

**November 27, 2018**  
**BOTCE MEETING**  
**MINUTES**

**I. BOTCE Voting Members in Attendance:** Michelle Hickey, Emily Hanna, Kathy Carnes, Christian Keneipp, Brian Hicks, Laura Ryan, Kerry Knollman.

**BOTCE Non-Voting Members in Attendance:** Jill Lonnemann, Betsy Greenwell

**II. Opening Prayer:** Given by Emily Hanna

**III. Review/Approval of Last meeting's minutes:** The October 25, 2018 minutes were presented. Michelle Hickey moved to approve. Christian Keneipp seconded the motion. The Motion passed.

**IV. Principal's Report:**

Ms. Lonnemann gave her report.

- She discussed the successful grandparent's day.
- Red ribbon week was held to discuss anti-drug and anti-bullying.
- The school surveyed mass attendance already once and will do so again.
- Veterans Day memorial was held and it was very moving for the students. Respect for flag and veterans were stressed. After this event the school brought in a West Point student spoke who about honor and respect.
- Two parent universities were scheduled. Teachers taught parents grade 5-8 different math and reading strategies.
- Parent teacher conferences went well.
- Betsy Greenwell included some more information about the school theme....our goal is to teach the kids how to self-assess for real life. We want them to know they are shaped to be wonderful, they are good. They stress that we are all different and all have different gifts.
- The school is hoping to implement a new testing system called Terrace Metrix. The testing has 8 components that will help identify strength and weaknesses of students looking at issues dealing with mental health. The hope is the test will provide resources for students and parents once the test is taken.

**V. Committee Reports**

- a. **Public Relations:** No report.
- b. **Religious Education:** Chris Newman emailed her report to Emily Hanna. First reconciliation had 99 second graders and they did the safe environment training for the grades 1-3 PSR students on November 12.

- c. **Safety:** The key fabs are being put in this week. The cameras will take some more time to finish up. Over Christmas break more will be completed. We discussed as a group about the trainings which take place all year long in regards to fires, evacuations, and active shooter etc. They are looking at a new app that may help with drills.
- d. **Strategic Planning:**
- We discussed further our main goal on to examine and plan how the school can grow responsibly. Specifically, how we can sustain the growth we have recently seen with the facilities, staff, classrooms etc. we currently have.
  - Mrs. Lonnemann asked Father about utilizing a company that can look at our current space to see how we can better use it. Father is willing to consider this. Emily stated that we may need an RFP because it could be expensive.
  - The teachers were told that there would be an informal survey conducted through BOTCE regarding the current issues they are facing with this growth.
  - Average tenure of teacher at school is 9 years. Our tuition currently covers only a percentage of what is needed to cover the costs.
  - Our next phase is that we need to formulate a survey. BOTCE members need to send questions to Emily that could be included in the survey. Not leading questions, hopefully not yes/no questions, but logistical questions, academic questions, discussion about class size etc. We also discussed the possibility of having this survey every so often to check the teacher's views on the matter. Maybe we add this requirement in the BOTCE by-laws.
- e. **Technology:** No report.

VI. **Old Business:** None.

VII. **New Business:** None.

VIII. **Executive Session:** No Executive Session needed.

IX. Michele Hickey made a motion to adjourn, seconded by Christian Keneipp.