

St. Paul the Apostle School Board Meeting Minutes

Meeting held: May 18, 2009 www.stpaul-school.org

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

Visitors: Lori Salva, Dan O'Rourke, Kathleen Lowing, Kathleen Gunning, Kris Russo, Donna Couture

I. Meeting opened with prayer.

II. Agenda reviewed and approved.

III. Principal's Report

- A. Registration and Prospective Parents:** We currently have 139 students registered for the 2009-2010 school year in grades PS – 8 with additional registration packets expected to trickle in. Our projections show enrollment could be over 200, but this number will not be determined until school begins in late August. There are several new families seriously considering St. Paul. With the help of our parent tour guides and school staff members, we will continue to reach out to these prospective families with the hope that they will decide to attend St. Paul.
- B. 1st Communion:** Congratulations to our second graders who received the Sacrament of First Eucharist on Sunday, May 3rd. It was a beautiful ceremony and our school community welcomes our 2nd graders to the table of the Lord.
- C. Confirmation:** Congratulations also to our 8th graders who received the Sacrament of Confirmation on April 28th at St. Andrew's Cathedral. The Thursday following 1st Communion, our 2nd and 8th grade students played key roles in our May Crowning Ceremony at St. Paul.
- D. Field Day and Talent Show:** On June 3rd St. Paul will hold the annual Field Day and Talent Show. It is a wonderful day for our students and school community and a great way to celebrate and have fun as a school before the summer vacation.
- E. Open Houses:** Under the organizational help of Kris Russo, the school has held several Open Houses this spring. The most recent all-school Open House was held the week-end of May 2- 3 and several interested families and alumni walked through the halls of St. Paul School. Many thanks to Kris, our parents, students and staff who have been present at the Open Houses.

IV. Committee Reports

A. Finance - Dale Manske

The Finance Committee has sent the School Budget for the 2009-10 school year to the parish office for review. Julie is working on collections for delinquent tuition accounts for this year. Dale indicated that families who are having financial difficulties due to the economy or job losses should contact Fr. Ernie to let him know of the situation and to see how we can help.

B. Fundraising and Grants - Jim Rabaut

- 1) Irish Festival – to be held on Friday, October 9th from 4:30-11:30 pm in Damascus Hall. Music, dancers, fiddlers, bagpipers and authentic Irish Food and beverage is planned for the family event. Kathleen Gunning is coordinating the Irish Festival and is looking for additional committee members to help. Todd Mellema offered to produce a postcard advertising the event to be sent out a few weeks prior. Licensing for liquor still needs to be checked into.

2) Grants – Jim is working with a professor from GVSU who teaches a course in grant writing and would utilize her students as a teaching tool to write grants specifically for St. Paul School. Emily Teed is a neighbor of the professor and initiated the discussion. The GVSU professor sent Jim a list of questions that needed to be answered in order for them to consider St. Paul School for the program. She would also need to meet with our administrators and School Board President the second week of June to review our needs and the types of fund raising we currently have in place. Jim will email the questionnaire from GVSU to the Board for review.

C. Marketing - Todd Mellema

- The direct mail Postcards highlighting St. Paul School have been sent to new families moving into specific zip codes in our area.
- An advertisement was published in the GR Press highlighting St. Paul Pre-School.
- A new electronic school sign for out front is being designed by Hillary Embrey and will be sent to Fr. Ernie for review and approval.
- A photo and article highlighting the Kortz students as “Principals for the Day” was recently featured in the Grand Rapids Press.

D. School Improvement Committee (SIC) – Laurie Daum

Laurie is working on the End of the Year Survey to be distributed in the Halls of St. Paul newsletter. The Board discussed potential questions to be added.

E. Technology Report – Jeff Potter

Jeff is currently auditing our computer lab and technology needs to determine a short-term and long term plan for upgrading the technology at St. Paul School. He hopes to formulate a preliminary budget in the next few weeks and determine how best to utilize the funds (approximately \$10,000) donated by the Home and School Association. Once the budget is determined, we can move forward on securing any additional funds required. Jeff indicated in the short term we will need to upgrade to a new operating system (possibly Microsoft XP) and then work on replacing hardware and equipment. Jim Rabaut suggested we consider kicking off technology fundraising efforts before the end of the school year if additional funds are needed. Jeff will have more concrete numbers and information by our next Board meeting in June.

V. School Board Elections – Dan Springer

The Board discussed at length the current policy for selecting new members for the St. Paul School Board. There currently are two requirements for candidates to be considered: 1) candidate must be 18 years or older and 2) candidate must be a registered member of the Parish. Interested candidates must submit a letter of interest and through an “impartial” selection process the names of candidates that meet the above mentioned requirements are placed in a hat at the May School Board meeting and picked by the School Board President to replace outgoing members.

Per our current policy, the following three people were selected from seven eligible candidates to serve 3-year terms on the St. Paul School Board: **Sam Ramos, Celine Terranova, and Greg Lauria.**

The other four eligible candidates will be asked to serve on various School Board committees.

The Board thanked outgoing members Dan Springer, Jim Rabaut and Laurie Daum for their outstanding service and efforts as Board members.

Jen Brom offered to check with other area Catholic schools to see how they select Board members and will bring the information to our first Board meeting in the fall. The policy regarding School Board Elections will be reviewed at that time and the Board will determine if adjustments should be made to the current selection process.

VI. Open Discussion

- A.** Accreditation Report – Julie and Dan asked if the Board had any concerns or comments on the report distributed at the last meeting. The Board had no comments.

- B.** EXECUTIVE SESSSION: The Board entered into Executive Session. No Motions or Action Items took place during the session.

- C.** The final School Board meeting of the year will be held on Monday, June 1st at 6:00 pm at the Rabaut's. Selection of School Board Officers for the 2009-2010 school year will take place at the meeting.

Meeting Adjourned.

Next Meeting: June 1, 2009, 6:00 pm at Jim and Mary Jo Rabaut's home.

Respectfully submitted:

Lisa Gutting,
Secretary