

BOARD OF EDUCATION MEETING MINUTES

Meeting Date: February 9th, 2010

1. Opening Prayer

Brad Everest opened the meeting with prayer.

2. Roll Call

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

Absent: Ann Hubbard

Guest: Mr. Ken Koster

3. Approval of Agenda

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

4. Approval of Minutes

Kevin motioned to approve minutes. Joe seconded. The minutes were unanimously approved.

5. Other Matters:

- Mr. Ken Koster – Discussion of Marketing Ideas
 - Ken discussed some of the marketing strategies other schools are using to their success. These included bringing a friend on our field trips or to school for a day, and having all activities in the local paper or on the radio.

6. Written Communication

- None

7. Audience Participation

- None

8. Principal's Report

- Added a new pre schooler and a 7th grader.
- Catholic School's week - A lot families are interested in Corpus Christi through the efforts of Catholic School's week. The play was a great outreach to families. There were 10 -12 families that came in for the open house.
- Enrollment packages to be sent out February 15th
- Spelling Bee will take place March 17th and Song Fest will be March 16th.

9. Unfinished Business

- Principal's Review – In process of gathering input. The review is due on April 1st.
- Catholic School's Week – Went well with great participation.
- Board of Education upcoming vacancies will be reported out by Jessica at the next school board meeting.

- Tulip Time Parade – Mike VandenElzen is determining the process to enter the Corpus Christi float.
- Texas Holdem will be played on May 15th.

10. Committee Reports

A) Education/Multicultural

- 1st Focus Night : (Intro for Catholic Schools Week)
 - Feedback Summary:
 - Very positive on all areas; Edline, Curriculum crafter, ACT/IOWA, ITBS and speakers knowledge
 - There were eleven responses for feedback from the parents. The Ed committee will review the statements and address them in the news letter or other form of communication.
- Multicultural – Calling all Colors - Aimee VandenElzen
 - The team is working on finding a guest speakers to talk with the calling all colors group
 - A game called TeenDIVERSOPHY was purchased. The plan is to use it with the group and possibly all of the middle school.
 - Starting plans for the cultural food event
 - Goal is to have a calling all color's cross built by the April 17th event to show off.
- Technology - Ed committees next area of focus

B) Executive

- No report

C) Finance

- January Month End Statements.
 - We reduced our allowance for bad debt from \$9500 to \$8300.
 - Expenses: We are on track or below our anticipated spend rate in all categories.
 - Parish Subsidies: All parish payments are up to date. Sharon is working with the parishes to confirm the student count from each parish.
- Next Year's Budget proposal.
 - We presented to the parish finance councils and the priests. The proposal has been sent to the finance councils and we are awaiting their approval. This is expected by end of February.

D) Development

- 10th Anniversary Logo. Barry Hutzel designed several different 10th anniversary school logos from which the committee selected one.
- Alumni Search Letter for Church Bulletins. Karen has finalized the letter requesting school alumni to sign up with the school. This letter will be inserted into the bulletins at both churches.
- Bowling Night. The committee has been discussing the possibility of having a bowling night which would act not only as a fundraiser, but also as a fun social event for our families.
- Friends' Campaign Use of Funds. The committee continues to work on how funds from the campaign will be used this year. This discussion will involve the members of the finance committee as well as input from our teachers.

- Update to Friends' Campaign Donors. The committee will be sending out updates to our donors showing how their funds have been used at the school this year. We also will include "save the date" information for our event on June 3rd.
- Corpus Christi Logo Wear. Martha has been working with a local embroidery shop to offer Corpus Christi logo wear.
- Activity Fee. The Committee likes the idea of an activity fee per student to cover field trips and other special events during the year rather than sending in money every time the kids go on a field trip. The fee could also include school supplies at the beginning of the year.

E) Enrollment Committee – Committee notes submitted but not discussed.

- Ads for our recruiting activities were submitted to the Holland Sentinel and Grand Rapids Press-Lakeshore.
- Catholic Schools Week at Our Lady was a success. A number of people commented how extraordinary it was to see the "family" relationship between staff, students, and parents.
- Internal marketing support continues with projects for teachers (Preschool, Kindergarten Round-up and 100 Days, Chronicle, etc.), and school groups (Spring Fling, etc.).
- Several families will be making a concentrated effort at sharing information and encouraging enrollment at the St. Francis 12:30pm Mass.
- Susan Griffith of the Enrollment Management committee has put together two large information resource binders with our brochures, tuition information, etc. for both parishes to distribute to new families, and families with newly-baptized youngsters.

F) Membership and Personnel

- No report

11. Home & School and Boosters Updates

- Home and School
 - Glamour and Glitz – 10th anniversary is going well. A more formal event than in the past. April 17th
 - Soup Labels – Over 115,000 labels were collected and used for a fax machine, printer, microscope and other items
- Boosters
 - Discussion on a sports camp is in process.
 - The second Gringo's Grill fundraiser day is March 14th.

12. New Business

- No report

13. Closing prayer

Eric Asselin led the BoE in closing prayer.

Next meeting: March 8th, 2010 CCCS library 5:00pm -7:30pm.