

BOARD OF EDUCATION MEETING MINUTES
Meeting Date: October 12, 2009

1. Opening Prayer

Eric Asselin opened the meeting with prayer.

2. Roll Call

Present: Eric Asselin, Martha Bischoff, Jessica Cook, Brad Everest, Joe Soto, Lisa Altamira, Kevin McDowell, Ann Hubbard, Jo Jones

Absent:

Mike VandenElzen

3. Approval of Agenda

Jessica motioned to approve the agenda. Joe seconded. The agenda was unanimously approved.

4. Approval of Minutes

Kevin motions to approve minutes with change from Archdiocese to Diocese. Jessica seconded. The minutes were unanimously approved with change.

5. Other Matters:

- Passed out certificates of achievement for school board member training were given to Ann Hubbard, Brad Everest and Jo Jones

6. Written Communication

- A request to understand the dress code, where the document is located, and where the 2009-2010 Parent Handbook is located was submitted. Jo Jones had a coffee meeting with the submitter to discuss the letter and all questions were answered. The latest school uniform dress code and 2009 -2010 handbook can be found on the schools web page.
- A written request to recover all Corpus Christi keys and return them to the office was submitted. There is a concern with too many keys have been distributed to people of Corpus Christi, OLL and St. Francis that do not require them. There will be fewer or no keys distributed and keys that are out there are in the process of being returned. It is very hard to keep track of goings on of the school after hours with the number of keys that are out there.

7. Audience Participation

8. Principal's Report

- Enrollment Management
 - Plans are in place to for Halloween bags and thank you cards with Corpus Christ on them to be used by the students.
 - Oct 22 – plan to have a coffee and doughnuts with the Principal
 - A diversity project of calling all colors at Grand Valley Univ. for the middle school students is in progress

- In the month of November, the 7th/8th grade girls will work with the Center of Women in Transition
- Rebekka Brown will be on a mission trip to Haiti
- Joann Ashley is working on a field trip to the planetarium
- Four goals for the teachers, board and school for the year are:
 1. Increase communication in and about Corpus Christi and Catholic Education
 2. Increase enrollment
 3. Have Edline up and running
 4. Use Curriculum Crafter to its fullest extent
- Applied for three grants through the foundation

9. Unfinished Business

Budget 2009-2010

- Budget was sent to both parishes for review. The request is of Corpus Christi to show a balanced budget, currently at a \$41K negative budget.

OLL Carnival (9/18-9/20)

- No report

Review of Principal / Director of Development Job Description

- Reviewed Principal / Director of Development Job Description that was updated by Jessica. Kevin motioned to approve with changes. Eric Second. Principal / Director of Development Job Description was approved with changes.

Exit Interview

- Reviewed exit interviews from 17 families. Six were remaining with one schedule for Tuesday. Reasons for leaving: 1) Need for a larger school 2) Financials 3) Transition into High School. Where they are going 1) West Ottawa 2) Holland Christian 3) Eagle Crest

10. Committee Reports

A) Education/Multicultural Goal – “Improve School Experience for students and teachers through positive communication”

- Reported on having a Focus Night (two per year) on the following topics:
 - Curriculum Crafter
 - Edline technology
 - Catholic based education statistics. Why Catholic Education is the best education
 - Iowa based testing. What they are and how they will be used.
 - Study habits for your children
- Multicultural events
 - Hope a diversity awareness program for middle and high school students “calling all colors” event
 - Setting up a day special event day for each culture in our school
- Changes to the student council and Friday focus in process – Megan and Abby

B) Executive

Possible meeting for next month

C) Finance

- Eric shared budget numbers that shows we are ahead this month by \$25K because of the foundation grant. Year to date at a negative \$7K with a negative \$41K budget. The finance committee to develop a plan to be on budget for the year.

D) Development

- Meeting Dates – To meet monthly on Wednesday after Board of Ed meeting
- Committee goals have been set with the Friends Campaign goal of 20K
- Fundraising Summary Document has been updated and will be sent to the school organizations to aid in scheduling fundraising events.
- Fundraising Review – The Committee is looking into the number of and needs for different fundraisers, in order to keep it manageable for the parents.
- Alumni Database – Karen Bush will be assisting in developing the database and coordinated with the enrollment management committee
- Friends Campaign – Possibly having the friends benefactors come for coffee after the Thanksgiving mass.
- Friends Campaign Funds
 - Jo and Kevin will request the use of \$2200 for liturgy music, \$750 for CC Chronicle expenses, and \$250 for hospitality expenses.
 - A request from the committee for \$2000 for field trips and max \$5000 for a new sign was submitted through the Friends Campaign.
 - Karen Bush has been working on arrangements for lighting the road sign and securing separate donations.
 - Friends Campaign received a \$500 for a family service award. Jo Jones to work with the donor on criteria for the award
 - Amy Supple is working on a request for reading assessment program to be funded by the Friends Campaign

E) Enrollment Committee

- New committee leader is Ann Hubbard
- ½ day Oct 16th to allow other school students to come to CC
- Possible open house in the winter, parent and family get together.
- Possible Parent satisfaction questionnaire to be sent out in Oct and Feb
- New “prospective Student Packet “ and early Childhood Center Packet will be placed at both parishes
- A Change from Child care to Early Childhood Center
- Joanne is in process of scheduling to speak at OLL
- Jr High students design the “T” shirts for the kindergarten and preschool
- Possible bus trip to the parishes for the Holy Day Mass

F) Membership and Personnel

11. Home & School and Boosters Updates

- Home and School – No report
- Boosters
 - Looking for a wall unit to store the basketball and volleyballs

- Information meeting for the parents was well attended with a review of the work needed and shifts available – Carmilita LaPorte is heading up

12. New Business

- 10th Year Celebration – April 17th 2010
 - Will combine spring fling and 10th year celebration
 - Will be led by Rose Bays – A call for new families help
- State Address of the School Meeting
 - To be schedules with goals and budget review
- Texas Holdem – Dec 5th

13. Closing prayer

Joe Soto led the BoE in closing prayer.

Next meeting: Nov. 9th, 2009 CCCS library 6:30-9:00pm.