

DPA School Board Minutes

2021-2022

October 28, 2021

7:00-8:45: pm

- 1) **Opening prayer-** (Fr. Andrew)
- 2) **Roll Call-** (Becky)
 - a) Present-Kate Beuschel, Fr. Andrew, Becky Porter , Ashley Dietrich, Bruce Vandermeulen , Kyle Pline
 - b) Virtual-Ryan Swanson, Tonya Fritz, Misty Conran
 - c) Absent-Todd Kline
- 3) **Approval of previous minutes:**Kyle motions to approve, Bruce seconds, all approve (Becky)
- 4) **Approval of agenda:** Kyle motions to approve, Bruce seconds, all approve (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) **St Joseph-**See attached BOD Admin update
 - b) **St . Catherine-**See attached BOD Admin update
 - c) Grant opportunities, webinar is Tuesday for info
 - d) Parent Survey during conferences Nov. 16/17 keep the survey open for that week. Survey will go out Monday the 15th. Split between campuses and Early Childhood survey that applies to younger kids. Update survey questions for relevancy. People are still unclear about what the School Board does?
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) See attached statement of activity
 - ii) Grant monies come in at different times to be distributed, sometimes not included into the budget yet.
 - iii) Budgeting was being separated from St. Joseph and St. Catherines by business manager.
 - iv) Could all of the St. Joe's auction funds be reserved for just the school? Festival could potentially cover the costs of religious ed program rather than auction.
 - b) Development: (Becky)
 - i) Insert portions of the 'Wings Tradition' into the weekly bulletin to make parishioners aware of opportunities to contribute to endowments, Helping Hands Scholarship, ect.
 - ii) Kristin Hoyle is applying for a grant that funds before/after care and summer in person programming that serves K-8
 - c) Building and Grounds: (Tonya)
 - i) Ted Goodno is interested in potentially joining the board but Thursday nights are an issue.
 - ii) Just need a report if attendance is an issue.
 - iii) Jim Ricord is now plants and grounds manager for all 3 parishes.
 - d) Strategic planning/Policy: (Misty)
 - i) Need to continue work on "mapping out" the strategic plan
 - ii) Set a January date to complete the "new"/updated strategic plan
 - iii) Found the digital version of the previous plan. Could adjust that and update to current.
 - iv) The plan is actually up to date, it's more how to execute the plan, how are we going to make it happen?

- e) Mission Effectiveness: (Kyle)
- i) I have been working on revising/updating WINGS to better reflect our mission statement (as we have discussed at previous meetings). This will hopefully serve as our “elevator speech” to describe DPA to others. I have also reviewed our website and have some suggestions about wording/verbiage to strengthen our description of the WINGS model... making it more consistent throughout the website. I hope to present this at the next meeting.
 - ii) Updating a mission statement has to have approval from the Bishop.
 - iii) Update WINGS to one word for each letter
- f) Marketing: (Ashley)
- i) Ashley and Christina and Sarah Toepfer, Marketing director with the Diocese, met to check in on marketing. Plan is doing well, continue with Social Media presence, creating a virtual tour video to send to prospective family. Looking into resources for simple snippets of video for the school. Reach out to West Catholic/Muskegon Catholic media club or yearbook club, could make it part of service hours if they help out.
 - ii) Another potential Marketing committee member is on the horizon.

7) HSA/Auction update

- a) **SC** HSA- Successful Bike Night Auction. Profited just over \$33,000. Attendance was lower but made the most money in 8 years.
- b) Joint HSA Holiday party suggested for all members? Include Teachers and board members Rotate campus each year. (Ryan)
- c) **SJ** HSA- Finally able to offer field trips for all the Pre-school through 8th grade this year. (Tonya)

8) Open discussion:

- a) Accreditation-Complete 5.1-5.6
 - i) have every member complete their portion.
 - ii) Send bi-laws to see if we should amend the bi-laws
 - iii) Finish Standard 5 and move on to the next one
- b) Estate Planning should become a priority
- c) Legacy newsletter-should be created, create an alumni event
- d) Update Winter Survey questionnaire to parents
 - i) What are the questions that we want answered?
 - ii) Forecasting future enrollment for Middle School

Next meeting is December 2, 2021

7:00-8:00

St. Joseph Campus

Mission: As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

Vision: Be a learning community that grows WINGS: world knowledge, focuses on individualized, innovative education, provides a nurturing family environment, and is God-centered, while utilizing supportive technology.