

St. Paul the Apostle School Board Meeting Minutes

Meeting held: August 12, 2008 www.stpaul-school.org

Present: Julie Palmer, Dan Springer, Laurie Daum, Lisa Gutting, Todd Mellema, Dale Manske, Jeff Potter, Jim Rabaut

I. Meeting opened with prayer led by Julie Palmer.

II. Agenda approved.

III. Finances

A. Enrollment 08-09: The estimated enrollment for the beginning of the 2008-09 school year is 221 students. The budgeted enrollment was 232 students, leaving a budget shortfall for the upcoming year. Julie presented a summary of the enrollment and reviewed with the Board the number of departing students along with the reasons for leaving, and the number of incoming students per grade level.

B. Budget: Dale Manske presented the Board with a review of last year's budget and the adjustments made to the budget this year to off-set the approximate \$62,000 shortfall. A letter from Julie was sent out last week to all school families indicating the staffing changes and other cost reductions made to balance the budget for the upcoming year.

IV. Priorities

A. Dan Springer presented a summary of the brainstorming exercise from the last meeting and addressed any questions from the Board.

B. Dan also presented his thoughts regarding school enrollment and finances and proposed a School Board priority list with four main priorities for the upcoming school year. A motion was made to accept the proposed priority list. The motion was seconded and passed (ACTION ITEM). The following list highlights the priorities of the School Board for the 2008-09 school year:

1. Improve our Sales and Marketing efforts for current and prospective families.
2. Listen (proactively and reactively) and respond to parent concerns.
3. Work with the school staff, and independently, to generate income to the school through grants.
4. Work with the other school organizations to refresh and refocus our fundraising efforts to maximize income from them.

V. Committee Assignments

The School Board established Committee Chair Assignments, Committee responsibilities and key goals for the 2008-09 school year. A motion was made and seconded to approve the assignments and goals (ACTION ITEM). The following are the 2008-09 Committee Assignments:

A. Finance: Dale Manske (chairperson), Julie Palmer, Dan Springer, Mike Leonard

- B. Marketing: Todd Mellema (chairperson). Additional members to be determined.
- C. School Improvement: Laurie Daum (chairperson), Lisa Gutting, Jeff Potter.
- D. Grants and Fundraising: Jim Rabaut (chairperson), Additional members to be determined.

VI. Discussion

- A. **Re-Accreditation Review:** St. Paul will need to complete a self-study and have a site team visit by the end of the 2008-09 school year in order to be re-accredited with the Michigan Non-Public School Accrediting Association. Julie Palmer and staff are prepared to begin the process as soon as school reconvenes in September.
- B. **Open School Board Position:** The Board discussed potential candidates to fill the vacant school board position left by Jeff Cowdrey who recently resigned. Jeff and his family are relocating to the Sparta area. Dan Springer will present candidates at the next meeting.
- C. Suggested agenda items for next meeting include a review of the St. Paul Mission and Philosophy Statements.

Meeting Adjourned.

Next Meeting: September 16, 2008.

Respectfully submitted,

Lisa Gutting,
Secretary