

St. Paul the Apostle School Board Meeting Minutes

Meeting held: December 13, 2011

www.stpaul-school.org

Present: Lori Salva, Steve Cole, Dale Manske, Larry Schafer, Emily Teed, Celine Terranova

Absent: Sam Ramos, Bob Mancinelli, Dana Hushak, Greg Lauria

Guests: Kathleen Lowing, Erica Emelander

I. Meeting opened with a prayer.

II. Principal's Report - Lori Salva - See below for full report.

III. Teacher's Report - Erica Emelander - See below for full report.

VI. Officer Reports:

President's Report - Steve Cole

A. Steve attended a Diocesan Marketing Meeting that focused on ways the Diocese of Grand Rapids Alliance of Catholic Schools can better market their schools to increase enrollment and retain current students. Currently there are a total of 243,842 K-12 students in the Grand Rapids Diocese with 5,952 (2.4%) attending Catholic school. The national average is 3.4% (8,291). The expansion opportunity is 1% (2,339).

B. Goals our Marketing Committee will be working towards:

1. Retention and Recruitment Target Markets

Parents of 0 – 5 year olds

5th – 8th graders and parents

Parishioners with school age children

2. Identify What's Working

Marketing efforts

Planning

Benchmarking

Leadership and Clergy support

Enrollment management

Promoting Academic Achievement

Tuition assistance

Websites

Community Outreach

3. Develop a Toolkit

Compiled what was working from other Dioceses in the country

Seeking input from Clergy/School Administration & Boards

Create a toolkit that is specifically tailored to St. Paul the Apostle School

4. Key Components

Enrollment Management

Establish Benchmarks
Study Current Parents
Investigate why parishioners don't choose catholic schools
SWOT
Make sure school mission statement is clear
Determine enrollment objectives and strategies
Develop a comprehensive action plan and budget

5. Design and implement integrated marketing communications

C. Bylaws - The Board is still in the process of reviewing the newly proposed bylaws. It was agreed that this is an opportunity to reach out to our school and parish parents, so the bylaws will be presented to everybody sometime during Catholic Schools Week for review and input by all.

Finance Report - Dale Manske

A. There will be a 3% increase in tuition for the 2012-2013 school year. The parish subsidy will be increased by 2%.

B. Our Rainy Day Fund is currently at \$136,000 with a goal of raising \$200,000. This fund is designated specifically for school families in need of immediate assistance, unforeseen costs, and future years that may have lower enrollment to cover basic operating expenses, health insurance for teachers and their salaries.

C. We currently have 208 students. An enrollment increase to 220 students is needed to give our teachers a much needed raise.

V. Meeting Adjourned at 7:45pm.

Next Meeting: Wednesday, January 18, 2012

Respectfully submitted,
Celine Terranova, Secretary

Principal's Report

**Lori Salva
December 13, 2011**

Budget...I'm in the preliminary stages of creating the budget for the 2012-13 school year. I've based my numbers on a 3% increase in tuition and a 2% increase in parish subsidy. We're graduating 25 students which really creates a deficit, especially if we're not able to bring in that number in the fall.

Band/Bussing...Two things that will cause expenses to go up are the Band Program, the cost of which is \$6500 this year and that's up \$2000 over what I had budgeted for this year. St. Thomas hired their own band teacher so their cost was passed onto the other schools which increased that

particular line item in my budget by another \$2000. Currently, that's a cost that we eat as we don't charge any fee for that program.

Another area is the possibility of a bussing assessment fee. We met periodically last year concerning the cost of bussing, but for whatever reason the issue was dropped at that time. I have a meeting on Monday about transportation so I should have more information after that meeting.

Letters of Intent...for preschool will go out on Friday. We've had several phone calls requesting information so we need to begin that process. Letters of Intent for our current families K-7 will go out the first of the year.

Uniforms...Educational Outfitters has informed me that unless we choose to go exclusively with their company they will drop us. After offering our parents the option of Land's End and some choosing to order from Dennis we only did approximately \$3500 worth of business with Educational Outfitters which apparently doesn't pay for the amount of plaid that they need to order and keep on hand for our school. The contract with Dennis runs through the 2012-13 school year. The issue is basically the cost of stocking the plaid and when parents choose to order nothing but the plaid it's not cost effective for the company to stock our plaid.

Fundraising Policy...I've been working with parish staff to create a fundraising policy that will be given to all organizations the first of the year. I mentioned before that the goal is to better monitor fundraising efforts and to avoid the liturgical seasons of Advent and Lent. Per diocesan policy all fundraising organizations are required to submit a tentative budget for the next fiscal year which to my knowledge has not been required in the past. Hopefully, having this type of policy will alleviate overlap with fundraising efforts.

Teacher's Report

**Erica Emelander, Teacher Representative
December 13, 2011**

Suzanne Petz- 6th, 7th, 8th Advanced Math

I have begun flipping with the 7th grade now. I have an article explaining about this new way of teaching on my Wiki page. I am also using a program to highlight student's knowledge using the iPad. Students are asked to make a short video of a concept they have learned. It is then uploaded and shared on the Wiki page. The first brave students to try this have done very well!

We had a "Khan Day" the day before Thanksgiving break with the students bringing in their own devices. The students really enjoyed that and it allowed them to work on skills that they needed to work on. It individualized the lesson for them! We are still working out a few glitches both with the flipping and our Khan Days. Attended a meeting on *iPads in the Classroom* on December 12 and found some amazing apps! Can't wait to try them out.

Barb Kopfensteiner

Reading & Math Rit links that were compiled by the Diocese were emailed to 2nd grade parents,

both Kathy & I have received positive comments from parents for the resource. I also created Rit Logs for Grades 2-5 students to document their usage of the links in the computer lab. Hard drive failure on Kathleen Lowing's computer, being sent to Acer Repair Center for new hard drive.

I have prepared Acer Recovery Class Action Settlement Claim Forms for all Acer Computers in the school- lawsuit claims that Acer recovery disks do not provide access to all recovery utilities in the Microsoft Windows operating system. It argues that many Acer users will only be able to recover their computers to a "factory default" setting, losing their data and applications, or may not be able to recover at all. The lawsuit claims that Acer should have disclosed these limitations when it advertised that its computers included Microsoft Windows.

I coordinated participation for grades 1-8 in a service project for kidsfoodbasket.org in conjunction with the Catholic Central Varsity Hockey team. This organization provides 4,800 sack suppers weekly to students in the Grand Rapids area. Students at St. Paul helped decorate the sacks that the hockey team will be filling. This is an organization that I would love St. Paul to help with in the future!

Created Google Document for teachers to schedule class time in the computer lab to access Discovery Ed or teacher directed activities.

3rd & 4th Graders using the website storybird.com for digital storytelling. The teacher account I am using is free and limits the amount of accounts I am able to create so students are sharing accounts. All but one of the 3rd graders were able to complete a story and add me as a collaborator so I could send it to their parents. 4th graders have had some technical problems with the site so they weren't all able to complete their stories and email.

Interims printed for grades 1-8, some teachers using Infinite Campus for their reports.

Infinite Campus - I have been working on completing the task that Alex Saturley began setting up report card standards, Junior High should be finished this week.

I updated the school website banner photos and the digital frame in the narthex.

Lisa & I have been working on updating registration materials for 2012-2013 school year, just waiting for tuition financial information.

MAPs roster submitted for Winter 2012 testing. Staff will discuss merits of testing during next staff meeting.

KATHY SWAIN, 2nd Grade-

I WENT TO A COMMON CORE CURRICULUM STANDARDS INSERVICE FOR THE NEW CORE STANDARDS FOR READING AND WRITING. IT WAS VERY INFORMATIVE AND GAVE ME NEW IDEAS FOR MEETING OUR GOALS.

THE SECOND GRADERS ARE PREPARING FOR RECONCILIATION ON JAN.12. WE ARE WORKING ON THE FORMAL PROCEDURE FOR THE SACRAMENT.WE ALSO ARE PREPARING FOR ADVENT BY DOING KIND DEEDS FOR OTHERS.

WE HAVE BEEN USING DISCOVERY ED. ACTIVITIES IN SCIENCE. WE ARE MAKING OUR CLASSROOM INTO A NATURAL WONDERS EXTRAVAGANZA. WE ADDED ANIMAL CLASSIFICATIONS INTO OUR HABITATS OF THE EVERGLADES AND HAWAIIAN RAINFOREST. WE ARE ADDING THE ROCKY MOUNTAINS AND THE SLEEPING BEAR DUNES NEXT MONTH.

Third Grade, Mrs. Gamsby

We are implementing the new science program in our classroom. We are using centers with a video for each lesson. Our focus this month has been physical features and adaptations of animals. We did experiments that did not allow us to use our impossible thumb. We had to discover new ways to do things.

We are starting a unit on mealworms. We are creating hypothesis about mealworms. Do they have a food preference? Do they respond to different stimuli? Do mealworms tell the difference between black and white? We are on a journey of discovery.

In our Meet Michigan program we are learning about the Senate and House of Representatives. We are going on a tour of the Capitol and the Michigan Historical Museum on December 19th.

The students are learning their multiplication facts. In Religion we are preparing for the birth of Jesus. We have also been praying for our family and friends.

Preschool

There is much excitement in preschool during Advent! The fours enjoy joining their "big friends" each Monday morning for the Advent candle lighting ceremony. All preschoolers are learning about the Christmas Story. The fours will act out the roles with costumes in the classroom. It is amazing to see how reverently and seriously they take on each part. The threes have their own Nativity to explore and can name each piece. The fours are working with Mrs. Balke, and the threes are working with Mrs. Couture to prepare for a short musical performance with voices and simple instruments to take place at the beginning of each Christmas party. There won't be a dry eye in the place!

Loretta Armock - Library

Another successful book fair was held in November! Information was posted on my page on the school website and is going in the next Hall's. Thanks to all who shopped and/or worked on it.

Worth a mention: thanks to Barb K for all she does to keep us technologically updated and functioning. Many hands make light work, but she has only two hands yet uses them nonstop to benefit our school! Also, the safeties are performing beautifully at dismissal time. I have the privilege of "working" the car rider line with them on M/Th/F. They are courteous and a fine example.

Kindergarten - Joanne Hoolsema and Jennifer Abid

The Kindergartners are preparing for Christmas by participating in several Advent activities.

Each Kindergartner made a clay Advent wreath. Also, the children learned a new Advent prayer which we say each day when we light our classroom Advent wreath.

We are also learning kindness is contagious. When someone in our class does an act of kindness, or a "Jesus thing", toward someone else a pinch of hay is added to a doll cradle in our classroom. We are making the bed soft with our kindness. Before we leave for Christmas vacation, we will place a statue of baby Jesus in the cradle and sing "Happy Birthday" to Jesus.

For a Kindergarten service project, our annual Candy Cane Sale was held on Monday, December 5th. The Kindergartners sold various flavors of candy canes to the other SPA students for 25

cents each. We raised \$157.00. The Kindergarten teachers will select a local charity to donate the money to help others in need.

Joanne Hoolsema attended the literacy workshop titled *Learning to Write and Loving It! Kindergarten* on November 29th offered through the Kent Intermediate School District. Our instructor was Miriam Trehearne. It was a very informative workshop where we learned proven instructional approaches to teaching writing to the early learner.