

# **St. Paul the Apostle School Board Meeting Minutes**

Meeting held: January 20, 2009 [www.stpaul-school.org](http://www.stpaul-school.org)

**Present:** Julie Palmer, Dan Springer, Dale Manske, Lisa Gutting, Laurie Daum, Jim Rabaut, Jeff Potter, Bridget Mull, Todd Mellema (late arrival)

**Visitors:** Denise Pavey, Loretta Armock, Kathleen Lowing, Kris Russo, Bob Young

**I. Meeting opened with prayer.**

**II. Agenda reviewed and approved.**

**III. Adjustment to November 2008 Minutes:** The Board discussed making an adjustment to the Finance Committee Report in the November School Board Minutes. The minutes stated “Potentially \$10,000 of the SPAuction proceeds will be used to fund a librarian for second semester,” but did not indicate that part of the proceeds would also be used to fund marketing efforts. The Board approved changing the wording to include marketing efforts in the allocation of funds. Lisa Gutting will make the adjustment and have Julie Palmer post the new minutes on the Website.

**IV. Principal’s Report**

**A. Enrollment:** Our total enrollment is at 219 with the addition of one student in Kindergarten.

**B. Transportation:** Several Catholic elementary schools have decided to pull out of the consortium for transportation next year. These schools may still offer bussing but will no longer subsidize transportation through their budgets, and will pass on the entire cost to families.

For the last several years, Grand Rapids Public Schools has provided funds to the consortium to be used to help defray transportation costs of the Catholic Secondary School Transportation system. Per GRPS, the amount of funds will be lowered for the 2009-10 school year, but the amount has not been determined yet. Since the consortium will no longer be in effect, the money from GRPS will be divided amongst the Catholic schools that are located in the city limits. The money must be used for transportation costs. Until GRPS gives us the allotted amount, it is unsure how this will impact our transportation budget.

**C. Catholic Schools Week:** A flyer went home on Friday detailing all of the Catholic Schools week activities. This year’s theme is “Celebrate Service!”

**D. Teacher In-Service:** On Monday, January 19, the St. Paul staff participated in a Professional Learning Community (PLC) held at Catholic Central. Our K-5 teachers worked on curriculum mapping in the area of Mathematics with the teachers from IHM, St. Stephen, St. Thomas, Holy Name, St. Andrew and St. John Vianney. Our teachers in grades 6-8 worked with the staff at Catholic Central on various subjects in relation to the high school curriculum.

**E. Preschool and Kindergarten Registration:** Pre-registration forms for preschool and kindergarten were sent home on Friday. At this time, St. Paul is planning on one morning (AM) session of kindergarten for the 2009-10 school year, but will expand to two sessions if enrollment numbers grow. Registration forms are due to the office in mid-February.

**F. Accreditation:** The accreditation committees have completed their work. Julie is in the process of compiling the reports. A preliminary meeting with the site team is scheduled for next month. The official St. Paul Accreditation site visit will be held March 18-19, 2009.

## V. Committee Reports

### A. Finance - Dale Manske

The budget process for the 2009-10 school year begins this month with plans to have a preliminary budget completed by the end of February or the beginning of March. Enrollment numbers will be “projected” and adjustments made to the budget after registration packets are returned and more concrete enrollment numbers are finalized. The finance committee is considering sending out some type of “Intent” form to our families before the registration packets are due in order to get a better idea of the number of students enrolling next year.

### B. Fundraising and Grants - Jim Rabaut

Jim provided the Board with a spreadsheet summarizing the many fundraising events currently held at St. Paul. The Fundraising Committee will now begin to evaluate our current efforts to determine their effectiveness and where we could potentially make changes or additions to enhance our efforts. Jim noted that while our current efforts will continue, the key will be to find ways to involve our parish and neighborhood communities in addition to the school community. At this point, Spaghetti Dinners are being planned for Friday evenings during Lent on the dates when the Knights of Columbus Fish Dinners are not scheduled. Jim also restated that all SPAuction ‘09 proceeds will be going directly to the school budget. Dan Springer will make sure to convey this information at the Town Hall Meeting next week also.

### C. Marketing - Dan Springer for Todd Mellema

Todd has been working diligently on the new website and it is approximately 90 percent complete at this time. In the upcoming weeks, Todd will also be creating new Information Packets to be handed out to prospective families. Dan encouraged the Board members to consider writing a brief testimonial about why they chose St. Paul or what they like about our school to be included on the website. The new display case has been delivered and will be set up in the church Narthex to highlight St. Paul School.

### D. School Improvement Committee - Laurie Daum

SIC will continue working on the following ideas:

- Parent Mentor Program – Linking Pre-K, Kindergarten or new families with current school families to answer questions or help with transition into our school community.
- Exit Interviews – Follow-up interviews with families that leave the school.
- (Mid-Year) School Survey – Consider adding question(s) to ask more specifically what parents would like to see changed at St. Paul.

## VI. Open Discussion

- A. School Survey:** Instead of a Mid-Year School Survey handed out with 2<sup>nd</sup> quarter report cards, this year we will have a school survey sent out in the 3<sup>rd</sup> quarter. In addition, a **separate survey** is planned to be distributed shortly after the Town Hall Meeting with questions regarding the possibility of a school merger with IHM.
- B. Google Apps:** Not all School Board members have had an opportunity to try the new Google Apps communication tool, but we will continue to use this method, as well as email communications.
- C. SPAuction Donation:** Members of the School Board agreed to provide a gift basket of St. Paul and various other school related items for SPAuction 2009. Bridget Mull agreed to put the basket together again and will be collecting money from the Board to purchase items for the gift basket. Dan Springer also asked for volunteers to sell raffle tickets the night of the auction, February 13th. Several Board members and their spouses will help in this area.

**D. Miscellaneous Items:**

- Radiothon – Lisa Gutting noted Catholic Secondary Schools is holding a live broadcast remote during Catholic Schools Week on Thursday, January 29th promoting all Catholic schools in the area. The broadcast will feature interviews and testimonials from pastors, alumni, and supporters of our Catholic secondary and elementary schools.
- Press Release – to be submitted highlighting the Junior High play held on January 29<sup>th</sup>.
- Luminaries – will be placed around the outside of the school during Catholic Schools Week.

**E. Agenda Items - February Meeting:**

- 2009-10 Preliminary School Budget
- Recap of the Town Hall Meeting
- Potential questions for School Survey

**VII. Executive Session:**

Dan Springer called the Board to *Executive Session* in order to review and discuss the presentation for the Town Hall Meeting to be held on Wednesday, January 28.

**Meeting Adjourned.**

**Next Regular Meeting: February 17, 2009**

Respectfully submitted,

Lisa Gutting  
Secretary