

# St. Paul the Apostle School Board Meeting Minutes

Meeting held: February 23, 2010 [www.stpaul-school.org](http://www.stpaul-school.org)

**Present:** Lori Salva, Jeff Potter, Dale Manske, Lisa Gutting, Greg Lauria, Bridget Mull  
Todd Mellema, Celine Terranova, Jen Brom

**Guests:** Kris Russo, Melissa Klunejko

**I. Meeting opened with prayer.**

**II. Agenda reviewed and approved.**

**III. Opening Remarks - Jeff Potter**

- A. St. Paul Policies Update: Lori and Jeff have determined St. Paul needs to draft the following two new policies to match with diocesan policies: 1) Wellness Policy and 2) Money Handling Procedure/Policy. They will bring the new policies to the Board for approval next month.
- B. New Student Tuition Incentive Program: A motion was made to offer the new family referral incentive policy again for the 2010-11 school year. The motion was seconded (ACTION ITEM).
- C. Open School Board positions: Per current St. Paul policy, the 3 open board positions will be selected through an impartial means at the May Board meeting. All interested candidates must be a parishioner and at least 18 years of age. Candidates must submit a brief application letter by April 30<sup>th</sup>. Any current Board members who have served only one term are also eligible to put their name back into the selection process. School Board Officers will be selected at the June Board Meeting for the following school year (2010-11).
- D. Town Hall Meeting: Will be held on Tuesday, March 2 at 7:00 pm in the Church. Announcement will be placed in the school newsletter. Two \$50 tuition vouchers will be drawn after the meeting and a jean day will be allowed for students whose parent(s) attend the meeting.

**IV. Principal's Report – Lori Salva**

- A. **Make-Up Days** – Due to the number of snow days used this year, St. Paul will make up one full day of school by taking away the ½ day scheduled for Friday, before Memorial Weekend and also have a full day on the last day of school in June instead of a half day.
- B. **Registration Packets:** Lori is working on finalizing the information for the packets this week and will have them available at the Town Hall Meeting. The tuition contract reflects a 3% increase in tuition and a \$5 increase in the Milk Fee. New to the packets: Volunteer Background Check form to be completed by all parents who want to volunteer in the building or for field trips, and a Diocesan Form stating our parents have read and will uphold the Standards of Ministerial Behavior as found on the Diocesan website. Lori also added in the Declaration of Responsibility the statement “records will not be released to another school until tuition is paid in full.”
- C. **School Calendar:** Calendar for the 2010-11 school year was distributed to principals and was handed out to Board members. School will begin on August 31<sup>st</sup> (before Labor Day) and will end on June 10<sup>th</sup>. Spring Break will be the first full week of April. The only changes to the calendar will be in the event of snow days over those allowed requiring make-up days.
- D. **Teacher In-Service:** St. Paul teachers attended an in-service day reviewing grade-level assessments on Monday, February 22 at the Cathedral Square and Catholic Central High School. A catechetical in-service day is also scheduled for March on Catholic Identity.

**E. Crisis Manual:** The St. Paul Crisis Manual has been completely re-done. Each teacher has a copy for their classroom. Thanks to Barb Kopfensteiner who reformatted the manual and Celine Terranova who brought it to the printer.

**F. School Improvement:** St. Paul was re-accredited last spring and was given a report from the visiting team listing concerns that needed to be addressed within a 7-year period. Our School Improvement Team consists of three teachers, Kathleen Lowing, Joanne Hoolsema, and Donna Couture. Kris Russo will serve as the Parent Representative. They will meet once a month to begin addressing any of the concerns determined during the site visit and listed on the report.

**G. Reconciliation:** Will be offered to all students in grades 3-8 this week and next week.

**H. Stations of the Cross:** Held each Friday during lent at 2:10 pm for students in K-8<sup>th</sup> grades.

## V. **Teacher Update** – Melissa Klunejko

A few highlights of the many school activities happening during February:

- Pre-School and Kindergarten are going on a Field Trip to see Ferdinand the Bull.
- First Grade will be going to see Peter Pan at East Grand Rapids along with the 4<sup>th</sup> grade. Some of our St. Paul students are performing in the play.
- Second graders are preparing for First Communion. They are also going to a play (Little House) at East Grand Rapids and some of the 2<sup>nd</sup> graders are performing in the play.
- Third graders are holding an all-school recycling contest for used CD's and DVD's for Kent County Access.
- Fourth Grade is preparing for Songfest and working on their Flat Stanley projects.
- Fifth Grade is making rosaries out of magazine beads to be donated for their Lenten Project.
- Junior High students (grades 6-8<sup>th</sup>) presented their production of "Honk" during Catholic Schools Week. They are also working on their Education Fair Projects.
- School-Wide – Students enjoyed the many activities held during Catholic Schools Week and had fun making class flags and masks for this year's SPAuction.

## VI. **Committee Reports**

### A. **Finance** - Dale Manske

Budget: Dale presented the Board with the Budget for the 2010-11 school year. The budget is based on tentative enrollment of 210 students and indicates a 3% tuition increase and no increase in teacher salaries. Approximately \$40,000 from fundraising reserves (SPAuction, Magazine Sale, etc) is being utilized in the budget for next year. Dale noted that the budget has built in a "buffer" of ten students and will still be balanced with enrollment of 200 students. A motion was made and seconded to approve the budget for 2010-11 school year (ACTION ITEM). The budget was previously approved by the Finance Committee. In the event enrollment does not meet the expected 200-210 students, future budget adjustments may be necessary.

### B. **Marketing** – Todd Mellema

Todd reported on the following marketing items:

- 1) Website Optimization: Todd passed out the trends and statistics for the St. Paul website and discussed the various ways we are optimizing the website "traffic" through purchasing key ad-words to bring more users to our site, especially those looking for Pre-Schools in our area.

- 2) Marketing Folders – final design work is done and they will be printed in the near future.
- 3) Signage – The LED sign for the front of church (near the street) will be installed very soon. The Grand Rapids city zoning has approved the permit for the installation.

**C. School Enhancement Committee – Celine Terranova**

- 1) Town Hall Meeting – Celine will be making a brief presentation on the various school improvements including the new display case in the church narthex, recruitment folders, and the parent to parent and student ambassador programs. Flyer will be created for the newsletter.
- 2) Parent Volunteer Hours – discussion regarding the playground/crossing guard fee of \$50 versus using mandatory volunteer hours in other areas since many people work and cannot be here during the day. Celine will investigate how other schools cover playground duty or if they require a certain number of volunteer service hours. This will be presented to the Board for review in September to determine if changes will be made next year to our current procedure.

**D. Fundraising and Grants – Greg Lauria**

SPAuction 2010 – Final numbers are still being determined, but tentative proceeds from the auction appears to be between \$50,000-55,000. In addition, \$12,000 was raised in the “Reverse Auction” and will be used toward purchasing Interactive White Boards (Smart Boards) for various classrooms. All proceeds of the SPAuction will go to the general school budget again this year. Many thanks to the Harmon’s and the Puglessi’s for their efforts in chairing the event, and for the many other volunteers who helped make the auction a success. Greg emphasized that it is important to have volunteers step up now to chair the event for next year!

Grants- Sam Ramos was not able to attend the meeting and will discuss next month.

**VII. Open Discussion**

- 1) **Town Hall Meeting** – Board members planning on presenting information at the THM will get together over the weekend to discuss the agenda. Celine will create a flyer about the meeting for the Halls of St. Paul.
- 2) **Board Meeting Change** – Due to the 4<sup>th</sup> Grade Songfest scheduled for March 16<sup>th</sup>, Jeff suggested we consider changing the meeting to a different day in March. Jeff will email the Board to determine what day would work out best and will schedule accordingly.

**Meeting Adjourned.**

**Next Regular Meeting: TBD, tentative the week of March 15, 2010**

Respectfully submitted,

Lisa Gutting, Secretary