

St. Paul the Apostle School Board Meeting Minutes

Meeting held: May 18, 2010 www.stpaul-school.org

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

Guests: Dan O'Rourke, Mary Kay Sabine, Denise Pavey, Mark Meijer, Sandy Bishop

I. Meeting opened with prayer.

II. Agenda reviewed and approved.

III. Principal's Report – Lori Salva

A. 8th Grade Teacher – The candidates for the open 8th grade position have all been interviewed and have come in to the classroom to teach for a day. Lori will make a decision sometime this week and hopes to have the new teacher selected spend time with Ms. Gunning before the end of the school year, and join the faculty/staff in June for some planning and in-service time.

B. Mrs. Krajewski Retiring: Judy announced her retirement after 27 years of dedicated service at St. Paul. Her last day will be June 30th. Lori will post the position in the next week or two and once school is out will begin interviewing for an administrative assistant/office secretary. Judy sent a letter home to parents and students last week in the Halls of St. Paul.

C. Special Needs Committee: The committee met with the executive director from the Christian Learning Center last week to discuss entering into a possible working relationship for the 2010-2011 school year. The Christian Learning Center is made up of a group of school psychologists who work in partnership with schools to address individual student needs through evaluation, consultation, teacher training, on-site observation and suggested and/or recommended programming. Contracting the CLC will cost approximately \$6,900 and would mean access to additional resources and support outside of St. Paul. A few of the many programs they offer:

- A wide variety of professional development for staff including ADD/ADHD, Love and Logic, Inclusive Schooling and Programming, Neurodevelopment and Learning, Response to Intervention, Autism Spectrum Disorders, Brain Based Learning, etc.
- Administrative support with legal issues, manifestations reviews and accreditation support.
- Teacher/Staff consultation for those students diagnosed with “mild” disabilities.
- Help to develop Sensory Integration Plans and Positive Behavioral Support Plans.
- Recommend intake and enrollment of students with high needs.
- Inclusion strategies for the whole school.
- Address issues surrounding higher order thinking skills, multiple intelligences, learning styles and the role of creating curriculum at different levels of understanding including grade acceleration, individualized student plans, differentiation, adaptations to curriculum, and placement options.

There is a survey for parents to link to on our school website to give us their thoughts about what we currently offer for special needs and to get input on the possibility of enhancing the program. A notice regarding the survey will also be included in the Halls of St. Paul. Once we determine parent interest, the committee will look into securing financing in order to contract with the Christian Learning Center.

D. Pre-School Options: It was suggested we look into offering an all day pre-school option for our 4 year olds. Mrs. Couture and Lori have discussed the possibility. They will seek parent input from the 16 families currently registered for next year and will further explore the logistics of the potential program.

E. New Drop Off/Pick Up: Starting in May, The Pre-K and Kindergartners now have an alternative drop-off and pick up at the Church doors on the west side of the building to help facilitate the flow of traffic in the parking lot. So far it is working out well and we will continue the new procedure.

F. Registration packets for next year are continuing to come and we have quite a few new families.

IV. Teacher Update – Dan O’Rourke

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

- Education Fair will take place after both the 9:00 and 11:00 a.m. Masses on Sunday, May 23rd. Display boards will be set up in the gym/Antioch Room and 7th and 8th students will be available to discuss their projects. The individual classrooms for K- 6th will also be open to showcase the many projects the students have worked on for the Education Fair.
- May Crowning was held last week with the 8th graders and 2nd graders leading the event.
- Kindergartners worked on Junior Achievement lessons with Mr. and Mrs. Jervis.
- First grade held their annual Mother’s Day Tea.
- Second Graders completed their final “Mad Scientist” lunches and held an appreciation lunch to honor parent volunteers who helped make the lunches a success.
- Third Grade will complete their trip to Camp Rogers. They are studying Michigan’s natural resources, and learning the importance of taking care of our environment.
- Fourth Grade enjoyed their outing to Catholic Central to try band instruments. Many are interested in joining the band program next year.
- Fifth Grade is heading Calvin College to take part in a chemistry demonstration.
- The Annual 7th/8th grade softball/kickball game will be held on May 24th and includes a Subway lunch before the game.
- 8th grade is preparing for final exams next week and will be going on their class trip to Chicago on May 26. Graduation ceremony will be held on Thursday, May 27.

V. Committee Reports

A. Finance –Dale Manske

- 1) Current finances are on target. They are working on a few outstanding collections.
- 2) Microsoft Quickbooks software will be up and running soon for the 2010-11 school year.
- 3) Estimated enrollment of 210 students for next year appears to be on target with the budget.
- 4) Funds from the Foundation will potentially be used for new pre-school age-appropriate playground equipment or helping to fund the CLC Special Needs Program.

B. Marketing – Todd Mellema

- 1) AdWords are still running with interest in Pre-school still tracking high (approx. 600-1200 Ad impressions a day). Also discussed website traffic and the most viewed pages on the website.
- 2) E-Blast – reviewed the many benefits of setting up an account to send group emails to parents. The cost would be approximately \$1,200 (\$700 start-up, \$500 estimated annual usage fee). This would also enable us to set up the Halls of St. Paul on a template to be sent out via email each week. Dale indicated we still had funding from the Marketing budget and the Board agreed to move forward with the idea. It was also suggested we put email addresses on next year's parent/student directory. The e-mail information is requested on registration forms.

C. School Enhancement Committee – Celine Terranova

- 1) Parent Ambassador Program – Surveys indicated parents felt the program was very positive for the school. We will continue having parent mentors available to new families. Informational folders with SPA bumper sticker and magnet will be given to new families.
- 2) Special Needs Program – For those students who are challenged and those that need to be challenged. Celine is looking for a new title for the program and is open to suggestions.
- 3) School Tours – Lisa Leonard will continue to head up this important program, but is seeking additional parent volunteers to be tour guides. We will continue to have students also help on the tours. They did a great job and new families found them to be very helpful.
- 4) School Recruitment/Information Folders – The material to be put inside the folders has been written and copied thanks to Jen Brom and Kris Russo who helped with this aspect. Folders are available in the school office. In addition, each folder will have grade specific curriculum information included for families.
- 5) Baptism Gift Bags – Celine showed the new gift bags to the Board at the meeting. They include a St. Paul onesie and two baby books (generously donated), along with a note /blessing from the school. The parish office suggested putting the gifts in a bag so that the baptism candle and certificate can also be inserted. Thanks to Elaine Parker who volunteered to create the notes and put the bags together.

D. Fundraising and Grants – Greg Lauria

- 1) SPAuction - final total raised was \$65,000 (this includes the money for SmartBoards).
- 2) Golf Outing - Greg met with Fr. Ernie regarding holding a St. Paul Parish Golf Outing as a fundraiser and Fr. gave his approval. Tentative date will be in May or June of 2011, possibly on a Monday evening. Greg will move forward with the Golf Outing and finalize details.
- 3) Grants – Sam Ramos indicated the GVSU Grant Writing program for St. Paul is tentatively scheduled for the Fall Term (September start date).

VI. School Board Elections – Jeff Potter

Per our current policy the following people were selected from 7 eligible candidates to serve 3 year terms on the St. Paul School Board: **Steve Cole, Larry Schaefer, and Emily Teed**. In addition, Dale Manske was selected to serve out the remaining term for Bridget Mull who is resigning her position on the Board. The Board recognized and thanked outgoing members Lisa Gutting, Jen Brom and Bridget Mull for their service on the Board.

VII. Open Discussion

- 1) **Final School Board Meeting/Picnic** – Will be tentatively held on June 10th at the Potter's. The St. Paul staff and Fr. Ernie will also be invited. Board Officers will be elected at the meeting. Jeff will email more details as soon as they are finalized.
- 2) **Executive Session** – The Board entered into Executive Session. No Motions or Action Items took place during the session.

Meeting Adjourned.

Next Meeting: Tentative June 10, 2010 at Jeff and Ann Potter's home.

Respectfully submitted,

Lisa Gutting,
Secretary