



Queen of All Saints School Board March 22, 2021 Meeting Minutes

Members in Attendance:

- Fr. Hambrough Amy Bush
- Jacob Braun Bob Schillinger
- Gayle Millburg Gabe Kiley
- Amy Voegtli Jen Eiler
- Kelly Picha Kelly Deen
- Mike Seppi Nicole Farris
- Jen Shaughnessy Mark Riley

I. Prayer

II. Minutes from the January 11th meeting approved.

III. New Principal Introduced: Mrs. Bethany Beumer

IV. Agenda

- Change in calendar for 2021-2022 school year :
 - August 18th start day.
 - Christmas Break is a full 2 weeks.
- Technology Plan-Presented by Mark Riley
 - Updated 1/19/21

Statement of Purpose:

The goal of this technology plan is to ensure that Queen of All Saints will be able to achieve and maintain a 21st Century classroom environment.

Where we are now:

- Teacher Laptops
 - With the purchase of 30 teacher laptops last year, we are well positioned. These came with 3 years of accidental damage protection, and with proper care should last up to 5 years(till Jan. 2024)
- Computer Lab
 - Purchased in 2015, these 27 computers are holding up quite well, but are showing their age. In the future, these should be replaced with laptops for ease of maintenance and increased flexibility.
 - A central management system should be put in place to help manage both the Lab and Staff computers.
- Student Computers
 - 1:1 Chromebooks for the middle school have largely been a success. Our purchase of GoGuardian to monitor the Student Chromebooks is good through August 2023.
 - The 5th grade computer cart was recently upgraded to 25 Chromebooks with 4 year accidental damage protection. This will keep them operational until the 2023-2024 school year before they need to be re-purchased.
 - The purchase of a 4th grade Chromebook cart is in progress.
- iPads
 - Each grade school classroom is equipped with 6 iPads with an additional 19 stored in the iPad cart. There is widespread desire in the grade school to purchase more iPads for use in the classroom. Our current goal is one iPad



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cart per grade level. By replacing iPads with Chromebooks in 4th grade and moving iPads to K-3, we are able to achieve this.

- For ease of managing the iPads, an Apple computer should be purchased so that they can be better managed through Apple configurator. Additionally, either a sync cart or strip should be purchased so that multiple iPads can be configured at once.
- Projectors/TV's
 - Overall, our projectors are in good shape, with majority being purchased in 2015-2016. On average, 2 projectors need to be replaced each year. This trend should continue for the foreseeable future as we gradually replace older projectors.
 - Wireless dongles have been attached to all of the projectors so that teachers can project wirelessly.
 - Several TV's have been purchased recently for use in the office, science lab, old library, Mrs. Bruner's room and Mrs. Voegtli's office.
- Network
 - With the purchase of managed switches, the backbone of our network is sound. However, as we continue to add devices, we will need to purchase more access points or upgrade our existing access points to high density versions. Additionally, we should upgrade our connection to 1GB or more to help handle the increase traffic.
- Finance Council approved purchase of the following at the January 25, 2021 meeting: MacBook Air- \$899.00 and High Density Router-\$349.00.
- **5 Year Plan:**
 - 2020-2021: purchase additional iPads to expand their availability to the grade school classrooms.
 - 2021-2022: replace Computer Lab computers with Laptops (this can be pushed back in favor of iPads). Begin replacing older iPads.
 - 2022-2023: Begin replacing Teacher Laptops. Continue replacing older iPads as needed.
 - 2023-2024: Replace 5th grade Chromebooks. Finish replacing Teacher Laptops.
 - 2024-2025: Look into replacing/upgrading network equipment. Replace 4th grade Chromebooks (if needed).
- Gradual & Fast Plans were viewed in regards to moving to 1:1. Gradual would mean we would be 1:1 in 2-3 years depending on what we replace.
- There appears to be a need to go with Fast Plan for 1:1. Curriculum resources provide online components that supplement the curriculum
- Suggested that a Technology Needs Survey be given to teachers to determine the need and purpose.
- Suggested that a committee of teachers be formed to plan technology needs for future.
- Concerns with there only be 1 Chromebook cart for 2021-2022 4th grade class because that grade will have 3 classrooms. Is another cart needed for that large class? Currently there is 1 cart per each grade of 2 classrooms.
- Title & Cares Act
 - Gayle shared with the Board our expenditures to date.



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- Classroom Placements
 - Moving Art and Spanish/Computer Lab upstairs
 - The 3, 4th grade, classrooms will be downstairs.
 - Music moving to Old Library
 - Movement of PK classrooms

- Staff Changes
 - We will have openings in PK4, 3, 4, 5, and Middle School Science. Mrs. Beumer (new Principal) will be involved in the hiring process.
 - Patrick Madigan is resigning.
 - Kim Depke is resigning.
 - Mary Ashelin is retiring.
 - Kim Dahlheimer is moving to 2nd grade.
 - Anne Mattson is moving to Middle School ELA.
 - Marie Scher is moving to 5th-8th Reading Specialist 3 days a week.
 - Brooke Kurt is moving to K-4 Reading Specialist 5 days a week.
 - Amy Voegtli is moving to 2.5 days a week as a Learning Consultant:
 - Amy will continue to handle SPED/IEP meetings and documentation.
 - Accommodations for students will be primarily handled by Amy with support by Marie Scher and Brooke Kurt.
 - Amy will continue to track student data in reading and math to be analyzed and shared with teachers.
 - BER professional training is being provided to all teachers of Math K-8 on June 1st on Guided Math instruction. Amy will oversee the implementation of Guided Math instruction in the classrooms. Will there be a need for a Math Interventionist?
 - Who will run PLCs? Need to discuss with Mrs. Beumer.
 - It was asked by the Board about Amy's other responsibilities and who that would fall upon since she is moving to 2.5 days a week.

- Curriculum Adoption Plan: 2018/2021(Core Subjects)
 - The following is an overview of the curriculum implementation that has occurred at QAS between the fall 2018 and spring 2021 as well as the continuation of established resources necessary to provide quality instruction at QAS.
 - English Language Arts
 - Phonemic Awareness: PreK-2nd Grade Adopted: Heggerty Curriculum. 2nd grade is intervention only.
 - Phonics: 2nd Grade Piloted Wilson Reading Foundations Curriculum(to be adopted K-3 Fall 2021).
 - Vocabulary, Fluency, & Comprehension: Sadlier Vocabulary Workbook, Guided Reading Library, Wonders Reading Series, 4th-8th Literature Circles/Studies, 6th-8th Online Sadlier Vocab
 - Writing/Grammar: Guided Writing, 4-Square Writing Method for Organization, Mentor Sentences, *Chart Sense* by Rozlyn Linder, *The Writing Strategies Book* by Jennifer Servallo, Daily Journals, Sadlier Grammar Workbook, 6th-8th No Red Ink online program.
 - Next Steps ELA 2021-2022: Continue purchasing and supporting current resources. K-3 adopt Wilson Foundations for Phonics Instruction. Pilot a program for K-5 to address Vocabulary, Fluency, and Comprehension.



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- Mathematics
 - 1st-6th Progress in Mathematics Sadlier-Oxford textbooks and workbooks, teacher created materials.
 - 7th-8th Pre-Algebra and Algebra McGraw Hill Textbook with online component.
 - All teachers studied in 2019/20: *Mathematical Mindset* by JO Boaler and *The Growth Mindset Coach*(Brock-Hundley)
 - K-4 Guided Math Instruction
 - K-8 Teacher Created Materials
 - Next Steps Math 2021-2022: June 1, 2021 Professional Development provided by Bureau of Educational Research on Guided Math Instruction for all K-8 Math teachers.
- Science
 - KG-Scholastic(online and paper) weekly Science Spin.
 - 1st-8th A combination of Science Text Books by Macmillian/McGraw-Hill
 - Studies Weekly Science magazine with online component(optional)
 - Teacher created materials.
- Social Studies
 - KG-Scholastic Weekly News Paper(with online component)
 - Teacher made resources
 - 1st-8th Social Studies Houghton Mifflin Textbook
 - 1st-8th(optional) Studies Weekly or Scholastic Weekly Newspaper(with online component)
- Religion
 - KG-8th Credo I Believe Faith and Life Series by Ignatius Press-Book and Workbook
 - Religion Journals
- Expectations: Teachers are required to design and deliver lessons that ensure that students meet the standards articulated in the Archdiocesan Curriculum Framework. The school's goal is to provide teachers with the necessary curricular tools and resources to implement a quality education to students while giving teachers the flexibility to use their expertise and ingenuity to meet these requirements. The parish and administration , in collaboration with the teaching staff are required to:
 - Maintain the integrity of and fidelity to curricular expectations.
 - Research and review current and developing resources.
 - Establish funding sources that support defined needs.
 - Provide professional development.
- Open House/Catholic Schools Week Review
 - Appointments were a great idea! Felt more personable and worked out really well.
 - We continued with 8th graders speak at every mass, sending out postcards to invite perspective families, Social Media postings week leading up to Open House, sent Thank You email to families that toured, Ambassadors and Board members gave tours.
 - We had a great turn out. More perspective elementary and middle school students toured than in previous years.
- Marketing



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- Is there a need for a committee? Could consist of 2-3 volunteers.
- Suggested to send out request for volunteers who may have a background/experience with Marketing. Lead person would attend Board meetings to give updates.
- Suggested that a calendar be created to note when Marketing needs take place: yard signs, Social Media posts, contacting preschool families/sports families, Open House Tours, contacting new families to get feedback, Website posts, post cards to announce Open House and invite families to tour.
- Kelly was going to reach out to Abby Yancy to find out what was previously done with Marketing.

- Process of Admitting New Students to QAS
 - Typically, the process for new students transferring into Queen in any grade is to gather records from their previous school and determine the reason they want to transfer to Queen. We reach out informally to see if anyone knows them and can speak for them. We often reach out to the previous school to inform them of the request and to see if there are any insights they can share with us that are important in our decision to accept the student(s).
 - When a new family contacts QAS to consider enrolling their children(s), information is gathered about the new family and their child(ren). This includes:
 - The reason(s) the family is seeking enrollment at QAS.
 - Where the family is coming from.
 - Records are obtained from the child's previous school.
 - QAS staff reach out to determine if anyone knows about the family. This may include staff members, QAS families that the new family indicates they know, school personal from the previous school, etc.
 - Information and records are reviewed for outstanding qualities, needs or concerns that affect QAS or for which QAS will need to be aware of in order to provide services. Key QAS staff review records and information from parents to determine if QAS can provide the services needed to make QAS a good placement for both the family and the school.
 - Follow Up:
 - Office connects with the family to provide registration and tuition information.
 - Classroom placement is determined and key personnel are notified.
 - Principal reaches out to the family to welcome them to QAS and let them know the name of their child(ren)s teacher(s). Principal emails new family: [Link to the Parent/Student Handbook](#). [Link to the school website](#) with directions on how to access teacher name and supply list.
 - Teacher connects with the family to provide contact information and information about the grade level and classroom expectations.
 - Office provides additional assistance as needed.
 - Office notifies Rectory Office of new family.



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- Continue to hear student confessions and should be completed by Holy Week.
- Bring back First Friday Holy Hour: students will spend time praying before the Blessed Sacrament.
- April 17th First Communion. 2 masses split alphabetically.
- April 26th Confirmation. 74 students, so due to space and numbers we have been approved to hold this at the New Cathedral.
- May Crowning: 2nd and 8th graders will attend mass in Church and everyone else Virtually. Proceed to crown statue of Mary outside of gym.

VI. Home & School Update

- Father/Son Ice Skating Saturday, March 27th.
- Looking into a Mother/Daughter activity in May.
- Parents voted to use fundraising money to go towards updating classrooms.
- Many volunteered to help with updating classrooms this summer and move furniture!
- Olympic Day is a possibility in May.
- Fun Run May 6-7.

VII. Follow-Up Items

- Nothing to note.

VIII. New Items/Discussion/Questions

- Nothing to note.

IX. Reminders:

- Next School Board Meeting April 19, 2021.

X. Closing Prayer