

DPA School Board 2018-2019

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:

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.