

St. Paul the Apostle School Board Meeting Minutes

Meeting held: September 16, 2008 www.stpaul-school.org

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

Visitors: Natalie Jackson, Donna Couture, Courtney Minnema, Tiffny Harmon

I. Meeting opened with prayer.

II. Agenda approved.

III. August 2008 Minutes approved.

IV. Principal's Report

- A. 2008/2009 Enrollment:** Official enrollment is at 220 students, 12 students lower than the projection of 232. We are at 77% of enrollment capacity (capacity 285).
- B. Accreditation:** The Site Visit for Accreditation is scheduled for March 18-19, 2009. Cindy Thomas, principal at St. Stephen's, will be the Visiting Team chairperson. Julie Palmer distributed information on the various committees for the self-study and is asking each School Board member to be on at least one committee.
- C. Discipline/Anti-Bullying:** Julie has implemented a new reporting system with the staff whereby all conversations or disciplinary actions with students regarding bullying, put-downs or physical interactions are documented.
- D. Staff Seminars/Conferences:** Julie will be attending the Michigan Association of Non-Public Schools Conference for Administrators held October 6-10 on Mackinac Island. Two St. Paul teachers will be attending a Schools of Excellence Seminar held at the University of Notre Dame next month.
- E. Fundraising/Grants:** Julie informed the board that several teachers have applied for the Grand Rapids Community Foundation mini-grants. Awards are announced in November. The Magazine Sale ended on September 16th, but profits are not totaled yet. The Sally Foster Sale ends September 22nd.
- F. Cyber/Internet Safety:** Students in grades 1 through 5 listened to presentations on internet safety last week. Mrs. McDaniels, our Shared-time Computer teacher, will be doing a special program for the 6th through 8th graders on the same topic.
- G. After-School Care:** The new After-School Care program is going very well with at least 5 students per day attending. Julie is directing the program and various staff members are taking turns with the students. All involved staff will be attending Red Cross First Aid and CPR training in the next week. Julie also informed the Board there is a defibrillator located in the church sacristy if needed.

V. Committee Reports

- A. Finance:** Dale Manske informed the Board that the budget for the school year is still short approximately \$4,600 due to enrollment losses. Collection is going well for delinquent tuition still owed and arrangements are being adhered to for payment. Dale also noted that

since we do not have a volunteer to chair Casino Night, the event will not be held this year. The loss of revenue of approximately \$4,000 will further impact the budget. On a positive note, the Home & School Association has graciously set aside a significant amount of funds for the Pre-K playground equipment, but indicated it could be used elsewhere if needed.

B. Fund Raising and Grants: Jim Rabaut has invited a broad coalition of St. Paul parents and staff to be a part of his committee to improve the overall efforts of fundraising and grant procurement in a cohesive format for the upcoming school year. The first meeting will take place on October 8th and will focus on taking inventory and reviewing all current fundraising events to make sure they are consistent with the mission of our school. The Grant writing process will also be reviewed to better organize our efforts to capitalize on the sources of grants available. The St. Paul Staff will be presenting grant ideas to the committee.

C. Marketing: Todd Mellema presented the Board with a comprehensive Marketing Plan to better market St. Paul the Apostle not only as a top-notch school, but also as a “brand” that we want to portray to the community at large. Todd handed out the written plan and asked the Board to review it and offer feedback before the next meeting. The marketing strategy presented is based on three main sections or priorities:

- **Message:** St. Paul is a vibrant, Christ-centered, academically outstanding and inviting, close-knit community
- **Tools:** information packets, school brochure, new website
- **Practices:** processes, tours, parish involvement, follow up

D. School Improvement: Laurie Daum reviewed with the Board the “Town Hall Meeting” to be held on September 29th. The meeting will be an open forum for all St. Paul parents and staff in an effort to provide information regarding school enrollment and finances, and give people an opportunity to air their concerns, ask questions, and offer constructive criticism. The goal is to present information on where the school stands. Babysitting will be provided free of charge. A suggestion box will also be available at the meeting if people would rather ask a question or provide information privately. A flyer about the Town Hall Meeting will be attached to Halls of St. Paul this week.

VI. Open Discussion

Julie distributed a revised St. Paul Mission and Philosophy Statement for the Board to review and offer input at the next scheduled meeting in October.

Meeting Adjourned.

Next Meeting: October 21, 2008

Respectfully submitted,

Lisa Gutting
Secretary