

## BOARD OF EDUCATION MEETING MINUTES

Meeting Date: June 9, 2009

### **1. Opening Prayer**

Martha Bischoff opened the meeting with prayer.

### **2. Roll Call**

Present: Eric Asselin, Martha Bischoff, Jessica Cook, Brad Everest, Judi Koepnick, , Steve Miskelley, Fr. Charlie, Mike VandenElzen , Joe Soto, Aimee VandenElzen, Lisa Altamira

Absent : Kevin McDowell, Don Short

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

Aimee motioned to approve the agenda. Steve seconded. The agenda was unanimously approved as stands.

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

Eric motions to approve minutes. Joe seconded. The minutes were unanimously approved as stands.

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

### **6. Written Communication**

### **7. Audience Participation**

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

Judi emailed the report and highlighted:

#### **Enrollment**

- Enrollment is at 140 K-8. (Last year at this time we had 156 K-8).
- Preschool is at 23 enrolled
- Nine students are not registered due to tuition not being paid but families have plans to pay by August. Judi to pass to keep Fr. Charlie involved with the status
- Bishop Scholarship and tuition assistants letters were sent out last week
- Nine families will not be returning, Judi to confirm the list.

#### **Updates**

- Teacher contracts were signed by Judi and Fr.Charlie
- Next year's schedule is complete.
- Liz Pacelli will not be returning as a kindergarten aide. However, Liz may switch to after school care in the preschool program. (The current staff will not be returning)
- Open House 2009-2010 All in one night – the staff worked on a new format for next fall. September 2, 6-7 pm – preschool open house and tour (all pre-8 teachers will be present), 7 PM – Pre-8 parents meet in the gym for opening and welcome. 7:20-9:00 – 3 – 20

minute sessions for parents to visit and hear K-8. (Sessions will repeat to accommodate multiple student families.) No ice cream social is scheduled

- The school will get Title I funding from Holland Public Schools for targeted population. Judi will complete the paperwork.
- The school will hear from WOPS regarding Title/NCLB \$7900 by July 1. Judi to follow up on the signing the papers for 2009-2010 and filed.

### **Recruitment**

- Enrollment info will be available all summer using parish boards, bulletins, and the website.
- The new brochures will continue to be available at both parishes in their kiosks as well as new family packets.

### **Marketing**

#### **9. Unfinished Business**

##### **Strategic Goals**

- Request for each committee leaders to review their goals for the year and provide input to the hits and misses to the goal.
- Committee leads to provide a 3-5 year goals for each committee for better transfers of knowledge as leaders change.

##### **Annual Report**

- Steve provided a copy of current annual report the team suggested keeping it in color, add pictures and condensing it
- Mike and Aimee will work with Ember DeBohr, a technical writer, to help shorten the report. Target is ½ the length.
- Target date for release is the end of the June with the cost of \$400 to be paid through development

#### **10. Committee Reports**

##### **A) Education/Multicultural**

No Report

- Suggestion: Next year, at each monthly BoE meeting, invite a grade/subject area/wing to discuss their curriculum and field any academic questions (or other) that you may have.
- Request from Miss Giroux to have more parent involvement in Friday Focus

##### **B) Executive**

No Report

##### **C) Finance –**

- Eric shared budget numbers that we will hit plan for the year. Will use \$28K from last year's savings to balance the books as planned in the approved budget.
- Finance team will attempt to find a better way of forecasting medical expenses and when it hits the books
- Final budgeted expenses and income for the year – Expenses: Books, Teachers Salary with Parish income

D) Development – No development report.

- The B of E's benefactor event went extremely well, some funding has come in
- A reflections meeting is being determined

E) Marketing – No Report

- Forms at the front office for anyone coming in
- Suggestion of putting together a matrix of new families to what Corpus Christi has done for them. Included would be letter of acceptance, uniforms-where to buy, calendar, etc

F) Membership and Personnel

New members to the Board

Lisa Altamera

Mike VandenElzen

Aimee to pass the VP role to Jessica

Jessica to pass the secretary role to Brad

Father Charlie Hall to join school board in August

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

- Home and School – A volunteer is needed to Co-Chair Fall Fund Raiser. Benches and Seats in the play ground where very well done. Excellent. Need a volunteer for the V.P. of home and school.
- Boosters – Joe Rios to stay on for one more year. Fall parent meeting is scheduled and the parent hand book will be passed out. Mark Horne will step down and Jenifer Ware will take his place. The review from the sports banquet was good but the boosters are looking for ways to shorten it.

## **12. New Business**

- Exit Interviews – Judi to update the list of non returning families. Judi has contacted all of the them. Brad to divide up the list for the Board to make exit interviews. Brad to send out interview letters to the 8<sup>th</sup> grade graduating families.
- Principle Search – Reviewed timing. Martha to handle the Our Lady of the Lake mass for Judi. Jessica and Lisa to handle the St. Francis mass. Jessica to work with Deb on sending out a letter to the parents for the masses. Eric will send out the first draft of the letter to the parents this week for review. Targeting the end of the week to send out the letter to the families. Aimee reviewed the care about and wants from the teachers and staff for the new principle. Four teachers were added to the committee; Abby Giroux , Liz Peters, Terry Coffin, Joanne Ashley, and one staff member Deb Rios.

## **13. Closing prayer**

Brad Everest led the BoE in closing prayer.

**Next meeting: July 13, 2009 CCCS library 6:30-9:00pm.**