **Rational:** Educational Trust Fund can possibly support retention of teachers and increasing salary with 90% of PLCS by allocating funds appropriately to offset the cost of instructional material/equipment, building maintenance/repairs, and other operation costs
- b. **Actions:** Propose to Pastoral Council and Finance Council

Additional actions for current and proposed goals include:

- Teacher survey for input on current and proposed goals, as well as suggestions for possible new goals
- Ask previous committee members for suggestions of possible new goals and input on previous goals
- Seek out parent support to assist with goals