

# 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 2<sup>nd</sup>, 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 2<sup>nd</sup>, 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 1<sup>st</sup> thru 8<sup>th</sup> grade.
      - 1. Gina also teaches middle school social studies and religion
    - ii. Cathleen Holwerda – 1<sup>st</sup> and 2<sup>nd</sup> 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. 1<sup>st</sup> meeting last night. Went well.
    - ii. Biggest thing is auction. October 6<sup>th</sup>. Please attend or donate!
  - b. SJ (Karen)
    - i. 1<sup>st</sup> meeting scheduled for 9/20.
    - ii. Working on fall family activity. Activity TBD date TBD.
    - iii. Welcome day on 1<sup>st</sup> 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.