

DPA School Board 2020-2021

January 14, 2021

6:00PM-7:30PM

virtual meeting

1. Opening prayer (Kyle)
2. Roll call-Present-Ryan Swanson, Kate Beuschel, Kyle Pline, Tonya Fritz, Becky Porter, Fr. Andrew Ayers, Todd Kline, Ashley Dietrich, Bruce VanderMuelen, Brandon Hackenburg (Becky)
3. Approval of previous minutes-all in favor (Kyle)
4. Approval of agenda- (Kyle)
5. Administration update (enrollment, staffing, others) (Kate)
St. Catherines-see attached Admin update
St. Joseph's-see attached Admin update
COVID-19-teachers are now being offered the vaccine, to be administered at the hospital
SJ campus
SC campus-Little Wings needs to increase enrollment with marketing for Little Wings
Transportation is needed, possibly a van or partnership with Trinity Lutheran
Admin update:
https://docs.google.com/document/d/1Ubmi4EKcnomVeYAAgvnSPcu13yNSRR_ZGBM_2b1wW4/edit?ts=6000c587
6. HSA/Auction update- (Ryan)
 - a. SC-In lieu of auction, the envelope wall has been doing well, went up Sept 13th, no deadline, \$17,245 has been raised! If all are filled over \$20,000 could be potential. marketing rep requested for SC campus for social media posts, target marketing, ads, baptism bags for newly baptized, anything would help.
 - b. SJ-HSA-Bible challenge is requesting HSA funds for prizes
 - c. Hot lunch has started for free for students, a parent picks them up from Holy Trinity and distributed in the STREAM room
(Tonya)
 - d. Auction update:Committee has made the decision to go virtual for auction February 27th-29th, 2021, actively taking donations, no live component, silent auctions instead

(Tonya)
7. Action item / committee review
 - a. Marketing: reached out to each Cluster parish of recent baptisms to get them thinking about DPA/Little WINGS educational outfitters link for Logo wear (Ashley)
 - b. Development: (Becky)
 - c. Building and Grounds: SC will need space for Level II & III Atrium for CGS (Brandon)
 - d. Strategic Planning: need a Committee chair for accreditation, by the end of the year, June 1st, Misty Conran is on board to be part of the committee

e. Mission Effectiveness:

(Kyle)

f. Finance: see Finance Agenda:

(Bruce)

8. Open discussion:

Conferences: send out survey beforehand and have submitted prior to conferences

Minimum 2 day for child care, child:teacher ratio becomes tricky

Tuition for staff children should come up for discussion at the next tuition meeting in March/April

DPA School Board meetings

~~Sept 3rd, 2020 (C)~~

~~Oct 8, 2020 (J)~~

~~Nov 19, 2020 (C)~~

~~Jan 7, 2021 (J)~~

Feb 18, 2021 (C)

April 22, 2021 (J)

May 13, 2021 (C)

DPA School Board 2019-2020

Meeting 5 February 11, 2021

7:00-8:00pm at SC Campus

- 1) **Opening prayer** (Kyle)
- 2) **Roll Call**- Board Members Present: Dr. Kyle Pline, Kate Beuschel, Becky Porter, Kathy Morey(in place of Ryan Swanson), Brandon Hakenburg, Ashley Dietrich, Tonya Fritz, Misty Conran, via Zoom, Bruce VanderMolen, guest Sue Hass Williams
absent: Fr. Andrew, Todd Kline (Kyle)
- 3) **Approval of previous minutes:** Kyle approves, Brandon seconds, all in favor (Kyle)
- 4) **Approval of agenda:** Kyle approves, Brandon seconds, all in favor (Kyle)
- 5) **Guest from Diocese of Grand Rapids:** Sue Haas Williams-Strategic planning:
described how to map out the strategic plan for the school. Who is responsible? Staff?
Board? Have to listen to parents, people that are committed. Should start the process
soon and stay on task in several consecutive sessions.
- 6) **Administration update** (enrollment, staffing, other) (Kate)
 - a) 1. **St Joseph**- see attached handout/before care is up from CAPS, visitors are
now allowed in the school, 1 person/homeroom.
 - b) Transportation for St. Catherine students to St. Josephs for continuing 6th
graders is being discussed for possible options
 - c) Covid/Bishop scholarships helped 10 students this year, need to retain them
 - d) Increase our helping hands scholarship funds
 - e) 2. **St . Catherine**-see attached handout
- 7) **HSA/Auction update**
 - a. **SC HSA**-\$17,026 raised for the envelope wall for auction to fund HSA,
looking to purchase outdoor equipment for Little Wings (Kathy M.)
 - b. **SJ HSA**-prepping for March is reading month, Good News book fair, Catholic
based books for 21/22 school year. Catholic Schools Weeks was a success this year
board games were purchased for each classroom (Tonya)
 - c. **SJ Auction**- date: online February 25-28 (Ashley)
- 8) **Action item / committee review**
 - a) Marketing: (Ashley)
 - i) Baptism packets/gifts are ready to go
 - ii) Uniform shop/online site is being reformatted, school link is good from our
website
 - iii) Fr. Andrew has a new DPA pullover
 - b) Development: (Becky)
 - i) Raskob grant applied for level II Atrium for CotGS to pay for training of
the teacher and start up materials for ages 6-9
 - c) Building and Grounds: (Brandon)
 - i) Talked about taking walls down to a room to allow bigger space for
another Atrium for CotGS
 - d) Planning/Policy:

- i) Misty Conran is chairing this committee, with the help of Sue Haas Williams from the Diocese and Kate, a strategic plan will be defined and mapped out according to the guidelines of the diocese. What are
 - ii) measures of success? Have to have strategies to accomplish our goals.

- e) Mission Effectiveness: (Kyle)
 - i) mid-winter survey to be completed online or handout and entered online. Conferences were Feb. 8-9. Paper copies were available but have to be added to the online survey.

- f) Finance (Bruce)
 - i) positive revenue numbers, Helping Hands is a good performer, 1 time Covid grants have been helpful. Our school and all 3 perished qualify for the 2nd round of the PPP loan

- 9) Open discussion:
 - i) need more voices on the BOD
 - ii) uniforms need to be discussed at a later meeting
 - iii) have to get together to build the strategic planning map
 - iv) School board positions need to be discussed
 - v) tuition meeting is necessary
 - vi) additional meeting needed for March 11, 2020

DPA School Board meetings

Sept 3rd, 2020 (C)
 Oct 8, 2020 (J)
 Nov 19, 2020 (C)
 Jan 7, 2021 (J)
 Feb 11, 2021 (C)
 March 11, 2021 (J)
 April 22, 2021 (J)
 May 13, 2021 (C)

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 Minutes

2021-2022

October, 2021

7:00-8:00 pm

- 1) **Opening prayer-** (Becky)
- 2) **Roll Call-** (Becky)
 - a) Present-Kate Beuschel, Bruce Vandermuelen, Ashley Dietrich via Zoom, Tonya Fritz, Ryan Swanson, Jeannie Sokolowski
 - b) Absent-Kyle Pline, Fr. Andrew Ayers, Todd Kline, Misty Conran
- 3) **Approval of previous minutes:**Approved (Becky)
- 4) **Approval of agenda:** Approved (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) 1.**St Joseph**-See attached BOD Admin update
 - b) 2.**St . Catherine**-See attached BOD Admin update
 - c) Self study-standard 5 homework, example will be on Google Shared Drive
 - i) one benchmark to work on before each BOD meeting to complete before Accreditation in April
 - ii) 8 Board standards with several benchmarks to rate ourselves 1-4, before the next meeting, rate our benchmarks, examples and how we will be able to move up to the next level
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) will give another update at next months meeting after Todd revamped the finance outlook
 - ii) Dan Dietrich is willing to be added to the Finance Committee and work with the Board
 - b) Development: (Becky)
 - i) Insert portions of the 'Wings Tradition' into the weekly bulletin to make parishioners aware of opportunities to contribute to endowments, Helping Hands Scholarship, ect.
 - ii) Helen Dietrich submitted a grant proposal for the Coopersville Area Foundation to request funds for the startup costs of the new Preschool 4's and Young 5's classroom at St. Joseph campus. HSA and Auction have contributed a majority. The grant request is for the remainder.
 - c) Building and Grounds: ()
 - i) Any update on recruiting a member for this committee?
(1) Tonya Fritz will ask her brother and see if he is interested in becoming the Committee chair
 - d) Strategic planning/Policy: ()
 - i) Need to continue work on "mapping out" the strategic plan
 - ii) set some dates to collaborate
 - iii) Needs to be done as part of the Accreditation
 - e) Mission Effectiveness: (Kyle)
 - i) I have been working on revising/updating WINGS to better reflect our mission statement (as we have discussed at previous meetings). This will hopefully serve as our "elevator speech" to describe DPA to others. I have also reviewed our website and have some suggestions about wording/verbiage to strengthen our description of the WINGS model... making it more consistent throughout the website. I hope to present this at the next meeting.

- f) Marketing: (Ashley)
- i) Greg Geering left the position at the Diocese, his replacement Sarah has a meeting with Ashley in October to establish a plan, map out a plan and priorities for marketing.
 - ii) no word on funding from the Diocese yet, there is a balance for marketing fund, and some from Auction
 - iii) Website for logo wear is linked to the school website but no one uses it yet. No good site yet or local company that has a good system.
 - iv) Should we introduce plaid into the uniform?

7) HSA/Auction update (Ryan)

- a) **SC** HSA-Golf outing raised \$7892 with 20 teams, everything ran smoothly, auction plans are coming together, 50 seats reserved after announcement at mass. Taking in donations, looking for good live auction stuff. Experiences go best for the most money.

- b) **SJ** HSA- (Tonya)
- i) Grand friends day in October,
 - ii) Trunk or Treat is scheduled again
 - iii) Mackinac Island field trip is planned for Elementary students at both campuses
 - iv) Auction-no fall party, other ideas in mind, Football squares instead
 - v) Kyle and Emily Bliss are Co-Chairs for this years auction

8) Open discussion:

- a) Secretary position-minutes need to be taken at all meetings.
 - i) Have V-P take minutes at meetings
- b) Actively solicit membership for the board, parishioners, community members, we need better recruitment tools
- c) 2020-2021 School Board Survey results are in the Shared Drive in the Annual School Board Survey folder.
 - i) Only 3 DPA school board members completed the survey
 - ii) Everyone is encouraged to fill out the survey for the 2021-2022 school year, when it becomes available.
- d) Update Winter Survey questionnaire to parents
 - i) Ask questions that we want to take actions on
 - ii) Have new questions ready for the next Board meeting so they can be put on Survey Monkey and printed off before fall conferences.
 - iii) What are the questions that we want answered?
 - (1) Uniforms? Do we add a plaid option for girls, how strict should the uniform policy be?
 - (2) Forecasting future enrollment for Middle School
 - (3) Questions need to be finalized before the next meeting to be ready before Fall Conferences.
 - (4) Sports? Is this a point of contention for students to be moved to public schools during middle school because of lack of opportunities to join a sports team?

Next meeting is October 28, 2021
7:00-8:00
St. Catherine Campus

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DPA School Board Agenda

2021-2022

September 23, 2021

7:00-8:00 pm

- 1) **Opening prayer** ()
- 2) **Roll Call-**
 - a) Present-
 - b) Absent- ()
- 3) **Approval of previous minutes:**
()
- 4) **Approval of agenda:** ()
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) 1. **St Joseph**-See attached BOD Admin update
 - b) 2. **St . Catherine**-See attached BOD Admin update
 - c)
- 6) **Action item / committee review**
 - a) Finance:
(Bruce)
 - i)
 - ii)
 - b) Development: (Becky)
 - i) Insert portions of the 'Wings Tradition' into the weekly bulletin to make parishoners aware of opportunities to contribute to endowments, Helping Hands Scholarship, ect.
 - ii) Helen Dietrich submitted a grant proposal for the Coopersville Area Foundation to request funds for the startup costs of the new Preschool 4's and Young 5's classroom at St. Joseph campus. HSA and Auction have contributed a majority. The grant request is for the remainder.
 - c) Building and Grounds: ()
 - i) Any update on recruiting a member for this committee?
 - d) Strategic planning/Policy:
()
 - i) Need to continue work on "mapping out" the strategic plan
 - ii) set some dates to collaborate
 - e) Mission Effectiveness: (Kyle)
 - i) I have been working on revising/updating WINGS to better reflect our mission statement (as we have discussed at previous meetings). This will hopefully serve as our "elevator speech" to describe DPA to others. I have also reviewed our website and have some suggestions about wording/verbiage to strengthen our description of the WINGS model... making it more consistent throughout the website. I hope to present this at the next meeting.
 - f) Marketing: (Ashley)
 - i)
- 7) **HSA/Auction update**
 - a) **SC HSA-** (Ryan)

b) SJ HSA-

(Tonya)

8) Open discussion:

- a) Secretary position-minutes need to be taken at all meetings.
 - i) Have V-P take minutes at meetings
- b) Actively solicit membership for the board, parishioners, community members, we need better recruitment tools
- c) 2020-2021 School Board Survey results are in the Shared Drive in the Annual School Board Survey folder.
 - i) Only 3 DPA school board members completed the survey
 - ii) Everyone is encouraged to fill out the survey for the 2021-2022 school year, when it becomes available.
- d) Update Winter Survey questionnaire to parents
 - i) What are the questions that we want answered?
 - ii) Forecasting future enrollment for Middle School

Next meeting is October 28, 2021
7:00-8:00
St. Catherine Campus

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DPA School Board Minutes

2021-2022

October 28, 2021

7:00-8:45: pm

- 1) **Opening prayer-** (Fr. Andrew)
- 2) **Roll Call-** (Becky)
 - a) Present-Kate Beuschel, Fr. Andrew, [Becky Porter](#), Ashley Dietrich, [Bruce Vandermeulen](#), [Kyle Pline](#)
 - b) Virtual-Ryan Swanson, Tonya Fritz, Misty Conran
 - c) Absent-Todd Kline
- 3) **Approval of previous minutes:**Kyle motions to approve, Bruce seconds, all approve (Becky)
- 4) **Approval of agenda:** Kyle motions to approve, Bruce seconds, all approve (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) **St Joseph-**See attached BOD Admin update
 - b) **St . Catherine-**See attached BOD Admin update
 - c) Grant opportunities, webinar is Tuesday for info
 - d) Parent Survey during conferences Nov. 16/17 keep the survey open for that week. Survey will go out Monday the 15th. Split between campuses and Early Childhood survey that applies to younger kids. Update survey questions for relevancy. People are still unclear about what the School Board does?
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) See attached statement of activity
 - ii) Grant monies come in at different times to be distributed, sometimes not included into the budget yet.
 - iii) Budgeting was being separated from St. Joseph and St. Catherines by business manager.
 - iv) Could all of the St. Joe's auction funds be reserved for just the school? Festival could potentially cover the costs of religious ed program rather than auction.
 - b) Development: (Becky)
 - i) Insert portions of the 'Wings Tradition' into the weekly bulletin to make parishioners aware of opportunities to contribute to endowments, Helping Hands Scholarship, ect.
 - ii) Kristin Hoyle is applying for a grant that funds before/after care and summer in person programming that serves K-8
 - c) Building and Grounds: (Tonya)
 - i) Ted Goodno is interested in potentially joining the board but Thursday nights are an issue.
 - ii) Just need a report if attendance is an issue.
 - iii) Jim Ricord is now plants and grounds manager for all 3 parishes.
 - d) Strategic planning/Policy: (Misty)
 - i) Need to continue work on "mapping out" the strategic plan
 - ii) Set a January date to complete the "new"/updated strategic plan
 - iii) Found the digital version of the previous plan. Could adjust that and update to current.
 - iv) The plan is actually up to date, it's more how to execute the plan, how are we going to make it happen?
 - e) Mission Effectiveness: (Kyle)

- i) I have been working on revising/updating WINGS to better reflect our mission statement (as we have discussed at previous meetings). This will hopefully serve as our “elevator speech” to describe DPA to others. I have also reviewed our website and have some suggestions about wording/verbiage to strengthen our description of the WINGS model... making it more consistent throughout the website. I hope to present this at the next meeting.
- ii) Updating a mission statement has to have approval from the Bishop.
- iii) Update WINGS to one word for each letter

f) Marketing:

(Ashley)

- i) Ashley and Christina and Sarah Toepfer, Marketing director with the Diocese, met to check in on marketing. Plan is doing well, continue with Social Media presence, creating a virtual tour video to send to prospective family. Looking into resources for simple snippets of video for the school. Reach out to West Catholic/Muskegon Catholic media club or yearbook club, could make it part of service hours if they help out.
- ii) Another potential Marketing committee member is on the horizon.

7) HSA/Auction update

- a) **SC** HSA- Successful Bike Night Auction. Profited just over \$33,000. Attendance was lower but made the most money in 8 years.
- b) Joint HSA Holiday party suggested for all members? Include Teachers and board members Rotate campus each year. (Ryan)
- c) **SJ** HSA- Finally able to offer field trips for all the Pre-school through 8th grade this year. (Tonya)

8) Open discussion:

- a) Accreditation-Complete 5.1-5.6
 - i) have every member complete their portion.
 - ii) Send bi-laws to see if we should amend the bi-laws
 - iii) Finish Standard 5 and move on to the next one
- b) Estate Planning should become a priority
- c) Legacy newsletter-should be created, create an alumni event
- d) Update Winter Survey questionnaire to parents
 - i) What are the questions that we want answered?
 - ii) Forecasting future enrollment for Middle School

Next meeting is December 2, 2021
7:00-8:00
St. Joseph Campus

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DPA School Board Minutes

2020-2021

May 27, 2021

7:00-8:30pm

- 1) **Opening prayer** (Kyle)
- 2) **Roll Call**-Fr. Andrew, Ryan Swanson, Bruce Vandenberg, Kyle Pline, Becky Porter, Tonya Fritz via Facetime (Kyle)
- 3) **Approval of previous minutes:** (Kyle)
- 4) **Approval of agenda:** (Kyle)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) 1. **St Joseph**-See attached BOD Admin update
 - b) 2. **St . Catherine**-See attached BOD Admin update
 - c) Diane Beckwith's last day was Monday, May 24th 2021. There is a Faith Advisory Committee to search out a new DRE, will not hire until it is the exact right person. (Fr. Andrew)
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) See Attached Finance update
 - ii) PPP Loan is a help to offset budget deficit
 - iii) Pre-school was the shining star due to high enrollment, Little Wings needed an additional staff so the numbers weren't as good
 - iv) One time grants were also a help
 - b) Development: (Becky)
 - i) would like to compose a letter for Alumni to share news and keep updated, need to get current addresses of former students
 - c) Building and Grounds: ()
 - i) Men's Club looking into removing curb at the end of the sidewalk for handicap access. Safety Survey was done and it was recommended that be done
 - d) Strategic planning/Policy: (Becky)
 - i) The survey from parents, parishioners and staff was reviewed by Kate, Becky and Misty at the first planning meeting Saturday, May 22. A SWOT analysis was completed to form the foundation of the planning map to be completed at a later date.
 - e) Mission Effectiveness: (Kyle)
 - i) Curriculum-volunteer requirement for youth should be encouraged as part of school. Expanded as the kids get older, one project and expand to more projects in the upper grades.
 - f) Marketing: (Ashley)
 - i) Angie Sommers (current Preschool and Little Wings parent) has accepted the role of Parent Ambassador on SJ HSA committee which is a position that works to help market our school and I consider this role as an extension of the Marketing committee. Angie has a marketing background and will be a great addition to the overall marketing plan for DPA. This should give me some help with marketing throughout the summer and next school year.

- ii) Courtney Bowmar has been working on creating an app for school to utilize. (Still waiting on more details on the specifications of this app and how it will be used.) We got approval from Greg Gehring for use of Diocesan marketing fund if we can incorporate a link to the office of catholic schools website. Marketing committee has approved use of funds in the amount of \$800 to publish this app on google play store and apple app store. This would be an annual cost. Will discuss with Courtney on this more moving forward.
- iii) Kate Beuschel and Jill Annabel were on a podcast. Check that out here: [NCEA Podcast-Teacher Appreciation Week](#)
- iv) An email group has been created for all BOD members, with the exception of Buildings grounds and safety position and the vice chair position. Kate would need to create email addresses for those members and then we could add them to the group. I can show everyone how to utilize this at the next meeting.. but in short, while logged into their bod email they can start typing "DPA school board members" and the group should pop up. Only people with access can edit these groups so no one would have to worry about missing someone when sending an email out.
- v) Looking into marketing for the video that was made, and also Kate, me, and Kristin are working to market targeting SC enrollment, as well as an ad in the Ravenna Dependent

7) HSA/Auction update

- a) **SC** HSA-Field Day is June 2 (Ryan)
- b) **SJ** HSA-Field Day is June 2, DPA will man the gates at the Berlin Fair, in addition the Banner will be hung in a high traffic area of the fair and then moved to the primary gate when volunteers are manning the gate. Will need 22 volunteers on Kids Day and rodeo night, 8AM-10PM (Tonya)

8) Open discussion:

- a) **BOD NOMINATIONS**-Becky Porter is nominated for Board Chair
- b) Kyle Pline is nominated for Vice-Chair
- c) Ashley Dietrich will continue her role as Marketing Committee chair as a non-voting member. BOD bi-laws state that relatives of staff (includes: siblings, spouses, in-laws) cannot be voting members of the board. The Vice-Chair position needs to be a voting member.
- d) Electronic voting will be needed to make quorum as there were not enough members in attendance.
- e) Members from Pastoral Council/stewardship council, will be asked to attend board meetings.
- f) Each council will be blended for cohesion.
- g) Will make statutes in the Pastoral planning committee. Each Finance council will need statutes. (Fr. Andrew)

Thursday, May 27, 2021- 7:00 PM - St. Catherine Campus

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DPA School Board Minutes 2020-2021

Thursday, March 19, 2021

7:00-8:00pm

- 1) **Opening prayer** (Kyle)
- 2) **Roll Call**-Brandon Hackenburg, Becky Porter, Bruce Vandermuelen, Kyle Pline, Kate Beuschel, Ashley Dietrich, Tonya Fritz, Ryan Swanson, Todd Kline, Misty Conran
(Kyle)
- 3) **Approval of previous minutes:** (Kyle)
- 4) **Approval of agenda:** (Kyle)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) [BOD Admin Update March 2021](#)
 - b) 1. **St Joseph**-See attached BOD Admin update
 - c) 2. **St . Catherine**-See attached BOD Admin update
 - i) David Urrey hired from a charter school to replace Courtney Stone who is retiring April 1st. Starting April to finish the school year.
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) Update on YTD financial results and model for BOD evaluation to:
*See attached budget agenda
 - ii) Set tuition for 2021/2022 school year-
 - (1) Should we consider a flat rate or stay with a tiered rate?
 - (2) We have to come up with a solution for the budget shortfall
 - b) Development: (Becky)
 - i) In the process of recruiting a Development Committee member and a potential new board member that is a part of the St. Joseph parish
 - ii) Seeking grant to replace St. Catherines heating system, and possibly look into alternative heating source grants.
 - iii) Teacher mini-grant applied for by Courtney Stone 2/1 for a quiet space playhouse for library area. Request was not granted, no more funds.
 - iv) Groundswell grant of \$1000 for native/butterfly plantings and veggie garden and a consultation with a MSU horticulturist is approved and proceeding
 - v) Get the newsletter out to parish members and online!
 - c) Building and Grounds: (Brandon)

i) Tabled till next meeting

d) Planning/Policy: (Misty)
i) Set the map up in 2-3 sessions. All members to figure out which Saturdays will work to work in break out session.

e) Mission Effectiveness:
i) Tabled till next meeting (Kyle)

f) Marketing:
i) Tabled till next meeting (Ashley)

7) HSA/Auction update

a. **SC** HSA- Final envelope total from fundraiser in lieu of Auction (Ryan)

b. **SJ** HSA- (Tonya)

c. SJ Auction-

8) Open discussion:

a) Next meeting is to set tuition on March 25, virtually at 6:30PM

Thursday, March 18, 2021- 6:00 PM - St. Joseph Campus

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DPA School Board Minutes

2021-2022

August 19, 2021

7:30-8:30 pm

- 1) **Opening prayer** (Fr.Andrew)
- 2) **Roll Call**-Ryan Swanson, Fr. Andrew, Kate Beuschel, Todd Klein, Tonya Fritz, Kyle Pline, Becky Porter, Jennie Taylor, Bruce VanderMuelen-present Ashley Dietrich, Misty Conran-absent (Becky)
- 3) **Approval of previous minutes:** All in Favor (Kate)
- 4) **Approval of agenda:** All in Favor (Kate)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) Covid update-no parents are in favor of mandatory masks, until further notice, per the health department, they may come out with a Public Health Order to mandate masks, as a board we have to be unified.
 - b) Staffing issues, public schools offer higher salaries, benefits, Little Wings has difficulty hiring staff.
 - c) 1.**St Joseph**-See attached BOD Admin update
 - d) 2.**St . Catherine**-See attached BOD Admin update
 - e) Care is currently not offered for RPS because we are full and don't have enough staff to cover
 - f) Accreditation-Self Study year every 5 years. This is the year, 13 standards, the board has responsibilities, need to see evidence in each of the 13 standards, need to help put documentation into the standards.

6) Action item / committee review

- a) Finance: (Bruce)
 - i) Attached finance report, and charts,Covid grand \$ was helpful in bridging the gap, grant funding and increased offertory is what is going to be needed to assist in operational spending.
 - ii) A goal would be to increase elementary students, no additional staff is needed, it would just increase revenue from additional tuition.
 - iii) Offertory from St. Catherines is up to 30% and offertory from St. Joseph is 35%, St. Francis can offer Helping Hands and mostly goes to St. Catherines campus
 - iv) A matching fund from businesses can be requested from a companies HR department. Goes to Helping Hands Scholarship Fund, needs to be marketed as an option
- b) Development: (Becky)
 - i) Insert portions of the 'Wings Tradition' into the weekly bulletin.
 - ii) would like to compose a letter for Alumni to share news, keep updated and solicit \$
 - iii) still want to get current addresses/emails of the Alumni
- c) Building and Grounds: (Kate)
 - i) Randy Helsen and the Men's Club- A big thanks for building out the new Atrium at St. Catherines
 - ii) Jim Ricord-huge help in volunteering to move everything to replace the carpet.
- d) Strategic planning/Policy: ()
 - i) Need to continue work on "mapping out" the strategic plan
 - ii) set some dates to collaborate
- e) Mission Effectiveness: (Kyle)
 - i) Curriculum-volunteer requirement for youth should be encouraged as part of school. Expanded as the kids get older, one project and expand to more projects in the upper grades. Service hours should be instilled into the school culture
 - ii) How do parish and school provide more service opportunities

f) Marketing: (Ashley)
i)

7) HSA/Auction update

- a) **SC** HSA-Golf outing is August 28, Auction is October 16 in person, Bike Night theme (Ryan)
b) **SJ** HSA-Auction is February 26, theme is sitcoms. (Tonya)

8) Open discussion:

- a) Becky will give a brief tutorial on how to use the BOD Shared Drive so members can readily access and use it from any device.
- b) Secretary position-minutes need to be taken, should we take turns? Have V-P take minutes until the Secretary position is filled?
- c) Actively solicit membership for the board, parishioners, community members, we need better recruitment tools, need non parents
- d) COVID update for the new school year
- e) State of the School should be announced before masses
- f) Educators say that transfers should happen at high school, best time to move is after 8th grade.
- g) Requesting funds from the Muskegon Community Foundation for the 21/22 school year-Kyle motions, Tonya seconds, all in favor, motion approved.
- h) Combining both school HSA's. As one school with 2 campuses is it in the schools best interest to merge?
- i) brings a unity of both campuses
 - ii) take the best practices of both HSA's if combining
 - iii) pros/cons of combining? Or keep it the same?
 - iv) Auction's and funding.
 - v) more families may be more open to going over to St. Joseph
 - vi) goal is to increase collaboration between all the parishes
 - vii) compare and contrast at meetings, see what is done well at both HSA's
 - viii) to get to know the other campus parents better

next meeting is Thursday Sept 23 2021
7:00
St. Joseph Campus

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DPA School Board Minutes 2020-2021

April 22, 2021

6:00-8:00pm

St. Joseph campus

- 1) **Opening prayer** (Fr. Ayers)
- 2) **Roll Call-** (Becky)
Fr. Ayers, Bruce VanderMuelen, Brandon Hackenburg, Becky Porter, Tonya Fritz, Kate Beuschel, Ryan Swanson, Dave Faber-virtually, Kyle Pline, Ashley Dietrich
Absent: Misty Conran, Todd Kline
- 3) **Approval of previous minutes:** ()
- 4) **Approval of agenda:** ()
- 5) **Superintendent Dave Faber**
 - a) *See DPA Board Packet
 - b) update on COVID throughout Catholic schools
 - c) The WINGS model is being recognized and modeled throughout the country as a model of teaching excellence in small Catholic schools
25% of Catholic schools are under 100 students
 - d) 5% enrollment decline over the Diocese after Covid hit, preschool was the hardest hit, parents didn't want virtual preschool
 - e) Emerging from COVID Project-Answer 2 questions to turn around enrollment decline, we are now editors of this Document to share our thoughts on these two questions
- 6) **Administration update** (enrollment, staffing, other) (Kate)
 - a) [April 2021 BOD Admin Update](#)
 - b) 1. **St Joseph**-See attached BOD Admin update
Heidi Bohn is new lead teacher for preschool
Kristin Hoyle is now EC Director for both campuses
 - c) 2. **St . Catherine**-See attached BOD Admin update
3 new students in our infant/toddler program!
 - d) Spring Summit invitation by the Diocese is coming up
- 7) **Action item / committee review**
 - a) Finance: (Bruce)
 - i) *See Attached Finance update
 - ii) Focus on making up the cost at the end of the fiscal year of \$94,139 starting July 1 is the start of the new fiscal year
 - iii) PPP Loan was approved and will pay staff salaries for all three parishes
 - iv) Focus on short term funding items to fund immediate needs but also long term funding for consistent income. Allows for more flexibility if we create our own DPA fund.

- b) Development: (Becky)
 - i) The first edition of the Wings Tradition development newsletter was submitted to the parish bulletins, and to parents of DPA Students via email
 - ii) would like to compose a letter for Alumni outreach to share news and keep updated and ask for contributions to help budget but also suggest that it helps build a legacy fund
 - iii) need to get current addresses of former students from both campuses
- c) Building and Grounds: (Brandon)
 - i) the Men's Club along with Kate came up with 10-12 things that needed done at St. Catherine's, going to power wash the school and do spring clean up, fix door, boy's bathroom door, ect.
- d) Planning/Policy: (Misty)
 - i) Meeting for initial draft on Saturday May 22nd
 - ii) another Saturday after that all are welcome to collaborate
- e) Mission Effectiveness: (Kyle)
 - i) no update
- f) Marketing: (Ashley)
 - i) new business cards for Kristin as new EC director, folders and table covering, still have monies left over to spend before the end of the year
 - ii) Kindergarten Round Up table would be nice backdrop with the table covering
 - iii) Greg Ghering will come out the first of May and help make the a video for each campus highlighting Catechesis of the Good Shepherd, Little Wings, 'A day in the Life of a DPA Student'

8) HSA/Auction update

- a. **SC** HSA-suggestion of contribution to the endowments and tell parishioners that we did that and they can do it too. (Ryan)
- b. **SJ** HSA-co-campus Golf outing will be hosted again (Tonya)

9) Open discussion:

- a) Spirit fest could be held outside, possibly at Moss Ridge
- b) Alumni tent at Festival
- c) **May is the last meeting of the school year. New positions need to be filled for Board chair, Vice-chair and Secretary. Nominations are welcome for these positions, keeping in mind that there needs to be one year of membership on the board to fill these positions.**
- d) Time, talents and treasures survey should be handed out to parishioners with requests for board members for the school.

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DPA School Board Minutes

2021-2022

December 2, 2021

7:00-8:00 pm

SJ Campus

- 1) **Opening prayer-** (Fr. Andrew)
- 2) **Roll Call-** (Becky)
 - a) Present-Klye Pline, Fr. Andrew, Kate Beuschel, Becky Porter, Tonya Fritz, Misty Conran via Zoom
 - b) Absent-Bruce Vandermuellen, Ryan Swanson, Ashley Dietrich
- 3) **Approval of previous minutes:** Kyle motions, Tonya seconds, all in favor (Becky)
- 4) **Approval of agenda:** Kyle motions, Tonya seconds, all in favor (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
 - a) 1.**St Joseph**-See attached BOD Admin update in shared drive
 - b) 2.**St . Catherine**-See attached BOD Admin update
 - c) Grant funding hopefully approved by Diocese to accept government funding and a second round can be applied for in the spring of the same amount.
 - d) Parent survey going out Monday 12/6-12/13 for K-8 and Early Childhood.
 - e) Need an infant/toddler teacher, and substitute teachers.
- 6) **Action item / committee review**
 - a) Finance: (Bruce)
 - i)
 - ii)
 - b) Development: (Becky)
 - i) submitted a Giving Tuesday campaign for DPA seeking tuition angels to sponsor families that would like their children to receive a Catholic Education
 - ii) participated in a diocese wide campaign for #GT also
 - c) Building and Grounds: ()
 - i) still looking for a committee chair
 - ii) the old Annex leaves a big opening that needs to be addressed, either a fence to close children in or a pick up/drop off for school children.
 - d) Strategic planning/Policy: (Misty)
 - i) Met with Moreys to review old planning policy and action items
 - ii) Need to continue work on "mapping out" the strategic plan
 - iii) parishioners insite is welcome too.
 - e) Mission Effectiveness: (Kyle)
 - i) WINGS, tagline and vision statement updates with input from board to present to Diocese board for approval and update on website and marketing items.
 - ii) board members approved update vision statement, WINGS acronym, and tagline
 - iii) Now to take to Diocese for approval going forward
 - f) Marketing: (Ashley)

i)

7) HSA/Auction update

a) SC HSA-

Car seat cubbies are being built in our Little Wings room. Looking forward to the Holiday party on the 10th.

(Ryan)

b) SJ HSA-

(Tonya)

All school glow party end of January for the end of Catholic Schools Week

8) Open discussion:

a) Accreditation-Complete section 5 to be finished at January meeting

b) CAPS sports potential meeting with AD and Superintendent

c) Actively solicit membership for the board, parishioners, community members, we need better recruitment tools

d) Need to build a one page recruiting tool for soliciting board members.

Next meeting is January 6, 2022

7:00-8:00

St. Catherine Campus

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