

St. James Education Commission

November 2009

Committee Reports

STAFF REPORT – ALICE SEXTON

1. Heartwood Attribute of Love was introduced by Junior High teams last week. This will carry us through December.
2. Parent conferences were held during two afternoon/evening sessions last week. PTO volunteers and Administration each provided a welcomed dinner break during these sessions.
3. Teachers continue to work very, very hard to meet the needs of the students and the demands of the curriculum; to communicate with parents and to meet their needs as well; to embrace the changes in technology; and to comply with state mandates and school policies that are part of the job.

ADMINISTRATION REPORT – DONNA BEEBE

I. Recap of the Month

- Five teachers & Miss Beebe attended OCEA
- Teacher of the Year Announced – Mrs. Ann Crase
- Meetings held with Science Lab Committee
- Meetings held with Walk-A-Thon Committee
 - Mrs. Teresa Mouch, Mrs. Renee Barnett, Mrs. Katie Miller, Mrs. Diane Hergenrother
- Meetings held with Graduation Committee
 - Chairpersons: Mrs. Karen Dangel & Mrs. Sandy Weiskittel
- Early Release Day: October 29th
 - Joy conducted Prayer Service for Staff
 - School provided luncheon for teachers
 - Remaining time utilized for End of Quarter Records
- Halloween Parade and Parties
- Art Fair – K, 2, 4, 6, & 8
 - Well attended
 - Next Art Fair will be during Open House in School Cafeteria – watch for details
- Wellness screenings – for employees provided by Anthem

- Report Cards distributed
- Conference Requests
 - K-6 on paper
 - 7-8 on-line via Pickatime.com
 - Piloted with 2 grade levels; system worked well; relatively easy to use
 - Determining disadvantages of system and deciding how/if it will be used for future events
- Crystal Clear Science – K-4
 - Mrs. Sheri Schraivogel did a fabulous job coordinating volunteers & organizing event.
 - Students enjoyed activities and presentations on Fitness=Fun!
- Book Fair
 - New Location Rooms 10 & 11; allowed library to remain open
 - Mrs. Gina Schrand & Mrs. Tracey Grafe chairpersons
 - Amazing job coordinating volunteers and organizing all aspects of the fair
- Parent Teacher Conferences
 - Two evenings – Tuesday and Thursday
 - Positive: more evening appointments for working parents
 - Disadvantage: very tired teachers on Friday
 - Dinners for teachers provided by PTO and School
- Junior High Awards Assembly
 - New combined format
 - Had opportunity to address Junior High students and comment on their successes
 - New Panther Pride Award – Junior High only – No marks for entire quarter
- Ronald McDonald Assembly
 - In honor of collecting 1 Million Pop Tops for Ronald McDonald House
 - Last Friday, November 13th
 - Channel 9 & 19 were here
 - Leadership Council students helped to coordinate and organize assembly
 - Jack Jung emceed – did fantastic job!
- Grade 7 Archdiocesan Writing Samples – currently underway
- Fox 19 “Cool School”
 - Filming this Wednesday (11/18) afternoon and Thursday (11/19) morning
 - Watch for live feed Thursday morning between 8:15 & 8:45
- First Annual Kindergarten Thanksgiving Program
 - Scheduled for November 18th
 - School & Evening performances

II. Current Projects

- Catholic Schools Week – Organization and planning
- Open House – Planning underway
 - January 31, 2010
 - 11:00 A.M. – 2:00 P.M.
- Science Lab Committee – Ongoing

- Auxiliary Services – Continue reorganization of procedures and responsibilities
- Graduation Preparations – Ongoing
- Walk-A-Thon Preparations - Ongoing

RELIGIOUS EDUCATION REPORT – JOY GEMPERLINE

1. The Saints Prayer Service went very well.
2. There is special binder called the Book of Remembrance on the prayer table in the Panther Pit listing all of the names of the beloved dead. This is a good way for the students to hold in prayer all who have died.
3. The 2nd confirmation meeting on stewardship went very well. The 7th graders seemed interested in the ministries that were discussed.
4. The Thanksgiving prayer service will be held on November 24. The 5th graders will be leading the singing.
5. First Reconciliation will occur as part of the Parish Advent Reconciliation Services on November 30 and December 2.
6. Advent begins on November 29. Our symbol for the classroom will be an angel and our theme is “We too are messengers of the news of Jesus”.

MARKETING REPORT – JEFF FULMER

Recent Marketing Tasks Completed

- Note to parents of all new students included in the first quarter report card
- Million Pop Tabs event with Ronald McDonald and media coverage last Friday
- Saint James as a “Cool School” on Channel 19 earlier today
- Updates to our school website, including the posting of staff emails
- \$10,000 grant for the Science Lab with \$15,000 additional challenge grant

Current or Upcoming Projects

- School ad is being developed by volunteer parent
- Planning for Open House
- Science Lab Fundraising and Marketing
- Assembling a marketing committee

ACADEMIC TRENDS REPORT – KAREN DAY

1. First order of business was a discussion of the Enrichment Survey. We all agreed that we have a great start and that we can finish the survey via email before the next EC meeting. Karen will put the survey out in a Word document to all via email. We also discussed the format of the survey. Steffenie will resend us the Spanish Data so that we can review the format of that data. Based upon that review, Steffenie and Donna will let the committee know if we will give the survey through the Edline survey feature or through Karen’s resource. In order to get the process moving for the winter session,

Katie and Gina have agreed to work with Kim. Karen will connect them all outside of the regular EC meeting.

2. We all agreed that Service Learning is a wonderful integration into the curriculum. However, based upon the administration's knowledge of what can be handled in the near future, we have agreed to simply collect resources and data for future use. Karen reiterated that Service Learning is best integrated in a slow process – ideally with one or a small group of committed teachers at a time. She added that it may be possible to convert some of STJ's current service projects into service learning. For example, have a reverse bake sale where students bring in baked goods to donate to an organization and then create a writing prompt (in conjunction with the writing OCSAA goal) to pair with it.
3. Our last topic for the night was discussing the After School Spanish Program. Karen reiterated the importance of following through on this since it was community generated. It was agreed that we would all review the data that Steffenie was sending out. Contact would be made again with the company that Kim called over the summer. Kathy found the name – Cincinnati Spanish Academy – and Karen will contact them. Gina will contact the teacher at St. I's and possibly set up a breakfast/lunch to share details. Steve Bleh will contact St. Bernard's since they seem to have an active program. We will discuss all of the information at the next meeting or on the Wikispace!
4. We still have not discussed the following topics:
 - foreign language/culture
 - Technology (The administration has indicated this is a priority.)

Agenda for next meeting (Religious and Academic Trends portion):

1. Enrichment Survey
2. Spanish After-School Program
3. Technology

FINANCIAL TRENDS REPORT – TOM SCHMIDT

Launch of Nissan Raffle on target for November 27th. Items at or nearing completion:

1. Mailer to Parish – At printer, will be mailed week of November 30.
2. Sign for School - Approved and will be placed November 27. Cars from Nissan to be in front of school over holiday weekend.
3. Website – completion slated by November 2th. Training on ecommerce and tracking next week. Will be using web search technology for broader non parish exposure.
4. School and Parish involvement – presenting to various church groups. Will be working to gain broader exposure through school website as well.
5. Community Business involvement – will be approaching various businesses for ability to promote the raffle through window signs, etc.

Goal to have 400 tickets sold by February 19. Get your tickets soon!

PTO REPORT – KELLI BUTTELWERTH

Fall Fundraiser (Gift wrap/cookie dough) totals are in and we are pleased to report that we raised \$14,000 for St. James School.

Entertainment Book Sale was officially to end on November 3rd, but families are still turning the books/money in to school. At this point we have raised about \$7000. We are extremely happy with the success of this sale considering, the economy and the recent gift wrap sale.

Discussion of how we are going to spend the funds we have raised is been in progress. First and foremost on the table is a new playground for the children. The present playground has several non-functioning parts and the tubular slide is constantly being vandalized. We are hoping to get a committee of people together to start discussion and research into a new playground. This will be a huge project, so the more help we have the faster we can get the ball rolling. Secondly, as requested by the administration, any remaining funds could possibly go towards the new science lab. Please check out this week's Panther Prints to see where some of our money has been spent.

The Rummage Sale was successful and raised \$1220. The remaining items were donated to Fay Apartments and St. Vincent DePaul.

The PTO Website has been up and running for several weeks and looks great! Please check it out if you haven't already. Simply go to the St. James School Website and click on PTO. Huge THANK YOUS go out to Vicki Linnahan, Donna and Steffenie for making this happen.

The 4th grade study skills seminar was highly attended and very successful.

New "Procedures and Policies for Submission of Content to PTO Panther Prints" and "Procedures and Policies for Submission of Content to the PTO Pages of the Saint James Website" were written up and voted on at the November meeting. These documents can be found on the PTO pages of the website.

Our next meeting will not be until January.