

## BOARD OF EDUCATION MEETING MINUTES

Meeting Date: Sept. 14, 2009

### 1. Opening Prayer

Jessica Cook opened the meeting with prayer.

### 2. Roll Call

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

Guest: Liz Peters

Absent: None

### 3. Approval of Agenda

Jessica motioned to approve the agenda with a change” Add confidentially agreement”. Kevin seconded. The agenda was unanimously approved with change.

### 4. Approval of Minutes

Kevin motioned to approve minutes with change to Ann Hubbard’s name. Jessica seconded. The minutes were unanimously approved with change.

### 5. Other Matters:

- **CCCS Guest Speaker – Liz Peters**
  - Enrollment mtg
    - T- shirts for the carnival to be printed on Friday
    - Shirts for the Kindergarten and 1<sup>st</sup> graders
  - Update on how uniform enforcement is going and the calm atmosphere that has taken over the school since we don't have so many uniform violations.
  - Reviewed “Chance” cards and how they work to quietly remind students to stay on task. Liz giving positive notes to students who do peaceful things throughout the day.
  - Shared her speeding ticket for students that do their work to fast and how it works to increase quality assignments. She shared it with the middle school for use.
  - In writing the 4th grade is writing narrative essays and the 5th grade is writing business letters to local businesses.
  - Update on Curriculum Crafter and how that keeps the teachers accountable for content and our students ready for the next grade at any school.
  
- **Confidentiality agreement was reviewed and signed by board members**

### 6. Written Communication - None

### 7. Audience Participation - None

### 8. Principal’s Report

- **Uniform**
  - Uniform police has established a sense of calmness in the classroom
  - Non uniform days will need to be earned
  - Website has been updated with the latest uniform policy established from best practices from schools in the area
- **Bishop Study of the Catholic Schools**
  - The Diocese of Grand Rapids is doing a three years study of the catholic school and determining number of schools to enrollment number
  - The study is starting with the lake shore schools
  - Corpus Christi is looking good because of number of potential enrollment student and no other Catholic schools in the area
- **Enrollment**
  - Enrollment is at the critical level. Currently 129 students - goal to build to 140 students by year end.
  - 29 preschool, 16 K, 17 1<sup>st</sup>, 19 2<sup>nd</sup>, 16 3<sup>rd</sup>, 18 4<sup>th</sup>, 13 5<sup>th</sup>, 8 6<sup>th</sup>, 9 7<sup>th</sup>, 13 8<sup>th</sup>
  - Thank you letters from the 8<sup>th</sup> to the preschool / Kindergartners for coming to CCCS
  - Open house went very well. The feedback was positive.
  - T shirts for the preschool / Kindergartners ready for the walk a thon and OLL fair
  - Coffee with OLL Mom's group is scheduled
  - The sign out front is cleaned up. Need to have "Catholic School" added to the sign
    - Mike to look into Township requirements for new sign, bigger sign and banner for 10th year anniversary
    - Need committee for new sign
    - Need to confirm budget
  - Uniforms on the field trip to show school support
  - OLL Wednesday mass to be at CCCS

## 9. Unfinished Business

### Exit Interview

- Brad to put together final tabulation of exit interviews. Eric to send on his information and to send last year's study to Jo.

## 10. Committee Reports

### A) Education/Multicultural

- Meeting set for Thursday the 17<sup>th</sup> after school to review goals and assignments.

### B) Executive

No Report

### C) Finance

- The finance committee hit the budget for 2009 predicting a \$28K short fall. The team ended the year with a shortfall of \$38K after making final adjustment entries similar to last year on Home and School and Boosters as recommendations by Geenan and Koelean of last year. The major reason for the \$10K discrepancy the Home and School had raised

funds for, and accrued the expense of \$10K for sound deadening baffles for the gym in fiscal year '08. The purchase was made this year and so the balance sheet sees the expense in this year.

- 2009/2010 school year there is an approx. \$50K shortfall. The finance team will be meeting to review the direction.

#### D) Development

- Friends' Campaign Funds – reviewed needs of budget items with Finance. Committee to make recommendations to the board for general use funds
- Pond project has started its construction process
- First meeting to be held next week to review goals and assignments
- Fundraising Summary Document – Ready for review

#### E) Enrollment Committee

- Martha requested Ann to chair
- Mike to look into what it takes to get our float into the parade of lights

#### F) Membership and Personnel

- Principal's Job Description was updated. Jo and Father Charlie Brown to review and fine tune the description

### 11. Home & School and Boosters Updates

- Home and School – Preparing for the walk-a-thon. The event is scheduled for Oct 18th.
- Boosters –
  - Julian Arredondo was hired for the AD position.
  - 5-6 girls volleyball needs a coach – presently supported by parents
  - 5-6 boys soccer needs a coach and more players
  - Discussion on CYO for Corpus Christi

### 12. New Business

- OLL Carnival (9/18-9/20)
- Texas Holdem – Proposed date of 12/5
- OLL faith formation -
  - Each year, the Faith Formation program at Our Lady of the Lake, teams up with Lakeshore Pregnancy of Holland, to bring an Abstinence Program to junior high and high school students. They hold a parent information night prior to presenting information to the students. All information is age appropriate and presented to each junior high grade individually. Boys and girls, at each grade level, will be together for the presentation. **Corpus Christi** parents can be invited to this presentation via a letter notifying them of the date, time, and location. This meeting is planned for October or November. Information presented includes ways for students to keep themselves safe and healthy, as well as a safe environment to ask questions concerning relationships, proper attire, safe activities, and situational role playing.

- **Corpus Christi** might be able to have the program presented to the junior high students separately, due to the fact that there are over 50 students in the program at OLL, and the students may be more comfortable asking questions in a group of their own classmates.

### **13. Closing prayer**

Mike VandenElzen led the BoE in closing prayer.

**Next meeting: Oct 12th, 2009 CCCS library 6:30-9:00pm.**