

St. Paul the Apostle School Board Meeting Minutes

Meeting held: July 21, 2009 www.stpaul-school.org

Present: Lori Salva, Lisa Gutting, Jeff Potter, Bridget Mull, Todd Mellema, Celine Terranova, Sam Ramos

Visitor: Courtney Minnema

I. Meeting opened with prayer.

II. Agenda reviewed and approved.

III. Principal's Report

A. Enrollment: We currently have 203 students enrolled for the 2009-2010 school year in grades PS through 8 with a potential new family bringing in two additional students. Lori and Celine Terranova have been communicating with the family and recently gave them a school tour.

B. Summer Communication: Lori has informally met with many of the staff and parents in the past month as they stop into school. Lori is tentatively planning a School Open House to be held on Sunday, August 23rd after both the 9:00 and 11:00 am masses. Once she confirms the date with the parish office, announcements will be placed in the church bulletin.

C. Spanish Teacher: Two candidates will be interviewed next week for the part-time Spanish teacher opening for grades 5th - 8th. St. Paul has decided not to use a shared time teacher for 2009-10.

IV. Committee Reports

A. Finance - No Report

B. Marketing – Todd Mellema

Todd indicated the website is being updated to reflect the most current information. Bob Young has written the teacher biographies and they will be posted soon. It was also suggested we post more detailed information on grade level curriculum. Todd emphasized it is important that teachers use the website regularly and keep current with their postings (homework, activities, etc.). Lori will communicate with the staff her expectations on keeping the Website current.

C. Grants – Jeff Potter

Jeff and Lori will review the GVSU Grant Writing application that needs to be sent in by August 15th. Emily Teed is working as the liaison with the GVSU professor who offers the course and will try to set up a meeting with her in the near future. The application process is quite detailed and we have many questions and need more information.

V. Committee Chair Assignments

The Board established Committee Chair Assignments for the 2009-10 school year. A motion was made and seconded to approve the assignments (ACTION ITEM). Goals will be set by the individual chairs with input from committee members. Jeff will highlight the committees at the Parent Meeting on August 31st and ask for interested parents to volunteer to help on the committees. The following are the Committees and Chairs for the 2009-10 school year:

- A. Finance: Dale Manske - Chairperson.

- B. Marketing: Todd Mellema - Chairperson

- C. School Improvement: Celine Terranova - Chairperson

- D. Grants/Fundraising: Greg Lauria - Chairperson

- E. Technology: Jeff Potter - Chairperson

VI. Open Discussion

A. Google Apps: Jeff consolidated all the School Board Minutes from last year on a PDF file for all new members to review. He also downloaded the St. Paul Board By-Laws and Constitution for review. He will reset all Board member passwords on Google Apps and email them. He encouraged the Board members to utilize this method of sharing documents.

B. St. Paul Parent Information Night will be held on Monday, August 31st. Jeff would like all Board Members to sit up front and be introduced at the meeting. Father Ernie will be invited to introduce our new principal, Lori Salva, to the school community. The Board was enthusiastic that the Parent Information meeting will be held before school actually begins this year instead of a week later.

C. Contact/Mentor families: Celine will be coordinating matching new families and families of Pre-K students entering Kindergarten with seasoned St. Paul parents who have students in the same grade level. It was also suggested we hand out Parish Directories and School Yearbooks to new families to help familiarize them with names and faces at St. Paul.

D. Fall Garage Sale: Home and School is sponsoring a garage sale to be held Sept. 17-19 to benefit St. Paul School. This is in addition to the Spring Garage Sale. Announcements will be posted in the church bulletins, Halls of St. Paul Newsletter and Grand Rapids Press.

E. Welcome Coffee: to be held on the first day of school. Suggestion was made to make this a more formal affair. Lori plans to say a prayer and give a short introduction to encourage parents to sign up and volunteer for the many activities St. Paul has throughout the school year.

F. Service Hours: Discussion on establishing family “service hours” requirements at St. Paul instead of having mandatory (or pay \$50) Crossing Guard or Playground Duty. Many families volunteer their time in other capacities and would like to use this as their requirement.

G. School Drop Off / Pick up Procedure: Proper protocol needs to be conveyed to parents again. Lori will review procedure and re-educate everyone.

Meeting Adjourned.

Next Meeting: September 15, 2009

Respectfully submitted:
Lisa Gutting,
Secretary