

**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 Hackenburg, 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 Hackenburg-Vice chair and Becky Porty-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. Continue 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.
  - iv.
- 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 (Klye)
    - i. No updates.
- 9. Open discussion
  - a. Results of school board survey.

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

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    - ii. SJ
      - i. Front door at SJ is not latching.
  - v. Planning and Policy (Kate)

- i. Working on staff handbook.
  - vi. Mission Effectiveness (Klye)
    - i. No updates.
- ix. Open discussion
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## DPA School Board 2019-2020

Meeting 2: October 10, 2019  
6:00pm-7:30pm at SJ Campus

- 1) **Opening prayer** (Kyle)
- 2) **Superintendent Dave Faber** spoke about the Board of Limited Jurisdiction-summary of explanation
- 3) **Roll Call**-Board Members Present: Dr. Kyle Pline, Kathy Morey, Brandon Hackenberg, Becky Porter, Fr. Fred, Kate Beuschel, Bruce Vandermeulen, Ashley Dietrich, Karen Reed. Absent: Sharon Davis
- 4) **Approval of previous minutes:** (Kyle)
  - a. Kyle motion, Kathy 2nd, all in attendance approve
- 5) **Approval of agenda:** (Kyle)
  - a. Kyle motion, Kathy 2nd, all in attendance approve
- 6) **Administration update** (enrollment, staffing, other) (Kate)
  1. **St Joseph**-Brittany Carmody is new After Care teacher
  2. **St . Catherine**- 2 new Little Wings up to 15, 2 transfers to St. Joseph preschool. new staff member, Mrs. Hornecker, Student Support Service and After Care teacher. Susie Kluting is After Care support.  
Accreditation visit went well, policies are mostly in place, still need to work on finishing some policies. Deadline is part of our Strategic Plan.  
No exit interviews have been returned as of yet.
- 7) **HSA/Auction update** (Kathy)
  - a. **SC**-Auction date: October 19-Party in the USA lots of live items for bid this year
  - b. New parent is attending and already engaged in meetings
  - c. Homecoming parade September 27th was cancelled
  - d. **SJ HSA**-Sharon Davis resigned as volunteer coordinator (Karen)
  - e. Harvest Party will be an event to fund the auction
  - f. Need more parent involvement at the meetings and volunteers for events.
  - g. SJ Auction- date: February 1, 2020-Heros & Villans
- 8) **Action item / committee review** (Team)
  - a. Marketing: (Ashley)
    - i. invitation to Superintendent Dave Faber to ECDC Open House-a photographer from the Diocese will be there for the launch, tentative date for Open House is December 8.
    - ii. website is being updated to launch by Courtney Bowmar, new logo colors-navy blue & white
    - iii. website-need some alumni testimonials
    - iv. email to send updates is: [it@wingsdpa.org](mailto:it@wingsdpa.org)
  - b. Development: (Becky)
    - i. List of grants we're applying for: Coopersville Area Community Foundation, Grand was submitted September 30, it is currently in review and notification of award is Dec. 4
    - ii. researching eligibility for 2 large grants: Frey Foundation and the Louis Calder Foundation grant-they have the potential to fund large endeavors
    - iii. working to promote 2nd annual #GivingTuesday, after Cyber Monday...
    - iv. Tara Lafferty is submitting a grant request for Groundswell science materials and outdoors classrooms
  - c. Building and Grounds: (Brandon)
    - i. Convent basement was cleaned up. Still has water in there after rain, solution for Tornado Drill

- ii. wooden platform for the boys bathroom for handwashing was built
    - iii. Smart Board still needs to be hung up.
    - iv. Men's club will take care of wheelchair accessible curb at the church
  - d. Planning/Policy: (Sharon Davis)
    - i. need to review the Mission/Vision Statement, last review was 2012
    - ii. update WINGS verbiage-tabled until next meeting
  - e. Mission Effectiveness: (Kyle)
    - i. Need more participants for the school board
    - ii. Need to show more presence in local community services (caroling, clean-up, etc.)
    - iii. 60% of our meeting agenda should be looking to the future 3-4 years down the road
  - f. Finance (Bruce)
    - i. Revamped enrollment budget reports
    - ii. 3-5 year plan, forecast out students moving through the school to anticipate what will be needed.
- 9) Open discussion
  - a. School Board Summit- November 4 and May 5
- 10) Meeting schedule for 2019-2020 school year:

~~Thursday, September 5th - 6:00 PM - St. Catherine Campus~~  
~~Thursday, October 10th - 6:00 PM - St. Joseph Campus~~  
**\*\*\*Thursday, November 21st - 7:00 PM - St. Catherine Campus**  
 Thursday, January 9th - 6:00 PM - St. Joseph Campus  
 Thursday, February 20th - 6:00 PM - St. Catherine Campus  
 Thursday, April 2nd - 6:00 PM - St. Joseph Campus

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**DPA School Board 2019-2020**

Meeting 3 November 21, 2019

7:00-8:30pm at SC Campus

- 1) **Opening prayer** (Kyle)
- 2) **Roll Call**-Board Members Present: Kathy, Karen, Kate, Father, Bruce, Kyle, (Kyle)  
Tardy: Brandon  
Absent: Becky Porter, Sharon Davis
- 3) **Approval of previous minutes:** (Kyle)  
Kathy motion, Karen 2nd, all in attendance approve
- 4) **Approval of agenda:** (Kyle)  
Kathy motion, Bruce 2nd, all in attendance approve
- 5) **Administration update**(enrollment, staffing, other) (Kate)
  - a) 1. **St Joseph**- See attached handout
  - b) 2. **St . Catherine**- See attached handout
- 6) **HSA/Auction update**
  - a. **SC-HSA-Auction update:** Raised over \$27,000 (Kathy)
    - Love Connection food drive went well
    - approved cost of new signs
    - approved cost of catechesis of good the shepard
  - b. **SJ HSA-closing out pie fundraiser,** results about the same as last year (Karen)
    - working on solution for hot lunch, trying to get kitchen approved
  - c. **SJ Auction- date:** February 1, 2020-Heros & Villans (Jenny or Adam Taylor)
- 7) **Action item / committee review**
  - a) Marketing: (Ashley)
    - i) Logo is done. Working on finding a location/company to work with
    - ii) Looking into window decals; onesies; etc.
    - iii) Website is being launched 11/22/19: [divineprovidenceacademy.org](http://divineprovidenceacademy.org)
    - iv) pictures of staff: lifetouch Greg Ghering
    - v) open house/ ribbon cutting for new building at St. Joes, press release going out before.
    - vi) Taking photos at open house for faith magazine.
    - vii) organizing presence in santa parade in coopersville
  - b) Development: (Becky)
    - i) Coopersville Area Community Foundation awarded DPA-St. Joseph ECDC \$3,300 for furnishings/playground equipment at the new building
    - ii) #Giving Tuesday campaign is around the corner, on December 3rd, all are invited to donate to the natural playground installations at both campuses. We are seeking \$6,000 to be split between the two campuses playgrounds.
    - iii) \$1,000 was donated by Storage Control Systems for FIRST-LEGO league/robotics teams partnered with Trinity Lutheran School.
  - c) Building and Grounds: (Brandon)
    - i) Smart Board installed at St. Catherines

- ii) Look into upgrading electrical outlets in classrooms (too few)
- iii) St. Joe's urinals in the process of being replaced

d) Planning/Policy: ( )  
i)

e) Mission Effectiveness: (Kyle)  
i) Working through a Catholic School Governance Handbook for a New Era

f) Finance (Bruce)  
i) Summit - Xperience Incorporated, LLC focuses on catholic schools/  
churches to increase buying power to lower costs. (attached flier)  
ii) Putting together one matrix for enrollment this will allow us to filter out  
specific criteria  
iii) Non parishioners are a significant % of enrollment  
iv) Early childhood is roughly 50% revenue  
v) Working on solidifying budget will then be able to better project 3-5 years  
out

8) Open discussion  
i)

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- 1) **Opening prayer** (Kyle)
- 2) **Roll Call**-Board Members Present: (Kyle)  
  
Absent: Becky Porter
- 3) **Approval of previous minutes:** (Kyle)  
\_\_\_\_\_ motion, \_\_\_\_\_ 2nd, all in attendance approve
- 4) **Approval of agenda:** (Kyle)  
\_\_\_\_\_ motion, \_\_\_\_\_ 2nd, all in attendance approve
- 5) **Administration update**(enrollment, staffing, other) (Kate)
  - a) 1. **St Joseph-**
  - b) 2. **St . Catherine-**
- 6) **HSA/Auction update**
  - a. **SC-HSA-Auction update:** (Kathy)
  
  - b. **SJ HSA-** (Karen)
  
  - c. **SJ Auction- date: February 1, 2020-Heros & Villans** (Jenny or Adam Taylor)
- 7) **Action item / committee review**
  - a) Marketing: (Ashley)
    - i)
  
  - b) Development: (Becky)
    - i) Coopersville Area Community Foundation awarded DPA-St. Joseph ECDC \$3,300 for furnishings/playground equipment at the new building
    - ii) #Giving Tuesday campaign is around the corner, on December 3rd, all are invited to donate to the natural playground installations at both campuses. We are seeking \$6,000 to be split between the two campuses playgrounds.
    - iii) \$1,000 was donated by Storage Control Systems for FIRST-LEGO league/robotics teams partnered with Trinity Lutheran School.
  
  - c) Building and Grounds: (Brandon)

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## Administration Update November 2019

### Safe Environment Co-Coordinators

One of the strongest practices that the Diocese has seen in the parish/school model is the concept of having a Safe Environment coordinator on the parish side, and another coordinator on the school side. This, in essence, looks like 2 people with co-responsibility to keep volunteer and educator information updated and accurate.

Chris Castano recommended that the secretary at each DPA campus be responsible for keeping VIRTUS information accurate, as shared co-coordinators alongside Diane Beckwithm Suzanne May and Anne Lewis were trained as the new Safe Environment Coordinators for DPA on Wednesday, November 20th

### Noncriminal Justice Agency Audit

A department analysis from the Michigan State Police Department completed a Noncriminal Justice Agency Audit (NCJA) on Tuesday November 20th with Mrs. Beuschel at St. Catherine's campus.

- A nine page policy was created for the NCJA and the Criminal Record Information (CHRI)- added to shared drive under planning and policy
- An appeal process for criminal history record information challenge or correction was created- added to shared drive under planning and policy
- A binder was created for both St. Joseph and St. Catherine's campus
- It was recommended that a leadership succession plan be created to share NCJI with new leadership as the principal has the only access to the system.

### Staffing

Taylor Hundley has resigned from her position as Lead Teacher in Little Wings at Saint Catherine's to focus on her family.

Interviews will be completed by Friday, November 22nd for 2 open positions for the Little Wings room at Saint Joseph.

### Students

- Saint Catherines
  - LW: 2 students who turned 3 moved to Preschool. 1 new student started full time on November 4th. 1 student moved to GR. Current enrollment 13
  - Preschool: 30 students enrolled. Full Tuesday and Thursdays
  - Aftercare: 3 new students enrolled- 36 enrolled. Need to move students to 2 rooms for ratio. On days that Beechanu has half days students go to the gym classroom. Non ADA accessible for SC aftercare staff.
- Saint Joseph
  - LW: Open December 2nd. New family open house Monday November 25th from 5-7pm. Open date December 5th. Community Open House December 8th at 12:15pm: 11 new students enrolled. 3 moving over from SC. total enrollment: 14
  - Early Childhood: Move classroom items over Friday after school.

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- 3) **Approval of previous minutes**
  - a. Kyle motion, Brandon 2nd, all in attendance approve. (Kyle)
- 4) **Approval of agenda**
  - a. Kyle motion, Brandon 2nd, all in attendance approve. (Kyle)
- 5) **Administration update** (enrollment, staffing, others) (Kate)
  1. **St Joseph**-6 new Little Wings on the waiting list for the opening of the new ECDC building, Nov. 1st. EC, LE, UE-good enrollment, Middle School enrollment at 6, down from 12, will conduct exit interviews to determine why.
    - a. Enrollment 2019/2020
      - i. Little Wings-10 (4 transitioning from St. Catherine's to St. Joseph, 6 on waiting list)
      - ii. Early Childhood (Preschool &K) 10
      - iii. Lower Elementary (1st-2nd) 13
      - iv. Upper Elementary (3-5) 9
      - v. Middle School (6-8) 6
      - vi. After School Care 5
    - b. staffing- Miss Lauren VanDyke hired for After Care, Mrs. May moved to full time.
    - c. Atrium of Catechesis of the Good Shepherd-starts Sept. 17th, Early Childhood-1st grade
  2. **St . Catherine**-2 new Little Wings on the waitlist after transition to pre-school
    - a. Enrollment 2019/2020
      - i. Little Wings-13
      - ii. Preschool (3&4 year olds) 22
      - iii. Lower Elementary (Y5, K & 1st) 12
      - iv. Upper Elementary (2nd-4th) 9
    - b. staffing-.Mrs. Lynn Styburski hired for Little Wings, Mrs. Lewis moved to full time. Still in need of a 2nd After Care teacher and RTI position.
  3.
    - a. Continuous enrollment-only need to fill out paperwork once, will be due at the end of March, no more need to fill out forms annually.
    - b. Transitioning from physical forms to filling them out online
  4. CLC (Christian Learning Center) now called All Belong-inclusive education, students do not have to go to a public school to receive special services
- 6) **HSA/Auction update**
  - a. SC-Auction date: October 19-Party in the USA (Kathy)
  - b. Need more new family engagement, invitation to participate
  - c. Homecoming parade September 27th
  - d. SJ HSA-bi-laws were straightened out, welcome tent was nice, the back to school party at Mr. & Mrs. Sokolowski's was a great success! (Karen)
  - e. Need more parent involvement at the meetings and volunteers for events.
  - f. SJ Auction- date: February 1, 2020-Heros & Villans

- 7) Action item / committee review (Team)
- a. Planning/Policy (Kate/P&P/HSA)
    - i. need to review the Mission/Vision Statement, last review was 2012
    - ii. update WINGS verbiage-tabled until next meeting
  - b. Marketing: (Ashley)
    - i. website is being updated to launch by Courtney Bowmar, need to add more content to skeleton website
    - ii. new logo colors-navy blue & white
    - iii. website to have a link to order school logo wear
    - iv. new banner for parade by Sept. 27, new sign with new logo
    - v. \$1500 marketing budget from the Diocese
  - c. Development (Becky)
    - i. List of grants we're applying for: Coopersville Area Community Foundation
    - ii. updates on safety grant being used for the new building
    - iii. request for new doors at St. Catherine's
    - iv. need more committee members
  - d. Building and Grounds (Brandon)
    - i. Parallel parking lines were painted in front of school on Thomas St.
    - ii. New driveway proposed, playground should have a physical separation from the driveway
    - iii. Convent basement needs cleaned up
    - iv. Need a wooden platform for the boys bathroom for handwashing
  - e. Mission Effectiveness- (Kyle)
    - i. Need more participants for the school board
    - ii. Need to show more presence in local community services (caroling, clean-up, etc.)
    - iii. 60% of our meeting agenda should be looking to the future 3-4 years down the road
  - f. Finance (Bruce)
    - i. Todd Klein is the new business manager for the parish
    - ii. Budget for the 2018/2019 school year ended up \$5700 in the black
    - iii. Budget for the 2019/2020 school year is set, needs to be updated for the infant/toddler program opening at St. Joseph
    - iv. Before/After Care needs to be separated out in the budget as a different line item
    - v. Regular reporting will be conducted monthly v. what was budgeted for
    - vi. 3-5 year plan, forecast out students moving through the school to anticipate what will be needed.
- 8) Open discussion
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