

DPA School Board 2018-2019

Meeting 6: May 2, 2019

6:00pm-7:30pm at SJ Campus

1. **Opening prayer** (Jon)
2. **Roll call** (Jon)
 - a. Board Members Present: Kathy Morey, Dr. Kyle Pline, Brandon Hackenburg, Kate Beuschel, Greg Grover, Jon Morey, Chuck Pearce, Becky Porter, Karen Reed-Timmer,
 - b. Absent: Father Fred
 - c. Additional Guests: Suzanne May and Sharon Davis
3. **Approval of previous minutes and Special Tutition Meeting** (Jon)
 - a. Jon motion, Kyle 2nd, all in attendance approve.
4. **Approval of agenda** (Jon)
 - a. Jon motion, Brandon 2nd, all in attendance approve.
5. **Administration update** (enrollment, staffing, others)(Kate)
 - a. St Catherine
 - i. All elementary students coming back
 - ii. Four students not coming back from early childhood, but offset by new families.
 - iii. Kindergarten-1st grade will be offered and new classroom will be 2-4.
 - iv. Little wings-5 children moving from St Catherine to St Joseph.
 - v. Currently, one student on waiting list in little wings.
 - b. St Joseph
 - i. One family will not be returning.
 - ii. Two rooms in new building. I room infant/toddler other room preschool.
 - iii. Jobs posted-Early Childhood Director and infant/toddler assistant.
 - iv. One staff member (lead teacher) will transfer over to St Joseph from St Catherine.
6. **HSA/Auction update**
 - a. SC (Kathy)
 - i. Board elected for 2019/20 school year.
 - ii. Kathy Morey President, Ryan Swanson Vice President, Heather Braspenninx Treasurer, Bonnie Pline Secretary.
 - iii. Working on Field Day.
 - iv. Bonnie working on Walkathon.
 - v. Golf outing is June 22nd.
 - b. SJ (Karen)
 - i. Working on Field Day.
 - ii. Roller Fox will take place in May.
 - iii. May 10th is May Crowning.

- iv. New Board positions for the 2019/20 year will be assigned at May meeting.
 - c. SJ Auction (Tammy/Joe)
- 7. Action item/committee review
 - a. Finance (Chuck)
 - i. Budget status
 - b. Marketing (Kate/Greg)
 - i. Kate presented Ryan Lafferty's class semester project during meeting.
 - ii. New logos will be presented at June meeting.
 - c. Development (Becky)
 - i. Steelcase grant given to out of state institutions.
 - ii. Looking into receiving grant from Ravenna Community Foundation.
 - iii. Investigating another grant for building, and if the grant focuses on parochial school, min \$100,000.
 - d. Building and Grounds (Brandon)
 - i. SC
 - 1. Paint lines
 - 2. Annex is getting torn down, looking into possibility of new drive.
 - 3. Brandon placed to do list on board drive.
 - ii. SJ
 - 1. Light in back of school needs to be looked at.
 - e. Planning and Policy (Kate)
 - i. Staff handbook emailed.
 - ii. Board handbook updated this current year.
 - iii. It needs to be updated on our website and sent to diocese.
 - iv. Review parent handbook.
 - v. School board survey, everyone needs to complete it.
 - vi. Strategic plan
 - f. Mission Effectiveness (Klye)
 - i. Results from winter survey.
 - ii. We need students to volunteer locally and donate more money to local charities.
 - iii. Visiting GR organizations are great experiences for our students.
- 8. Open discussion

DPA School Board 2018-2019

Meeting 1: September 06, 2018

6:00pm-7:30pm at SC Campus

- 1) Opening prayer (Jon)
- 2) Roll call (Jon)
 - a. **Board members present: Brandon Hackenberg, Chuck Pearce, Kathy Morey, Becky Porter, Karen Reed-Timmer Dr. Kyle Pline, Greg Grover, Kate Beuschel (principal), Fr. Fred (pastor and canonical administrator).**
 - b. **Board members absent: None**
 - c. **Guests: Tonya Fritz, Ken Holubeck, Emily Morren, Tammy Kluting, Sharon Davis.**
- 3) Approval of previous minutes (Jon)
 - a. **Jon motion, Kathy 2nd, all in favor.**
- 4) Approval of agenda (Jon)
 - a. **Jon motion to approve agenda with amendment to item 6:**
 - i. **From: Take nominations and vote for vice chair and secretary roles**
 - ii. **To: Jon to request nominations for vice chair and secretary roles.**
 - b. **Chuck 2nd, all approve**
- 5) Introduction of new school board members (Jon)
 - a. Fr. Fred has approved the recommendations of the following new school board members:
 - i. Dr. Kyle Pline – Mission Effectiveness Committee
 - ii. Becky Porter – Development Committee
 - iii. Brandon Hackenberg – Building and Grounds Committee
- 6) ~~Take nominations and vote for vice chair and secretary roles~~ (Jon)
secretary roles [AMENDED per item 4] Jon to request nominations for vice chair and secretary roles.
 - a. **Jon will send email to school board members, Mrs. Beuschel, and Fr. Fred asking for nominations for vice chair and secretary. Those who accept the nominations will be placed for vote during our next meeting.**
- 7) Discuss committee membership requests (Jon)
 - a. **Emily Morren – will take a place on Mission Effectiveness**
 - b. **Sharon Davis – will take a place on Planning and Policy**
 - c. **Karen Reed-Timmer – even though Karen is HSA president for SJ’s campus, she has expressed interest in joining a committee. The school board chairs will discuss where her help is needed.**
 - d. **Diane Butts – Chuck to discuss with Diane regarding her interest in the Finance committee.**
 - e. **Mr. Ryan Lafferty – Jon to reach-out to Mr. Lafferty for potential help with Marketing/Communication committee.**
 - f. **Kathy Morey asked for listing of board chairs and committee members. Jon to provide this.**
- 8) Enrollment update (Kate)
 - a. **SC**
 - i. **15 students in Little Wings (full 1 day/week) (infant-3yr).**
 - ii. **20 student in Early Childhood. 14 preschoolers and 6 Kindergarteners.**
 - iii. **10 students in elementary.**
 - iv. **11 students from Beechnau Elementary for after-care. 5 students from St. Catherine’s in after-care.**

- v. 56 total children at SC.
 - b. SJ
 - i. 13 students in Early Childhood. 9 kindergarteners, 4 preschoolers.
 - ii. 11 students in early elementary.
 - iii. 9 students in upper elementary.
 - iv. 11 students in middle school.
 - v. 44 total children at SJ.
- 9) Staffing update (Kate)
 - a. St. Joseph's Campus:
 - i. Gina Bouwhouis doing all RTI for 1st thru 8th grade.
 - 1. Gina also teaches middle school social studies and religion
 - ii. Cathleen Holwerda – 1st and 2nd grade teacher and sacrament prep.
 - iii. Courtney Bowmar – upper elementary teacher and taking over technology.
 - iv. Tara Lafferty – middle school science, math and ELA. Also teaches science for grades 1-5.
 - 1. Aquinas considering to partner with us and would send education students to us for shadowing with Mrs. Lafferty.
 - v. Darlene Deems – Early Childhood assistant teacher.
 - vi. Victoria Krolikowski – early childhood teacher. Ms. Krolikowski will take on some of the licensing work. Kate will oversee this.
 - vii. Suzanne May –receptionist.
 - b. St. Catherine's Campus:
 - i. Angela Soltysiak – elementary teacher
 - ii. Hope Rasch – Early Childhood assistant teacher and assistant aftercare teacher.
 - iii. Courtney Stone – Early Childhood teacher and director. Ms. Stone will take on the licensing work with Kate overseeing.
 - iv. Daniela Hernandez – Little Wings assistant teacher.
 - v. Pam Greer – Aftercare teacher.
 - vi. Taylor Hundley – Little Wings part time assistant teacher.
 - vii. Terri Mitchell – RTI Specialist
 - viii. We currently have an opening for Little Wings lead teacher. Need CDA or Associates degree in early childhood or High School degree with 12 credit hours and hours working in a child care setting.
 - ix. Anne Lewis – receptionist.
 - c. Greg Grover – custodian.
 - d. Kate Beuschel – principal.
- 10) HSA update
 - a. SC (Kathy)
 - i. 1st meeting last night. Went well.
 - ii. Biggest thing is auction. October 6th. Please attend or donate!
 - b. SJ (Karen)
 - i. 1st meeting scheduled for 9/20.
 - ii. Working on fall family activity. Activity TBD date TBD.
 - iii. Welcome day on 1st day of school. Coffee and donuts for the parents and children. There was positive response.
- 11) Assign actions for the 2018/2019 school year (Team)
 - a. Short term:
 - i. Creation of staff handbooks
 - 1. Kate to send draft to Policy and Planning and HSA with copy to Fr. Fred by 10/1.
 - 2. HSA and P&P to provide our feedback prior to 10/25 meeting.

- ii. Marketing video highlighting each campus
 - 1. **Kate met with Jill Annabelle and discussed WINGS model. Latest WINGS information is from 2010. Kate meeting with Jill and Dave Faber to discuss update to this material and how to turn that into marketing material.**
 - 2. **Kate to ask Greg Ghering at the Diocese for a slide show. Target having this complete prior to SC auction (10/6). Slide shows to be completed for both campuses.**
 - iii. Website update (short term)
 - 1. **Jon has update the school board portion of the website. Kate has been updating as well.**
 - b. Longer term:
 - i. Website update (longer term)
 - 1. **Jon to contact Mr. Lafferty to ask his assistance in marketing with part of that including our website.**
 - ii. Budget / development efforts
 - 1. **Becky to create a list of grants we're applying for and status update for next meeting..**
 - iii. Parking for preschool drop-off
 - 1. **Brandon to investigate.**
 - iv. **Lines to be repainted in front of school.**
 - v. Update to strategic plan
 - 1. **P&P committee to work on this.**
 - vi. Update / define process for nomination of chair, vice chair, and secretary roles.
 - 1. **Process per Dave Faber. Ask for nominations coming out of the May meeting. Confirm those nominations prior to the June meeting. Vote in the June meeting.**
 - vii. ***New Logo?***
 - 1. **Do we change the logo or keep the logo the same and get our name larger and more readable?**
 - 2. **Jon to wrap this into conversation with Mr. Lafferty.**
 - viii. ***What do we do for social media? Facebook? Emily Morren/Tonya Fritz to create a list of things we should be doing on social media (or changing about ours). Greg recommended to look at what St. Thomas in GR is doing. Father to send some sayings from a conference to Emily.***
 - 1. ***Tammy Kluting has a lot of experience with this. Her recommendation: bare minimum (vital) information on website, with greater content on social media.***
 - 2. ***Website:***
 - a. ***Child information card***
 - b. ***Enrollment***
 - c. ***Directory***
 - d. ***Etc.***
 - ix. ***Should we take new photos for social media?***
 - x. ***Accreditation is due. Kate to provide agenda items for upcoming meetings to accomplish this task.***
- 12) Open discussion
- a. **Jon: Invitation for those present who are not already board members to determine if they would be willing to.**
 - b. **Chuck:**

- i. Kate, Theresa, and Chuck met and went through the budget. There have many changes in staffing and enrollment since the end of last school year. Chuck to provide a copy of current status to Fr. Fred.
- ii. We should put additional focus this year on alumni pledges and development.
- c. Ken Holubeck: how do we retain kids from early childhood through elementary and middle school? Discussion items included:
 - 1. Relationships.
 - 2. Catechesis of the Good Shephard.
 - 3. Disciples of Christ.
 - 4. Outreach and mission effectiveness activities.
 - 5. We need to start tweeting and sharing our test scores.
 - 6. Share vocations.

13) Meeting schedule for 2018-2019 school year:

~~Thursday, September 6th - 6:00 PM - St. Catherine Campus~~
Thursday, October 25th - 6:00 PM - St. Joseph Campus
Thursday, December 6th - 6:00 PM - St. Catherine Campus
Thursday, January 17th - 6:00 PM - St. Joseph Campus
Thursday, February 28th - 6:00 PM - St. Catherine Campus
Thursday, May 2nd - 6:00 PM - 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.

DPA School Board 2018-2019

Meeting 7: June 7, 2019

6:00pm-7:30pm at SC Campus

1. **Opening prayer** (Jon)
2. **Roll call** (Jon)
 - a. Board Members Present: Kathy Morey, Dr. Kyle Pline, Brandon Hackenberg, Kate Beuschel, Greg Grover, Jon Morey, Chuck Pearce, Becky Porter, Karen Reed-Timmer and Father Fred
 - b. Absent:
 - c. Additional Guests: Ashley Dietrich
3. **Approval of previous minutes** (Jon)
 - a. Jon motion, Chuck 2nd, all in attendance approve.
4. **Approval of agenda** (Jon)
 - a. Jon motion, Brandon 2nd, all in attendance approve.
5. **Vote for Chair, Vice-chair and Secretary** (Jon)
 - a. Jon, Chuck and Greg leaving Board
 - b. Recommendations
 - i. Dr. Kyle Pline-Chair, Brandon Hackenberg-Vice chair and Becky Porter -Secretary
 - ii. Jon motion, Chuck 2nd, all in attendance approve.
 - iii. Any position one year term, renew for one more.
 - iv. On the board in any capacity for 2 consecutive 3 year terms.
6. **Administration update** (enrollment, staffing, others) (Kate)
 - a. St Catherine
 - i. Enrollment

	2018/2019	2019/2020
1. Before/After School	20	26
2. Summer Care	3	20
3. Little Wings	19	12
4. Early Childhood	19	23
5. Young 5/Kindergarten/1st	6	10
6. Elementary	10	8
 - b. St Joseph
 - i. Enrollment

	2018/2019	2019/2020
1. Early Childhood	13	12
2. Lower Elementary	12	13
3. Upper Elementary	10	11
4. Middle School	11	10
 - ii. How we retain Families
 1. Teachers hand out contracts at conferences
 2. Continual enrollment program . MCC currently uses this program. Parents will not have to fill out all the paper every year. They will just fill out the necessary paperwork.

3. 1st round of interviews for new K-1 and specials teacher at SC.
4. 1st round of interviews for new early childhood assistant at SJ

7. HSA/Auction update

- a. SC (Kathy)
 - i. HSA will place an insert in weekly bulletin what they have contributed to school, which is over \$25,000.
 - ii. 1st walkathon generated \$2,287.00.
 - iii. June 27th will be golf outing at Ravenna Creeks.
- b. SJ (Karen)
 - i. Working on new officers to elect.
 - ii. Working on bylaws.
- c. SJ Auction (Tammy/Joe)
 - i. Jenny and Adam Taylor new chairs.

8. Action item/committee review

- a. Finance (Chuck)
 - i. 2018/2019 in the black.
 - ii. 2019/2020 Extra income projected with new early childhood at SJ, \$1,300 surplus.
 - iii. Approval of budget, Chuck motion, Jon 2nd, all in attendance approve.
- b. Marketing (Kate/Greg)
 - i. Approval of new logo, Jon motion, Chuck 2nd, all in attendance approve.
 - ii. Working on new signs at both campuses.
 - iii. Website will be updated during the summer.
 - iv. Working on plan to introduce new logo.
- c. Development (Becky)
 - i. Working on grant for school supplies.
- d. Building and Grounds (Brandon)
 - i. SC
 1. Justin came into school and checked the front door. Short solution was given. Looking into grant to replace the front doors, which are all glass.
 2. Discussion on new drop off, since annex will be torn down.
 3. Painting lines.
 4. Wall will be built to separate school and parish offices, since religion program will be moved into the old library and dining room.
 - ii. SJ
 1. Front door at SJ is not latching.
- e. Planning and Policy (Kate)
 - i. Working on staff handbook.

- f. Mission Effectiveness
 - i. No updates.

(Kyle)

- 9. Open discussion
 - a. Results of school board survey.

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Meeting 2: October 25, 2018

6:00pm-7:30pm at SJ Campus

- 1) Opening prayer (Jon)
- 2) Roll call (Jon)
 - a) **Board members present: Chuck Pearce, Greg Grover, Dr. Kyle Pline, Karen Reed, Jon Morey, Becky Porter, Brandon Hackenberg, Kate Bueschel (principal), Father Fred (canonical administrator)**
 - b) **Absent: Kathy Morey**
 - c) **Additional guests: Joe Kluting, Katie Hackenberg, Ken Holubeck, Helen Dietrich, Jeannie Sokolowski, Sharon Davis**
- 3) Approval of previous minutes (Jon)
 - a. **Jon motion, Chuck 2nd, all board members approved.**
- 4) Approval of agenda (Jon)
 - a. **Jon motion to approve agenda with two updates:**
 - i. **Remove vote for vice chair and secretary. Joe Kluting is discussing a potential school board assignment with Fr. Fred. Voting in December will allow Joe to be eligible for vice chair and secretary.**
 - ii. **Add line item for finance update.**
 - iii. **Chuck 2nd, all board members approved.**
- ~~5) Vote for vice chair and secretary (Jon)~~
- 6) Administration update (enrollment, staffing, others) (Kate)
 - a. **SC Campus**
 - i. **Added 5 Little Wings. Now 20 total students in L.W.**
 - ii. **Early childhood – 20**
 - iii. **Elementary – 10**
 - iv. **After care was 16, now 17.**
 - v. **50 total students + 17 in aftercare.**
 - b. **SJ's:**
 - i. **New 1st and 3rd grader.**
 - ii. **Now at 46 students (up from 44).**
 - c. **Request for new teacher at SC Little Wings:**
 - i. **Need 3rd teacher 3 days/week. Kate looking for feedback from school board.**
 - ii. **Currently Kate and others are subbing to fill this role.**
 - iii. **If current families need extra days (drop in, etc) we don't have enough staffing to cover and have had to turn away requests.**
 - iv. **Chuck explained current budget is approximately balanced. The additional cost of a Little Wings teacher will be offset by the expected tuition.**
 - v. **Jon explained that the school board's goals were to grow at the youngest levels and to allow Kate to perform full-time as Principal and not be tied to the classroom. Staffing decision is ultimately the decision of the Principal and Pastor/Canonical Administration.**
- 7) Finance update.
 - a. **Approved budget was ~-\$31,000 at end of last year.**
 - b. **We are now sitting close to even at -\$1,300 due to staffing and enrollment changes.**

- c. **A new Little Wings teacher would have ~\$30k in revenue potential which would more than offset the cost.**
- 8) HSA update
- a. SC (Kathy)
 - i. **Jon on behalf of Kathy:**
 - 1. **Auction was a great success and netted over \$24,000! Thank you to all those who supported.**
 - ii. **Reminder of Spirit Fest Nov. 10 at 6pm at SC Hall.**
 - b. SJ (Karen)
 - i. **Halloween party being held at Joe and Tammy Kluting's house. Co-hosted between HSA and Auction.**
 - ii. **Scholastic Book Fair on November 13/14 at both campuses.**
 - iii. **Looking for service opportunities.**
 - iv. **Not offering hot lunch this year due to numbers.**
 - v. **November 1 is All Saints Day at SJ's campus. SJ HSA will be hosting a party in the afternoon.**
- 9) Action item review (Team)
- a. Short term:
 - i. Creation of staff handbooks (Kate/P&P/HSA)
 - 1. **Still in process. Received Holy Spirit's handbook and reviewing. Kate to continue progress.**
 - ii. Update to WINGS marketing material (Kate)
 - 1. **Met with Dave Faber and Jill Annabelle.**
 - 2. **Meeting with Ryan Lafferty and Marketing committee including a listening session with the school employees.**
 - 3. **Met with Luiza at the Diocese to discuss how the Diocese can help us recruit and retain students.**
 - 4. **Mr. Lafferty will host another listening session in November with staff, then one with parents, community members, etc.**
 - 5. **Marketing committee looking at WINGS graphic.**
 - 6. **Potential new source for DPA wear? (Kate / Tonya Fritz)**
 - 7. **Our students need to be wearing sweatshirts when going on field trips.**
 - 8. **Elevator pitch by December meeting. (Marketing Committee)**
 - 9. **Updating brochures. Will be complete prior to December meeting. (Marketing Committee)**
 - iii. Slide shows highlighting each campus (Kate)
 - 1. **Greg Ghering completed slide show for SC campus.**
 - 2. **Goal is to complete SJ prior to their Auction (Feb '19).**
 - b. Longer term:
 - i. List of grants we're applying for (Development)
 - 1. **Currently focusing on Coopersville Area Foundation grant and the Steelcase Foundation grant.**
 - 2. **Other development updates:**
 - a. **How to get involved with Giving Tuesday? Thinking about going through GR Gives and would like to add a donation button to our website.**
 - b. **Alumni pledge discussions occurring.**
 - c. **What is the cost of making a fundraiser pledge?**
 - d. **Becky to discuss with Eleanor Dietrich, Kate, Marcia Klein, and Kim Krey to obtain a list of alumni/parish members.**
 - ii. Parking for preschool drop-off (SC) (Bldg&Grounds)

1. **Request to have teachers start parking in the church. Kate to have an email sent from WINGSDPA explaining to parents that they can now use the south parking lot for drop off.**
 - iii. Repaint lines in front of school (SC) (Bldg&Grounds)
 1. **Jon to discuss with Gary Nutt.**
 - iv. Update to strategic plan (P&P)
 1. **Jon presented plan. Forums in ~January and March. Final presentation to community in May, vote at June meeting.**
 - v. Marketing plan (Marketing)
 1. Social media plan?
 - a. **Jon to request update from Tonya Fritz and Emily Morren.**
 2. Website plan?
 - a. **Mrs. Lewis has agreed to perform day to day updates of website.**
 - b. **Longer term website format to be discussed in Marketing Committee.**
 - vi. Review mid-winter survey and (Mission Effectiveness) determine if we'd like any changes
 1. **Dr. Kyle to take this on. Kate recommends having separate surveys per campus. Kate to send the verbiage to Kyle.**
- 10) Open discussion
- a. **Father discussed a parish survey to occur during mass sometime during Q1 2019.**
- 11) Meeting schedule for 2018-2019 school year:

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Special Meeting 1: March 19, 2019

6:00pm-7:00pm at SJ Campus

- 1) Opening prayer (Jon)
- 2) Roll call (Jon)
 - a. **Present: Dr. Kyle Pline, Brandon Hackenberg, Chuck Pearce, Becky Porter, Karen Reed-Timmer. Mrs. Beuschel – Principal.**
 - b. **Absent: Greg Grover (Spirit Fest meeting) and Kathy Morey (Spirit Fest meeting).**
 - c. **Guests: Bruce Vandermeulen from the finance committee.**
- 3) Discuss and vote on tuition recommendation (Board members)
for 2019-2020 school year
 - a. **All in attendance discussed our current tuition, budget, and tuition of neighboring schools.**
 - b. **After discussion, Jon motion, Chuck 2nd with all in attendance approving the following recommended tuition values for K-8 in 2019-2020:**
 - i. **First Child - \$3,560 (non-Parishioner = \$4,560)**
 - ii. **Second Child - \$2,610 (non-Parishioner = \$3,610)**
 - iii. **Third Child - \$2,290 (non-Parishioner = \$3,290)**
 - iv. **Fourth Child - \$2,085 (non-Parishioner = \$3,085)**
 - v. **Fifth Child - \$2,085 (non-Parishioner = \$3,085)**
- 4) Meeting schedule for 2018-2019 school year:

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~~Thursday, January 17th – 6:00 PM – St. Joseph Campus~~

~~Thursday, March 7th – 6:00 PM – St. Catherine Campus~~

~~Thursday, May 2nd - 6:00 PM - St. Joseph Campus~~

~~Thursday, June 13th – 6:00 PM – St. Catherine Campus~~

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Meeting 5: March 7, 2019

6:00pm-7:30pm at SC Campus

1. **Opening prayer** (Jon)
2. **Roll call** (Jon)
 - a. Board Members Present: Kathy Morey, Dr. Kyle Pline, Brandon Hackenburg, Kate Beuschel, Greg Grover, Jon Morey, Joe Kluting and Karen Reed-Timmer
 - b. Absent: Fr Fred, Chuck Pearch, Becky Porter
 - c. Additional Guests: Ryan Lafferty and marketing students
3. **Approval of previous minutes** (Jon)
 - a. Jon motion, Kyle 2nd, all in attendance approve
4. **Approval of agenda** (Jon)
 - a. Move Marketing to line item 5, so Ryan Lafferty's class could present the first half of the marketing project.
 - b. Jon motion, Kyle 2nd, all in attendance approve
5. **Marketing** (Parker, Rese, Angelo, Kloey, Greg)
 - a. Areas that were discussed from Marketing class.
 - i. New website.
 - ii. Using technology to connect with different areas of the country.
 - iii. Additional activities for school children and activities with community members.
 - iv. Board members picked out their top 3 favorite logos.
 - v. Board members reviewed questionnaire for students.
 - b. Information tents pertaining to Catholic schools provided from diocese will be placed on tables during each fish fry.
 - c. Waiting to see if students provide elevator speech and social media plan.
 - d. Ads will be placed in local papers for open houses.
6. **Administration update** (enrollment, staffing, other) (Kate)
 - a. SC
 - i. Snow days 12.
 - ii. School will be in session on Easter Monday.
 - iii. Last day will be June 12th, ½ day.
 - iv. Nice response for next year's enrollment.
 - v. Possibly a K-1 and 2-4 classrooms.
 - b. SJ
 - i. Snow days 13.
 - ii. School will be in session on Easter Monday.
 - iii. Last day will be June 12th, ½ day.
7. **HSA/Auction update**
 - a. SC (Kathy)
 - i. Euchre tournament profit \$787.

- ii. Updated bylaws.
 - iii. Will publish parent testimonies on website.
 - iv. Next Autumn Auction will take place on Oct. 19, 2019. Theme will be "Party in the USA".
- b. *SJ* (Karen)
- i. Bylaws posted on website.
 - ii. Made \$300 from book fair.
 - iii. Money from book fair will be used to buy gifts for confirmation and 1st communion students, and given to teachers for resources.
 - iv. Grandfriends day will take place on March 22nd.
- c. *SJ Auction* (Joe)
- i. Selling raffle tickets outside of parish proved to be profitable.
 - ii. Presale event tickets went well.

8. Action item/committee review

- a. *Development* (Kate)
- i. Steelcase grant was submitted. Will know results by March 22.
 - ii. Work from State Police security grant has been completed.
- b. *Building and Grounds* (Brandon)
- i. SC
 1. Will start having yearly inspections of heating system, plumbing, school building and playgrounds.
 2. Roof inspection every 5 years.
 3. Clean gutters on a yearly basis.
 - ii. SJ
 1. Flooding in early childhood room will be fixed when grading begins for construction of new building
 2. Tiles replaced in bathrooms.
 3. Building permits pulled for construction of new building.
- c. *Planning and Policy* (Kate)
- i. Sharon to set dates with parish meetings.
 - ii. Sharon impressed with information received from Coopersville Schools.
- d. *Mission Effectiveness* (Kyle)
- i. Winter surveys completed.

9. Open discussion

10. Executive (Closed) session - discussed Mid-Winter Survey results.

11. Meeting schedule for 2018-2019 school year:

Thursday, May 2nd - 6 PM - St Joseph Campus

Thursday, June 13th - 6 PM St Catherine Campus

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DPA School Board 2018-2019

Meeting 3: December 06, 2018

6:00pm-7:30pm at SC Campus

- 1) Opening prayer (Jon)
- 2) Roll call (Jon)
 - a. **Board members: Kathy Morey, Karen Reed-Timmer, Father Fred, Dave Faber, Becky Porter, Greg Grover, Kate Beuschel, and Dr. Kyle Pline.**
 - b. **Absent: Chuck Pearce**
 - c. **Additional guests: Helen Dietrich, Jeannie Sokolowski, Ken Holubeck, Sharon Davis.**
- 3) Approval of previous minutes (Jon)
 - a. **Jon motion with addition of Sharon Davis to roll call, Kathy 2nd, all in attendance approve.**
- 4) Approval of agenda (Jon)
 - a. **Jon motion, Kathy 2nd, all in attendance approve.**
- 5) Superintendent update (Dave Faber)
 - a. **Board did not perform survey last spring. Please perform in Spring 2019.**
 - b. **Dave reviewed Annual Progress Report for DPA. This information can be reviewed by discussing with Mrs. Beuschel, or Jon Morey.**
 - i. **Key items shared:**
 1. **Sacraments have held steady for our cluster, but enrollment has declined. How can we reach those children?**
 2. **This trend is consistent with Diocesan outlook (steady baptisms with declining enrollment).**
 3. **There begins an uptick in enrollment concurrent with the beginning of the Bishop's Catholic school's initiative.**
 4. **87% of Catholic school children attend college. They graduate at higher rates and earn 13.6% more lifetime (\$500k more). More likely to vote and be self-disciplined.**
- 6) Administration update (enrollment, staffing, others) (Kate)
 - a. **SC**
 - i. **Hired Little Wings teacher. Now 3 teachers in LW.**
 - ii. **Little Wings went from 20-19.**
 - iii. **Early Childhood – 2 new preschoolers. Full Tuesday and Thursday. 22 students.**
 - iv. **Elementary – 10.**
 - v. **Added 3 more in aftercare. From 17-20.**
 - vi. **Total: 72.**
 - b. **SJ**
 - i. **Lost one student with exit interview planned. Now at 45 from 46.**
 - c. **Performing 8th grade exit interviews. Asking spiritually and preparation for 9th grade.**
- 7) HSA/Auction update
 - a. **SC** (Kathy)
 - i. **Adding family mentor program. Split up active HSA members and assigned them as mentors for new families.**
 - b. **SJ** (Karen)
 - i. **Book fair: teachers were awarded \$400 which was split between SC and SJ for new books.**
 - ii. **Working on ideas for Catholic Schools Week. Working with SC HSA for advent program to supply treats.**

- c. SJ Auction (Tammy/Joe)
 - i. **Becky on behalf of Auction:**
 - 1. **Euchre tournament was held last weekend.**
 - 2. **Donations still being accepted for auction.**
- 8) Vote for vice chair and secretary for 2018-2019 (Jon)
 - a. **Vice Chair: Dr. Kyle Pline was declared Vice Chair for remainder of school year.**
 - b. **Secretary: Greg Grover was declared Vice Chair for remainder of school year.**
- 9) Action item / committee review (Team)
 - a. Admin: (Kate/P&P/HSA)
 - i. Creation of staff handbooks
 - 1. **In process.**
 - ii. Hire Little Wings teacher
 - 1. **Complete. Spanish is her first language.**
 - b. Marketing:
 - i. Elevator speech
 - 1. **In process.**
 - ii. New marketing logo
 - 1. **In process. Proposal from Adam Lewis. To be further reviewed by Ryan Lafferty.**
 - iii. Sources for DPA wear
 - 1. **We will be going with Ink Link in Ravenna due to simplicity of pricing.**
 - 2. **Will order once we have our new logo and beginning of new year.**
 - iv. Slide show for SJ campus
 - 1. **In process. This will be complete prior to SJ auction.**
 - 2. **Add to Facebook page.**
 - v. Social media plan?
 - 1. **Ryan Lafferty will help with this including the Kendall College students.**
 - vi. Website plan?
 - 1. **Ryan Lafferty will help with this including the Kendall College students.**
 - vii. **Other notes:**
 - 1. **Students from Kendall College of Art and Design will be working with DPA next year. Details to be determined.**
 - 2. **Business cards will be completed once our logo is complete.**
 - 3. **Create marketing for our teachers (like the Diocese does for Seminarians).**
 - 4. **Create Ravenna Independent ad. (March)**
- c. Development
 - i. Michigan State Police grant update
 - 1. **SJ: ~\$25k for card reader (access control) and window film.**
 - 2. **SC: ~\$20k for card reader (access control) and window film.**
 - 3. **3 grant reports are due throughout the process of the grant.**
 - ii. List of grants we're applying for
 - iii. **Other notes:**
 - 1. **Were awarded Michigan State Police grant.**
 - 2. **Started on Steelcase grant. Due February 19th.**
 - 3. **Contacted by teachers at SJ's. Microscopes and technology grants were requested.**
 - 4. **Giving Tuesday campaign was a mild success. \$475 online. \$70 through envelopes. \$545 total. This will go towards Catechesis of**

the Good Shepherd program. More preparation and notification will be used next year. Social media campaign, etc.

5. Added Donate button to school website.

d. Building and Grounds

i. SC Campus:

1. Parking for preschool drop-off (SC)

- a. Teachers have been parking at Church and hall. This has improved Little Wings drop off.
- b. Should we add a sign for parent parking notifying parents that they can use the south lot?

2. Other notes:

- a. Meeting was held to review Diocesan standards for Building and Grounds. Working on proposal for DPA, which will then be reviewed with Men's Club at SC.
- b. Screens fixed. Brandon to install.
- c. Recommend fixing urinals. Committee will ask Kim Krey to request a quote.

3. SJ:

- a. Toilets acting up again.
- b. Plumber thinks there is not enough water pressure for proper flushing.
- c. Further investigation continues.

e. Planning and Policy

i. Update to strategic plan

- 1. Plan meeting in Jan, March, and May. Final vote in June.

f. Mission Effectiveness

i. Review mid-winter survey and determine if we'd like any changes.

- 1. In process. Dr. Kyle to send out within ~2wks to board for review.

10) Open discussion

- a. **Advertising: add how we do on standardized testing. Especially include in local newspapers.**

11) Meeting schedule for 2018-2019 school year:

~~Thursday, September 6th - 6:00 PM - St. Catherine Campus~~

~~Thursday, October 25th - 6:00 PM - St. Joseph Campus~~

~~Thursday, December 6th - 6:00 PM - St. Catherine Campus~~

Thursday, January 17th - 6:00 PM - St. Joseph Campus

Thursday, February 28th - 6:00 PM - St. Catherine Campus

Thursday, May 2nd - 6:00 PM - St. Joseph Campus

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DPA School Board 2018-2019

Meeting 4: January 17, 2019

6:00pm-7:30pm at SJ Campus

1. **Opening prayer** (Jon)
2. **Roll call** (Jon)
 - a. Board Members Present: Kathy Morey, Dr. Kyle Pline, Brandon Hackenberg, Chuck Pearce, Becky Porter, Kate Beuschel, Greg Grover, Jon Morey and representing SJ Home/School Sharon Davis
 - b. Absent: Fr Fred and Karen Reed-Timmer
 - c. Additional Guests: Ken Holubeck
3. **Approval of previous minutes** (Jon)
 - a. Jon motion, Chuck 2nd, all in attendance approve
4. **Approval of agenda** (Jon)
 - a. Change under Admin, remove discussing creation of staff handbooks, (Will be discussed next fall) and replace with accreditation.
 - b. Move Marketing from action item c to action item g.
 - c. Jon motion, Kathy 2nd, all in attendance approve
5. **Administration update** (enrollment, staffing, others) (Kate)
 - a. SC
 - i. Hired new teacher, Crystal Foster.
 - ii. Four new students in Early Childhood, enrollment at 25.
 - iii. One additional student in after school, enrollment at 21.
 - iv. CSW info will be emailed to parents.
 - b. SJ
 - i. Attendance the same.
 - ii. CSW info will be emailed to parents.
6. **HSA/Auction update**
 - a. SC (Kathy)
 - i. January meeting went well.
 - ii. Working on CSW.
 - b. SJ (Sharon)
 - i. Working on CSW.
 - ii. Grandfriend's Day is Friday, January 25th.
 - iii. Finalizing plans for new book fair provided by J Club Book Fair for February conferences at both campuses.
 - iv. The book fair is under the direction of Sisters from Daughters of St Paul in Chicago.
 - v. The Sisters will be in the area from February 7-13.
 - c. *SJ Auction* (Tammy/Joe) Chuck Pearce on behalf
 - i. Table and live auction items needed.
 - ii. Tickets for large auction on sale for tractor and guns. Tickets are \$20 ea or six for \$100.
 - iii. Auction tickets on sale now, contact Amy Pearce

iv. Next meeting on Tuesday, January 22 at Joe and Tammy's home.

7. Action item/committee review

a. *Admin*

(Kate)

i. Accreditation

1. 5 year accreditation has expired.
2. Standards 5 and 10 will take place this May. This will be school board and finance related.
3. Remainder of accreditation will take place this September.
4. Jon will review and assign tasks to board members

b. *Finance*

(Chuck)

i. Budget status

1. In the process, and will be ready to discuss tuition at next meeting.
2. Looking at enrollment numbers
3. Finance committee will meet after SJ auction.
4. Chuck cannot meet on Thursday, February 28, so meeting will be moved to Thursday, March 7th. Location and time to remain the same.

c. *Development*

(Becky)

i. Michigan State Police grant update

1. Security company working at SC and SJ
2. Campus security progress will be emailed to parents and placed in bulletin.

ii. List of grants currently working on

1. Steelcase
2. Mrs Lafferty is compiling info need for grant.
3. Application for grant is due the first of Feb.

d. *Building and Grounds*

i. SC

1. Work has been completed in boy's restroom.
2. Tree hanging over driveway south of hall and hitting trees will be removed.
3. Working on building and grounds maintenance plan.

ii. SJ

1. Outside sewer pipe has been replaced. There was a hole in pipe.

e. *Planning and Policy*

i. Dates to be set for community input.

f. *Mission Effectiveness*

i. Mid-winter survey

1. Wording from last year's survey will be changed
2. There will be two separate surveys focusing on each campus.

3. Surveys will be sent to Kate and HSA for February conferences, so they can be handed out to parents.

g. Marketing

- i. Kate visited Mr. Lafferty's service design class at Kendall College of Art and Design.
- ii. Students will visit both campuses on Thursday, January 24.
- iii. Focus will be on logo, website, outreach to communities.
- iv. Presentation will be made at the college during the last week of April.
- v. Inviting students to present at the May meeting.

8. Open discussion

9. Meeting schedule for 2018-2019 school year:

Thursday, March 7th - 6PM - St Catherine Campus

Thursday, May 2nd - 6 PM - St Joseph Campus

Thursday, June 13th - 6 PM St Catherine Campus

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