

## Board of Limited Jurisdiction 2017-2018

Meeting 1: Sep 07, 2017

6:00pm-7:30pm at SC

The meeting was called to order & led in prayer by Kate. Fr. Fred, Chuck Pearce, Jon Morey, Greg Grover, and Kate Beuschel were present. Kathy Morey was present for the St. Catherine's HSA. Diane Butts was present for St. Joe's HSA. SJ Auction was not represented. Karen Reed and Dr. Bonnie Pline were also present.

- 1) Divine Providence Prayer [5 min] (Kendra)**
  - a. Prayer was led by Kate.
- 2) Approval of Previous Minutes [5 min] (Jon)**
  - a. Minutes were unanimously approved.
- 3) Enrollment Update [5 min] (Kendra)**
  - a. Kate provided an update.
    - i. Stong enrollment at SJ (especially early childhood), and SC infant/toddler room. Also, SC before/after care is doing really well, including 15 children from Beechnau Elementary. Goal is for SC early childhood programs to feed strong numbers into K-5.
- 4) SC Campus Early Childhood Update [5 min] (Kate)**
  - a. Job posting is still out for director/teacher of SC early childhood. Kate and team are working to fill this role as soon as possible. In the mean-time, Ms. Hope Rasch is filling the role with Ms. Hernandez as Kindergarten aid.
  - b. Parents are looking for an update on the early childhood job posting. Kate and/or Kendra to provide an update.
  - c. Update on infant/toddler.
    - i. Certification has been achieved, and 6 kids are currently enrolled in infant/toddler. Still receiving interest from new families.
    - ii. Kate to investigate obtaining a partition between 'crib area' and the rest of the infant/toddler room. Fr. Fred recommended calling West Michigan Office Interiors (Bob Schoeneman(sp?) as a potential donation. Chuck also knows of a source if that doesn't work out.
    - iii. Final invoices are being received, and at this time, we appear to be well-under budget.
- 5) Resignation of Sharon, April, and Lorrain [5 min] (Jon)**
  - a. Discussed, and understand by the team. As a team, we will look for others who would be willing to join the board.
- 6) Discuss interest / vote to fill Secretary role [5 min] (Jon)**
  - a. Until a replacement Secretary can be found, we will take turns with note-taking, and Jon will continue to send meeting packet.
- 7) Committee Discussion and Open Issue Review [40 min]**
  - a. Finance (Chuck)
    - i. Chuck will finalize the addition of budget to the WINGS website.
  - b. Planning & Policy (Jon)
    - i. Strategic plan update in progress. Finalized update to occur this year, and will be presented to the board for approval.
  - c. Marketing (Greg)

- i. Greg discussed a potential project of creating a marketing video of one of our classrooms. The goal being to demonstrate the wonderful learning environment we have at DPA, and post to our website, Facebook, etc. Greg to discuss with Greg Ghering at the Diocese for some possible assistance.
- ii. Kate and Alyssa to help out with some of the marketing activities (Facebook posting, etc)
- iii. Greg to discuss with Becky Porter to understand if she is still interested in joining the Marketing / Communications committee.

**d. Mission Effectiveness (Open)**

- i. No Update.

**e. Bldg. and Grounds (Joe/Jon)**

- i. SJ:

- 1. New drain field has been installed.
- 2. Floor cleaning is done, and looks great.
- 3. Bathroom cleaning took place, and also looks great!
- 4. New flooring in preschool room looks great.

- ii. SC:

- 1. Plumbing issues in bathrooms have been addressed over the summer.
- 2. Infant / toddler room work is complete. New 'hard' flooring to be added in front of sinks in infant/toddler room. Kate investigating.
- 3. Fr. Fred investigating new outside doors.

**f. Development (Open)**

- i. No Update.

**g. HSA & SJA**

- i. SC

**(Kathy)**

- 1. This year started out with a highly attended, very effective 2+hr meeting.
- 2. New families have shown an interest, and are going to be involved.
- 3. SC HSA has voted to pay 100% for field trips this year. Parents will have \$0 out of pocket costs. Thank you!!

- ii. SJ

**(Joy/Diane)**

- 1. Working hard to fill volunteer spots for hot lunch.
- 2. Scrip workshop occurring soon.

- iii. SJA

**(Tammy/Joe)**

- 1. No update.

**8) Open Discussion [10 min] (Team)**

- a. School zone signs have been removed near the SJ's campus. This is due to a change in law. Kate to investigate further.

- b. Kate is working on a staff directory (including pictures and descriptions of what everyone does). This should be ready soon.
  - c. Spirit Festival occurring November 11<sup>th</sup> at SC. This event is taking-over for turkey dinner. Many local breweries, wineries, and cider-houses will be present. Along with caterers (including the Cheese Lady). Should be a great time that we are hoping is very-well attended.
- 9) Meeting Schedule (2017-2018)
- 10/19 – at SJ
  - 11/30 – at SC
  - 1/18 – at SJ
  - 3/1 – at SC
  - 5/3 –at SJ
  - 6/14 –at SC

### **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.

## Board of Limited Jurisdiction 2017-2018

Meeting 2: Nov 30, 2017

6:00pm-7:30pm at SC

The meeting was called to order then led in prayer by Kendra. Fr. Fred, Jon Morey, Greg Grover, and Kate Beuschel were present. Kathy Morey was present for the St. Catherine's HSA. Karen Reed, Sharon Davis and Dr. Kyle Pline were also present.

- 1) Opening Prayer [5 min] (Kendra)**
  - a. Divine Providence Prayer was led.
- 2) Approval of Previous Minutes [5 min] (Jon)**
  - a. Minutes were approved.
- 3) SC Early Childhood Update [10 min] (Kate)**
  - a. **Kate to update status of director/teacher job search.**
    - i. Kendra acting as interim director.
    - ii. Due to this, the job posting can be listed as a teacher position, which helps increase the pool.
    - iii. A new candidate is being interviewed on Monday. This candidate has high potential, and has roadmap to become the director.
- 4) Update on School Board Summit [5 min] (Jon)**
  - a. Jon, Kate, and Kendra discussed school board summit. We will plan to attend next year.
- 5) Committee Discussion and Open Issue Review [30 min]**
  - a. **HSA & SJA**
    - i. **SC (Kathy)**
      1. SC HSA council has raised concerns of \$4,000 yearly payment towards use of hall. Currently the school uses the hall only ~1.5hr per week.
      2. SC HSA to draft and submit proposal of reduced responsibility to SC finance council.
    - ii. **SJ (Joy/Diane)**
      1. Joy and Diane could not attend meeting. Prior to the meeting Joy brought up concern of boy's bathroom issues at SJ's. Tim Hall has confirmed these issues have been resolved.
    - iii. **SJA (Tammy/Joe)**
      1. No update.
  - b. **Marketing (Greg)**
    - i. Kyle brought up the idea to investigate and benchmark St. Pat's website. Jon to investigate with Tim.
    - ii. Infant/toddler information (on website) must be updated. Kate to take this task.
    - iii. Greg to give Fr. Fred more baptism folders.

- iv. Greg and Kate to investigate streaming the Christmas program on Facebook live.
  - v. Jon to investigate (with the Diocese) more of a ‘daily calendar’ of marketing ideas.
- c. Bldg. and Grounds (Joe/Jon)**
- i. SJ – some bathroom concerns remain at SJ’s. Kendra to investigate.
  - ii. SC – Issue with refrigerator seal (at hall) was flagged during health department inspection. This has been resolved by the Men’s Club.
  - iii. SC – Kyle brought up a concern of drop-off parking. Maybe angled parking would work better. Jon/Kyle to investigate.
- d. Finance (Chuck)**
- i. Updates.**
  - ii. Current status.**
  - iii. Start discussing tuition for next year.**
    - 1. Chuck not present. Early budget outlook looks better than originally expected.
- e. Planning & Policy (Jon)**
- i. Based on Diocesan recommendation (of 5 year updates of Strategic Plan), Planning and Policy committee to shelf update of Strategic Plan till next year.
- f. Mission Effectiveness (Open)**
- i. No update.
- g. Development (Open)**
- i. No update.
- 6) Open Discussion [5 min] (Team/guests)**
- a. No additional comments.
- 7) Meeting Schedule (2017-2018)**
- ~~10/19~~ — at SJ (replaced by annual School Board Summit)
  - ~~11/30~~ — at SC
  - 1/18 – at SJ
  - 3/1 – at SC
  - 5/3 – at SJ
  - 6/14 – at SC

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## Board of Limited Jurisdiction 2017-2018

Meeting 3: Jan 18, 2018

6:00pm-7:30pm at SJ

The meeting was called to order then led in prayer by Jon. Chuck Pearce, Kate Beuschel, and Jon Morey were present. Diane Butts and Joy Umlor were present for SJ HSA. Kathy Morey was present for SC HSA. Karen Reed, Deb TenBrink, Suzanne May, Emily Morren, and Dr. Kyle Pline were also present. Fr. Fred, Greg Grover, Kendra DeYoung, and Joe Kluting were absent

- 1) **Opening Prayer [5 min]** **(Kendra/Jon)**
- 2) **Approval of Previous Minutes [5 min]** **(Jon)**
  - a. Motion to approve by K. Morey. Second by C. Pearce. All approve.
- 3) **SC Early Childhood Update [10 min]** **(Kate)**
  - a. **Director/teacher job search.**
    - i. Ms. Courtney Stone hired. She will begin work on Director credential. Kate/Kendra will fill Director role until Courtney has completed.
  - b. **Enrollment / operations update.**
    - i. 21 students at SJ. 17 at SC. We are pleased with these numbers.
- 4) **Committee Discussion and Open Issue Review [60 min]**
  - a. **HSA & SJA**
    - i. **SC** **(Kathy)**
      1. Approved money for new Chromebooks for Little Wings program.
      2. Approved \$150 startup money for Ms. Stone.
      3. Request sent to Finance Council to reduce yearly payment for use of Hall from \$4k to \$2k. Waiting for response. If approved, HSA will donate the \$2k savings to the budget.
    - ii. **SJ** **(Joy/Diane)**
      1. Looking into ways to help with CSW.
      2. Looking into 'Pack it Up' effort in Coopersville as part of service work effort.
      3. Organized Chuck-E-Cheese fundraiser. Discussed potential of handing-out flyers to incoming patrons.
    - iii. **SJA** **(Mark/Sherri)**
      1. SJ HSA request increased promotion of Auction from school employees to parents. Kate to review at staff meetings, and continue to explain how important Auction is.
      2. Auction committee chairs will change after auction. Need to confirm who to invite to BOD meetings.
  - b. **Marketing** **(Greg)**
    - i. Greg not present, but much discussion took place.
    - ii. Ideas for high-frequency marketing activities shared by Greg Ghering at the Diocese. Jon to discuss with Greg and Kate to determine what actions to implement, and how / who to perform these actions.
    - iii. Idea brought forth to 'market' to area churches (especially for early childhood programs). Jon to investigate with marketing team.

- iv. Idea brought up by Ms. Morren to create a ‘DPA’ hashtag. By doing this, and having people post using this hashtag, it will link together our DPA posts / information. Jon to discuss with Greg / Kate.
  - v. Idea brought up by Ms. Morren to create a YouTube channel. Jon to investigate with Greg/Kate.
  - vi. Idea brought up by Ms. Morren to add DPA news and information in local newspapers and local Facebook community pages.
- c. Bldg. and Grounds (Joe/Jon)**
- i. SJ’s:
    - 1. **Boy’s bathroom issue.**
      - a. Issues resolved.
    - 2. Smell remains in SJ’s school, and is very bad. Jon to investigate with Joe.
  - ii. **Drop off parking at SC’s**
    - 1. Issue to be resolved in spring, once snow and weather clears. Jon and Kyle responsible.
- d. Finance (Chuck)**
- i. **Budget / tuition discussion start.**
    - 1. Budget in progress. Currently Chuck is confirming current-year budget in preparation for completing next year’s budget.
    - 2. Plan to vote-on tuition numbers at next meeting. Chuck to create options.
- e. Planning & Policy (Jon)**
- i. No Update
- f. Mission Effectiveness (Open)**
- i. **Parent Survey for DPA (Kate to lead discussion)**
    - 1. Parent survey is in progress. On track to send-out prior to end/January. Kate leading.
- g. Development (Open)**
- i. **Steelcase grant (possible?) (Kendra to discuss)**
    - 1. Kate confirmed this is in progress with Helen Dietrich supporting.
- 5) Open Discussion [5 min] (Team/guests)**
- 6) Meeting Schedule (2017-2018)**
- ~~10/19~~ — at SJ (replaced by annual School Board Summit)
  - ~~11/30~~ — at SC
  - ~~1/18~~ — at SJ
  - 3/1 – at SC
  - 5/3 – at SJ
  - 6/14 –at SC

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## Vision



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## Board of Limited Jurisdiction 2017-2018

Meeting 4: March 01, 2018

6:00pm-7:30pm at SC

The meeting was called to order then led in prayer by Kendra. Dave Faber, Kate Beuschel, Kendra DeYoung, Greg Grover, and Jon Morey were present. Diane Butts and Joy Umlor were present for SJ HSA. Kathy Morey was present for SC HSA. Karen Reed, Sharon Davis, Brandon Hackenberg, and Dr. Kyle Pline were also present. Fr. Fred, and Joe Kluting were absent.

- 1) Opening Prayer [5 min] (Kendra)
- 2) Special Guest, Superintendent Dave Faber:
  - a. **Dave attended the meeting to give a yearly update, sharing some information from the Diocese, and some great summaries of our survey results.**
  - b. **Dave confirmed there is specific training for BOD membership. This is located on the DOGR website, also Dave provided a hand-out.**
  - c. **Parent survey is ready, we will send-out to our parents at conference-time.**
  - d. **We have ~\$900-1400 left in Diocesan allowance for marketing spending.**
  - e. **Diocesan Mission Effectiveness Committee Update:**
    - i. **Shared 1-pager summary from Diocese.**
    - ii. **Shared Catholic baptism data from 1965 to present. Key takeaway is that baptisms are going-down, which of course impacts attendance in Catholic schools.**
  - f. **CatholicSchools4u.org 'Bridging Faith and Future Video'. Recommendation to play this video at HSA and Men's Club meetings.**
  - g. **Parishes in the Diocese who do not have a school, are being asked to provide 4% of their offertory next year, then 8% the year following to Catholic schools.**
- 3) Approval of Previous Minutes [5 min] (Jon)
  - a. **Previous minutes approved.**
- 4) Committee Discussion and Open Issue Review [70 min]
  - a. Finance (Jon)
    - i. Vote on 2018-2019 tuition proposals.
      1. **Discussion and approval gained of new tuition numbers for next year. Tuition numbers will also include the \$100 tech fee and \$25 recess fee. This will allow parents to spread that cost throughout the year instead of a 1-time payment at the beginning of the year. Approved 2018-2019 Tuition numbers are:**
        - a. **1<sup>st</sup> child - \$3375**
        - b. **2<sup>nd</sup> child - \$2475**
        - c. **3<sup>rd</sup> child - \$2225**
        - d. **4<sup>th</sup> child - \$2025**
        - e. **5<sup>th</sup> child - \$2025**
  - b. Mission Effectiveness (Open)
    - i. Parent Survey for DPA (Kate to lead discussion)
      1. **Parent survey is complete. Due to lack of time in the BOD meeting, Kate and Kendra will discuss the results at the next HSA meetings. Key takeaway from BOD meeting will be to respond quickly to the families with school response and planned actions.**

- ii. Exit interviews (Jon to give update)
    - 1. **Names and contact information have been established. Jon to work with Hayden about making the phone calls.**
  - c. HSA
    - i. SC (Kathy)
      - 1. **Approved at Pastoral / Finance meeting that \$4000 charge for use of the hall is being eliminated.**
    - ii. SJ (Joy/Diane)
  - d. Bldg. and Grounds (Joe/Jon)
    - i. Bathroom smell at SJ's.
      - 1. **Everyone agrees that smell is much better (maybe gone?). Thank you!!**
    - ii. Early childhood playground updates at SC's.
      - 1. **Filler rod and caulk applied between slide bedways and platform / upright to close-up gaps.**
  - e. Marketing (Greg)
    - i. **Using some Diocesan money for new pamphlets.**
    - ii. **Marketing seminar (by St. Thomas) explained electronic promotion ideas. Greg and Kate to discuss ideas for us to perform in March.**
  - f. Planning & Policy (Jon)
  - g. Development (Open)
- 5) Open Discussion [10 min] (Team/guests)
- a. Proposal from Jon to replace May meeting with bi-annual school board summit on Thursday, April 26 at 6:30 at Cathedral Square.
    - i. **Discussion indicates agreement to do this. Jon will send note to the team, and have Tim update the calendar.**
- 6) Meeting Schedule (2017-2018)
- ~~10/19~~ — at ~~SJ~~ (replaced by annual School Board Summit)
  - ~~11/30~~ — at SC
  - ~~1/18~~ — at SJ
  - ~~3/1~~ — at SC
  - 5/3 — at ~~SJ~~ (*replaced with school board summit, April 26, 6:30pm at Cathedral Square*)
  - 6/14 — at SC

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## Board of Limited Jurisdiction 2017-2018

Meeting 5: June 14, 2018

6:00pm-7:30pm at SC

The meeting was called to order and prayer was said by Father Fred. Fr. Fred, Chuck Pearce, Kate Beuschel, Greg Grover, and Jon Morey were present. Diane Butts was present for SJ HSA. Kathy Morey was present for SC HSA. Karen Reed, Brandon Hackenburg and Dr. Kyle Pline were also present. Kendra DeYoung and Joe Kluting were absent.

- 1) Opening Prayer (Kendra)
  - a. **Father Fred led us in prayer.**
- 2) Approval of Previous Minutes (Jon)
  - a. **Jon motion, Kathy 2<sup>nd</sup>, approved by all. Will add to Website.**
- 3) Enrollment Update (Kate)
  - a. Early Childhood and K-8 (Kate)
    - i. **SC –**
      1. **Infant/toddler: 13 students year round**
      2. **Before/after: 5 before school kids. 17 after school. ~80% were from Beechnau Elementary.**
      3. **Early Childhood – 12 preschool, 7 kindergarteners (2017, was 13 preschool, 5 kindergarten)**
      4. **Grade 1-5: 10 students. 2017 was 12. Currently no 4<sup>th</sup> and 5<sup>th</sup> graders.**
      5. **How do we retain kindergarteners into elementary?**
    - ii. **SJ –**
      1. **Kindergarten: 10, preschool: 4 (2017 was 10/12. Down 8 preschool as of now). We have room for 6 more children (6 more spots).**
      2. **1-8 grade: 41 students (2017 was 51 students)**
      3. **We had 8 8<sup>th</sup> graders graduated.**
      4. **Kate to have retention meeting regarding 3 students.**
- 4) Finance Committee (Chuck)
  - a. Vote on budget proposal.
    - i. **Currently sitting at ~-\$47k.**
    - ii. **Father Fred asked board to find ways to improve this.**
    - iii. **Confirm if we can eliminate non-parishioner rates.**
  - b. Discuss 'check and balance' for communicating/charging tuition.
- 5) Exit interview general update. (Kate)
  - a. **2 families left halfway thru year. They were interviewed.**
  - b. **2 families that are not returning have also been interviewed.**
  - c. **Takeaways:**
    - i. **Parents struggle with understanding our report cards and mastery based (individualized) learning. We do not have traditional report cards. How do we explain our program? How do we explain iReady results?**
      1. **Moving to Diocesan report cards in the Fall. Our report cards will be the same as other schools in the Diocese.**
      2. **As a mastery-based program, how do we get children ready to go into a traditional setting? We need to confirm to parents that their child is ready.**

3. DPA is going to start using infinite campus. Parents can go-in and see all results for their children.
    - a. Since we're a mastery program, the staff needs to discuss how to enter things into Infinite campus? For example, our children work till they learn a concept, however, parents are looking for ways to help their children and see where they are struggling.
  4. Not enough extra-curricular programs. CAPS has STEM, woodworking, etc. How can we partner with other schools to provide this?
    - a. How do we get invited / participate with CAPS programs?
    - b. Parents want: science, STEM, sports, etc.
    - c. Maybe we can put Coopersville rec flyer on our website?
    - d. We did Physics day at Michigan's Adventure and other great things. How do we communicate this?
    - e. We want to target programs for early elementary and middle school.
  5. Parents are not getting quick-enough feedback from admin.
    - a. Kate will lead SJ's campus.
  6. RTI / extra support. We need to supply the highest quality support and provide feedback to parents.
    - a. Currently RTI teachers are working with homeroom teachers, but there is not sufficient feedback to the parents. We are planning weekly email to the parents communicating the progress of their child and things they can do at home to help.
    - b. IEP? We actually provide more time than a normal school provides, however we are not communicating it.
    - c. Speech / language: if you need it, a pathologist will come out from Coopersville.
    - d. OT/PT: if you show you need it, an OT/PT can come out from Coopersville.
    - e. In addition, parents want Admin to oversee RTI, which Kate will do starting next Fall.
  7. Religious Education. Some parents feel that Religion was not paramount to their child's day. They want more than 45min/week.
    - a. We will now have Homeroom teachers teach Religion. This can increase Religion presence.
    - b. Education and Virtue. Program out of Seattle where students create a written plan to improve in a specific education or Virtue area.
    - c. Kate and Courtney taking catechesis of the Great Shephard training next fall. Level 1 next year (early childhood) Level 2 and 3 following.
  8. Monthly whole campus events to improve relationships at each campus.
    - a. How can we offer small ways to teach children to pray, etc?
- 6) Family / staff handbook update (July mtg needed?). (Kate)
- a. **New handbook to families on 8/15 (SJ) and 8/16 (SC) (at Open House).**
- 7) BOD members for next year. (Jon)

- a. **Recommended new members:**
    - i. **Brandon Hackenberg**
    - ii. **Dr. Kyle Pline**
    - iii. **Becky Porter**
  - b. **Due to low numbers of BOD members, Greg, Chuck, and Jon agreed to stay on for 2018/2019 school year.**
  - c. **Jon offers to stay on as Chair for 2018/2019 school year. Kathy 2<sup>nd</sup>, all approved.**
  - d. **No offers for Vice Chair and Secretary. These positions will remain open for now.**
- 8) Committee Discussion
- a. Mission Effectiveness (Open)
  - b. HSA
    - i. SC (Kathy)
      - 1. **SC HSA has provided >\$38k in funding to SC for 2017/2018.**
    - ii. SJ (Joy/Diane)
      - 1. **HSA to consider what kind of gift basket we can give families.**
  - c. Bldg. and Grounds (Joe/Jon)
  - d. Marketing (Greg)
    - i. **Spent \$1,300 (from Diocese) on pens and yard signs.**
    - ii. **At baptism, what can we give? Onesies?**
  - e. Planning & Policy (Jon)
  - f. Development (Open)
- 9) Open Discussion
- a. **Kate wants to look into bussing.**
  - b. **Could we partner with Trinity Lutheran to provide bussing? Jon to reach out to TL.**
- 10) Meeting Schedule (2018-2019)
- a. Jon to discuss meeting calendar proposal.
    - i. ***Meeting calendar for 2018/2019 to be determined during summer. Will be very similar to this year.***
    - ii. ***Mon, July 30. → Handbook discussion.***

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