

St. Paul the Apostle School Board Meeting Minutes

Meeting held: October 20, 2009 www.stpaul-school.org

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

Guests: Mary Balke, Kathleen Gunning, Mark Meijer, Kris Russo, Denise Pavey

I. Meeting opened with prayer.

II. Agenda reviewed and approved.

III. Opening Remarks - Jeff Potter

- A.** The Diocesan Board of Catholic Education is holding a Marketing Workshop on Nov. 4. Todd Mellema and Jeff Potter will attend.
- B.** Policy Committee – Jeff asked for volunteer(s) to chair a new committee to review the Diocesan Administrative policies and make sure our own St. Paul policies coincide. Bridget Mull and Sam Ramos volunteered to review our current policies and create a new draft of St. Paul Administrative and Personnel Policies for the Board to review and approve. Lori Salva, Jeff Potter and Dale Manske will also be involved in the review process.

IV. Principal's Report – Lori Salva

- A. H1N1 Virus:** St. Paul recently had two confirmed cases of the H1N1 virus per the parents. A letter went home conveying this information as well as additional information about the virus, prevention and treatment. The Office of Catholic Schools recommends we have between 20 and 25% absent before we consider closing the school. St. Paul is following Health Department guidelines. In the event the school closes, all sporting events are also cancelled.
- B. ITBS Testing:** Testing will begin the week of November 2nd. Students in grades 2-8 will be taking the standardized test. Make-up testing will be given the week of November 9th.
- C. Parent Teacher Conferences:** Conferences will be held on November 4th-5th. November 5th and 6th will be half days with 11:00 am dismissal. New parent surveys will be distributed at the conferences and will be asked to be returned before the parents leave the building.
- D. Policy Reviews:** Lori received a final copy of the Diocesan Administrative policies. It is required that each school have a local policy that coincides with the Diocesan one. Lori also reviewed our St. Paul Personnel Policies and determined these also need to be reworked to coincide with the Diocesan Personnel Policies. Lori gave Jeff Potter a copy of both the Diocesan Administrative and Personnel Policies. The newly formulated Policy Committee will begin work on reviewing and updating St. Paul's policies. The goal is to have them in place by the end of the school year or sooner.
- E. Interactive Classroom Technology:** Lori is in the process of obtaining information about Interactive White Boards, Projectors and Classroom Response Systems. Her goal is to have the technology in place at St. Paul for the 09-10 school year. Ideally, we would have a White Board in every classroom, starting with the Junior High. Pricing is approximately \$1,000 for each White Board. The Board suggested we work with Grand Valley to possibly obtain them through Grant Writing. Paul Mulder of Allendale Public has offered to showcase their equipment for anyone interested in seeing how the technology works. St. Stephen's also has the technology in place.

V. Teacher Update – Mary Balke

Mrs. Balke reported on the many activities the teachers have been involved in both inside and outside St. Paul school during the past month. Highlights include:

- 8th graders went to the VA Home at the end of September to play Bingo with the veterans.
- SPA Staff attended CPR training during the afternoon of their in-service.
- Many staff attended the “Blessing of the Animals” in front of church on Sunday, October 4th. Approximately 150 people attended with pets of all varieties from dogs and cats to hermit crabs.
- Read for the Record – some of our staff participated in this activity on October 8th by reading the story of “The Very Hungry Caterpillar” in a nationwide effort to have 1,000,000 people read the story in order to raise awareness of poverty in inner city schools.
- Breast Cancer Awareness Day – staff and students wore pink to school for a \$1 donation to the Lacks Cancer Research Center. Pink bracelets were also given out to the entire school.
- Living Rosary – 2nd and 7th graders were the leaders for our first Living Rosary of the year. Students from other grades also participated.

VI. Committee Reports

A. Finance - Dale Manske

- 1) We currently have \$6,000 in the contingency fund. We hope to have approximately \$12,000 after proceeds from the fall fundraisers are added in (Sally Foster, Magazine Sale, Fall Garage Sale, and Irish Fest)
- 2) Accounts Receivable Software – The QuickBooks Software is now in place and Dale will be meeting with Barb K. and Judy to train them on inputting payments.
- 3) Dale noted that enrollment is at 215 students. It is important that we focus on adding students to the grades with lower class sizes and also focus on Kindergarten and Pre-K enrollment.
- 4) Dale will be working with Greg Lauria to determine a way to measure the effectiveness of the different St. Paul fundraising efforts in order to calculate our “cost vs. return.”

B. Marketing – Todd Mellema

Todd reviewed the following marketing items he and his committee have been working on:

- 1) New LED sign for in front of the church was approved by Fr. Ernie and presented to the Board. The new 48” x 96” sign is completely wireless and will soon be installed to replace the current sign. Thanks to Mark Meijer for leading and coordinating this effort.
- 2) We also have approval for a new school sign (lettering and school logo) to be located in the front of the school on the entrance canopy.
- 3) Website Links – new links were added from the scrolling Banner to other links in the school website. A suggestion was made to link the Health Department to the school updates on the H1N1 virus.
- 4) Advertisement for Irish Fest was placed in the Grand Rapids Press. The ad was designed by Hillary Embrey.

C. School Enhancement Committee – Celine Terranova

Celine and committee will be working on the following items this school year:

- 1) Create and print final draft of St. Paul information folders to be handed out to prospective families. Todd Mellema has preliminary folders currently in place.
- 2) Display Case – the display will be officially located in the Narthex and filled on a monthly basis with various school information. The monthly themes will be determined by the SEC.
- 3) Develop a strong volunteer program at St. Paul. Check with other schools to see how they solicit volunteers. Work closely with the Home and School Association in this respect.
- 4) Seek additional committee members and involve more parents and others in an effort to find ways to further enhance our school.

D. Fundraising and Grants – Greg Lauria

- 1) Greg is planning to form a team to meet every 4-6 weeks regarding fundraising/grants.
- 2) The Fall Garage Sale proceeds totaled \$3,741.
- 3) Irish Festival – Ms. Kathleen Gunning presented the expenses and preliminary profits from our first (potentially annual) Irish Fest. There are still some outstanding bills, but it appears to be a profit of approximately \$4,500. Overall, the Irish Fest was a great family event and many people enjoyed the evening. The Board expressed its gratitude to Ms. Gunning and thanked her for her outstanding efforts in coordinating. We hope to repeat the Irish Fest for next year and are looking for any suggestions to expand, adjust or fine tune. Ms. Gunning thanked the staff, parents and other parishioners who stepped up to volunteer for this parish community event.
- 4) Wreath Sale – Denise Pavey stated we have sold 279 wreaths to date. An order needs to be placed this week to the company that makes the wreaths. The Board recommended ordering 400 wreaths, anticipating we will be able to sell the additional amount in the next few weeks or after church on the week-end after Thanksgiving. Fr. Ernie recommended the location of the wreath sale be held near the gymnasium doors so as to not block the church entrances.
- 5) Grants – Sam Ramos is working with Sue Gamsby to complete the GVSU Grant Writing forms. Once the forms are submitted, the GVSU grant writing class will begin work on procuring specific grants for St. Paul. The Board suggested we seek grants for Interactive White Boards.

VI. Open Discussion

- A. Contingency Fund:** The Board briefly discussed the contingency fund and how it relates to the annual school operating budget.
- B. Student Phone Calls:** Some parents indicated they were not comfortable with the policy of not phoning home if a lunch was forgotten. Per Ms. Salva, even though sharing of lunches among classmates is encouraged in these instances, if the student is not willing to take the shared food, they are permitted to call home.
- C. Crossing Guard Training** – a recommendation was made to give more detailed training regarding directing traffic and the expectations for Crossing Guard duty.

Meeting Adjourned.

Next Regular Meeting: November 17, 2009

Respectfully submitted,

Lisa Gutting, Secretary