

## BOARD OF EDUCATION MEETING MINUTES

Meeting Date: May 10, 2010

### **1. Opening Prayer**

Mike VandenElzen opened the meeting with prayer.

### **2. Roll Call**

Present: Eric Asselin, Jessica Cook, Brad Everest, Lisa Altamira, Jo Jones, Mike VandenElzen, Joe Soto, Ann Hubbard, Fr. Charlie Brown

Absent: Kevin McDowell

### **3. Approval of Agenda**

Eric motioned to approve the agenda with change. Lisa seconded. The agenda was unanimously approved with change.

### **4. Approval of Minutes**

Mike motioned to approve minutes with change. Lisa seconded. The minutes were unanimously approved with change.

### **5. Other Matters:**

- Fr. Charlie Brown – Long term strategic goals.
  - A diocese study of the Catholic parishes was done to understand the state of the parishes. The report recommended for a comprehensive strategic plan for Corpus Christi school and both parishes to be drafted. The board will develop a plan with the parishes on how to proceed.

### **6. Written Communication**

- None

### **7. Audience Participation**

- None

### **8. Principal's Report**

- Every Thursday there is a review of the students that are and are not enrolled. There is personal meeting with each family that has not enrolled and with the ones that are leaving.
- Currently there are: 21 in Kindergarteners, 12 in 1<sup>st</sup>, 13 in 2<sup>nd</sup>, 14 in 3<sup>rd</sup>, 18 in 4<sup>th</sup>, 17 in 5<sup>th</sup>, 10 in 6<sup>th</sup>, 7 in 7<sup>th</sup>, and 8 in 8<sup>th</sup> grade with a possibility of 4 more students enrolling. We had 1 pastor's scholarship given away.
- An Epson representative will come in on Wednesday May 19<sup>th</sup> to show off the capabilities of the white boards.

### **9. Unfinished Business**

- Roster Update – Reviewed the open positions on the board. The positions will be selected at next board meeting.
- Principals Review – All the input summaries have been given to the Pastors for a principal review scheduled for next week. The principal’s job description has been accepted by the pastors.

## 10. Committee Reports

### A) Education/Multicultural

- No Report

### C) Finance

- Trip update
  - The account reporting will be different than in the past. In the past, the funding to run TRIP was taken as 1% of face value of the gift cards. The new system will be funded by taking 20% percent of the savings. Two reasons for the percentage: 1) Per Great Lakes SCRIP, the normal cost of running this program is between 17% and 20%. 2) 20% of the saving, although at the high end of the range will generate higher returns to those using TRIP. Communication of this new look will come out in the weekly newsletter.
  - Carol Quinn, Nancy Shrode, and Theresa Asselin have met with Carol Schoenborn to transfer ownership of this program.
  - The finance committee would like to recognize the outstanding efforts Carol Shoenborn has put into keeping the TRIP program running the last year and a half.
- April Month End Statements
  - Summary: The school is currently \$35,700 in the black for the operating income. The school had a negative cash flow of \$13K this month. We expect May to be similar with a negative \$13K and for June to be negative by \$29K (Automated tuition is not brought in this month, but salaries are paid). The finance team has predicted that our annual shortfall of approx. 20K, lower than the budgeted \$43K shortfall for this year. This is attributed to new enrollments through the year and the staff watching expenses.
  - Fundraising: The foundation has approved the movement of up to \$40K to cover current year deficit as a one-time offer from a benefactor to remove principal from the foundation to give to the school.

### D) Development

- Friends’ Campaign Use of Funds- Final details are being worked through.

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

- Uniform exchange will take place the last day of the school year.
- The school’s logo is added to the Our Lady of the Lake Bulletin.
- The name on the bus will be changed to Corpus Christi Catholic School

### F) Membership and Personnel

- No report

### **11. Home & School and Boosters Updates**

- Home and School
  - Field day is on schedule.
  - The band cabinets are completed.
  - Next year's 2010-11 budget is approved and set at \$1300
- Boosters
  - Tulip time parking generated over \$1800
  - May 21<sup>th</sup> will be the Sport's Banquet 7:30-9pm with a family kickball game and Tee shirts will be given out.
  - Storage units in the gym have been approved to install.

### **12. New Business**

- No report

### **13. Closing prayer**

Ann Hubbard led the BoE in closing prayer.

**Next meeting: June 16th, 2010 CCCS library 5:00pm -7:30pm.**