

**DPA School Board Agenda**

**2022-2023**

March 6, 2023

7:00-8:00 pm

- 1) **Opening prayer** (Fr Andrew)
- 2) **Roll Call-** (Tonya)
  - a) Present- Kyle Pline, Becky Porter, Todd Klien, Kate Beuschel, Father Andrew, Christina W, Leanne Lipski, Tonya Fritz
  - b) Absent- Misty Conran, Chelsea Lockhart
- 3) **Approval of previous minutes:** (Becky)
- 4) **Approval of agenda:** (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Marketing Strategy St. Bart's in Newaygo- positive feedback after Kate spoke at Mass two weekends ago. Kate would like to incorporate more home-schooling families to do a hybrid program, Two new families at St. Catherines would like to enroll for the hybrid program.
  - b) Fall tuition Normal rate and then goes down based on income, would have to apply to access to the secure online 3rd party to explore variable tuition, Catholic Center is using variable tuition, would need to increase the Helping Hands funds to help offset this cost.  
CC has invited DPA to visit their board and learn how to implement the variable rate, Will explore the variable tuition rate for the whole school for the 2024-2025. We need to increase our donor funds to help offset the cost.  
  
Motion - Increase tuition by 5% for K to 8 established by Becky and seconded by Leanne, motion passes unanimously.
- 6) **Action item / committee review**
  - a) Finance: (Bruce)
    - i)
    - ii)
  - b) Development: (Christina)
    - i)
  - c) Building and Grounds: ()
  - d) Strategic planning/Policy: (Misty)
    - i)
  - e) Mission Effectiveness: (Kyle)
    - i)
  - f) Marketing: (Christina)
    - i)
- 7) **HSA/Auction update**
  - a) SC HSA- (Chelsea)
    - i)
  - b) SJ HSA- (Leanne)

i)

8) Open discussion:

- a)
- b)

Next meeting is  
April 20, 2023  
7:00-8:00  
St. Catherine's 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.

**Divine Providence Prayer**

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**DPA School Board Minutes**

**2022-2023**

June 26, 2023

7:00-8:00 pm

- 1) **Opening prayer** ( )
- 2) **Roll Call-** (Becky)
  - a) Present- Christina Watkowski, Kate Beushel, Todd Kline, Father Andrew, Bruce Vander Mullen, Leanne Lipski, Becky Porter, Tonya Fritz, Misty Conran
  - b) Absent- Chelsea Lockhart,
- 3) **Approval of previous minutes:** (Becky)
- 4) **Approval of agenda:** (Becky)
  - n b
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) St. Catherine's campus Combining 4's into the Lower Elementary Room Retention from preschool to K is very important and needs to improve for 2024-2025
    - Becoming more visible in the Ravenna community through the Ravenna Independent, bulletins at neighboring Catholic churches
    - Some of the preschooler families not moving on to K is because the families love Ravenna Public School
    - A few families that had preschool children who were not Catholic have become Catholic
    - Outreach and marketing ideas
  - b) St. Joseph campus One 4th grader from St. Catherine's is moving to 5th grade at St. Joes.
    - staffing Infant Toddler teacher
    - lower EI teacher - no applicants at this point
    - final interview RTI teacher
- 6) **Action item / committee review**
  - a) Finance: (Bruce)
    - i) 2023-2024 school year is critical for St. Catherines campus. Must retain preschool families for the next school. School needs to retain ALL of the families this year. Muskegon Community Foundation St. Cats get \$10,000 for the school year. Catholic Community Foundation offers St. Joes campus \$25,000
    - ii)
  - b) Development: (Christina)
    - i) Actively recruit a suitable leader for this position
    - ii) Job descriptions have been laid out for both development and marketing.
    - iii) Parish survey to be done throughout the summer being emailed to parishioners and copies left in the back of all 3 churches. Survey monkey to be used.
    - iv) Add to the survey the timeframes of the positions and what amount of time they commit outside of the board meetings.
    - v) School Board Time and Talent
    - vi) Grant to start a new program for the teachers (Reading and writing program)
    - vii) Safety Grant - waiting to hear back. It would be \$100,000 if granted
  - c) Building and Grounds: ( )
    - i) Open position to be filled
  - d) Strategic planning/Policy: (Misty)

- i) 5/16 meeting Sue Haus she thought the plan was well done. Limited recommendations made as an outcome of the meeting making notes to make sure strategies are being done to close the gap on improvement areas.
- ii) Post the goals in the back of the church and list the way the goals are being met.
- iii) Approval needed from the Board and Father. Then Kate sends it to Dave Faber and then approval from the Bishop.

e) Mission Effectiveness: (Kyle)  
i)

f) Marketing: (Christina)  
i)

**7) HSA/Auction update**

a) SC HSA- (Chelsea)  
i) Friday 8/18 Mass @ 5pm and then picnic at Gross Park

b) SJ HSA- (Leanne)  
i) 8/1 first HSA meeting (7pm) to plan back to school things.

**8) Open discussion:**

- a) Board retreat 8/21 at 6:30 at Porters House  
Becky - Venison, Roasted Veggies, Bruschetta  
Misty - Appetizer  
Tonya - Desert  
Kate - Salad  
Bruce - chicken for grill

b) Board positions up for renewal

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**DPA School Board Minutes**

**2022-2023**

January 26, 2022

7:00-8:00 pm

- 1) **Opening prayer** ( )
- 2) **Roll Call-** (Becky)
  - a) Present- Dave Faber, Christina Watkoski, [Kate Beuschel](#), Becky Porter, Leanne Lipski, [Todd Kline](#), (virtually) [Bruce Vandermeulen](#), Kyle Pline, Jason Smith, Damon Jordan (district representative to Congressman Mollenaar)
  - b) Absent- Chelsea Lockhart, Tonya Fritz, Misty Conran
- 3) **Approval of previous minutes:** Kyle motions, and approves (Becky)
- 4) **Approval of agenda:** Kyle motions and approves (Becky)
- 5) **Dave Faber speak for 20-30min**
  - a) review of Fall Board Summit
  - b) May 3, 2023 is Spring Board Summit, agenda to come
    - i) 5 new sessions, advised to go in place of regular BOD meeting
    - ii) update of the Strategic Plan-video (goal is to map out the next 5 years)
  - c) Flexible tuition rate/variable tuition helps parents and schools meet an agreement in tuition
  - d) The great investment of Catholic education pays off in dividends
  - e) Add feedback to the Draft Tactics of the upcoming Strategic Plan
  - f) Progress Report
- 6) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Staff update
  - b) State Budget Update
  - c) Catholic Schools starts next week:
    - i) All school mass
    - ii) Kids food basket in two locations
    - iii) MS/UE Cathedral mass
    - iv) Rosary
    - v) Fr. Andrew visits classrooms and talks about vocations
    - vi) Friday after school Roller Fox
  - d) Development Newsletter-highlights the new book about Catholic microschoools, COTGS, ways to help contribute to schools.
  - e) Alumni spreadsheet to be started this summer by Brittany in admin, a database of alumni lists from SC
  - f) Little Wings teacher -Jaime Hawkins at SC campus, CDA as a lead teacher/co-lead with Kailey
  - g) Flexible School Tuition/variable tuition-marketing strategy," tuition rates will go up an amount a month" and no one complained or took their kids out of school.
    - i) May help retain pre-school students and encourage them to go on to K-8 school
- 7) **Action item / committee review**
  - a) Finance: (Todd/Bruce)
    - i)
    - ii)
  - b) Development: (Christina)

- i) Applied for a grant from Coopersville Foundation for funds to help cover cost of all belong social worker and looking to use these funds to increase the amount of time we can have the social worker at our schools
- ii) MDHHS School Ventilation Program -Through the MI Safe Schools Indoor Air Ventilation Program we are receiving air purifiers and filters to both of our campuses.

St. Joseph

Purifiers		Filters	
- MA-40	2		6
- MA-50	5		15
- MA-50 3.0	0		0
- MA-112	2		6

St. Catherine

Purifiers		Filters	
- MA-40	1		3
- MA-50	6		18
- MA-50 3.0	0		0
- MA-112	1		3

- c) Building and Grounds: (Jason)
  - i) Can save the interior doors, installed backwards
  - ii) SJ building is one of the safest/well built schools Jason has seen, just needs some tweeking and maintenance to get it up to safety standards
  - iii) replace hardware
  - iv) \$30,000 for changes, section it off to fiscally do it responsibly
  - v) \$108/student for K-8 for security upgrades vs. \$10000's for a public school student
  - vi) Safety audits help to write for safety grants in the next years. Jason will also help write the grants. He has a grant writing program.
  - vii) Congressman Mollenaar is house appropriations and also in state dept. of agriculture.
- d) Strategic planning/Policy: (Misty)
  - i) meeting next Wednesday to progress
- e) Mission Effectiveness: (Kyle)
  - i) God's Closet kids clothing donations to roll out during Lent for the month of March  
(1) helps kids realize others are less fortunate and to be grateful for our blessings
- f) Marketing: (Christina)
  - i) Created a handheld banner to bring to events such as Song Fest and parades. Ordering 2 retractable banners to be put up at the back of each church and to be used at events such as Festival.
  - ii) Will be handing out prayer cards at the end of mass on Sunday for the start of Catholic schools week.

**8) HSA/Auction update**

- a) SC HSA- (Chelsea)
  - i) Our final net profit from the Auction was \$19,058.35.
- b) SJ HSA- (Leanne)
  - i) Auction on Feb. 11-Prom theme
  - ii) Spelling bee for both campuses
  - iii) Catholic Schools Week
  - iv) Mother/son bowling and Daddy/daughter dance

**9) Open discussion:**

- a) Set closed tuition rate meeting for February
- b) to discuss at the March meeting

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March 6, 2023  
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St. Joseph Campus

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**DPA School Board Minutes**

**2022-2023**

April 20, 2023

7:00-8:00 pm

- 1) **Opening prayer** ( )
- 2) **Roll Call-** (Tonya)
  - a) Present- Becky Porter, Kate Beuschel, Christina Watkoski, Kyle Pline, Misty Conran  
Chelsea Lockhart, Tonya Fritz
  - b) Absent- Bruce VanderMulen, Father Andrew
- 3) **Approval of previous minutes:** (Becky)
- 4) **Approval of agenda:** (Becky)
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Dear School Leaders,

Traditionally, the Office of Catholic Schools sends a school board assessment survey to be completed annually by all school board members. In order to provide more specific feedback to pastors, school leaders and school board chairs, we have updated the board survey process which will now include a survey on Operational Vitality and a survey on Governance and Leadership which will be used every other year. For the 2022-2023 school year, we will be using the Governance and Leadership Survey.

**Please complete one copy of this survey together with your board.** It will serve as an educational tool and help each board member better understand his/her roles and responsibilities. The survey will take approximately 30-45 minutes to complete. All questions will require an answer, so please do your best to provide your honest response to each of the sections. Your feedback will assist your school in the accreditation process and your board leadership in improvement efforts, along with assisting the Office of Catholic Schools in providing support and professional development to all those who serve on our Catholic school boards. (This survey is adapted from "A Catholic School Governance Handbook for a New Era" written by Dr. Dan Ryan, Dr. Tony Sabatino, and Dr. Regina Haney and published by the NCEA.)

<https://www.surveymonkey.com/r/DZNXFD5>

b)

**6) Action item / committee review**

- a) Finance: (Kate)
  - i) St. Joes - K-8 -47663.62 Preschool -3851.06, Childcare 39348.85
  - ii) St. Catherine's K-5 -51634.18 Preschool -18669.69 Childcare 34,360
  - iii) Brainstorm solutions to increase donations
  - iv) Need to define role and responsibility for new board roles (Marketing, Development, Buildings and Grounds)
- b) Development: (Christina)
  - i) Put together a job description for our available Director of Development position



- (1) define what we are looking for in the position
  - (a) how many hours a week/month?
  - (b) does the position pay \$? or is it a volunteer position
  - (c)
- ii) Actively recruit a suitable leader for this position (Becky will reach out to Kyle Pline to get name/number of a possible DD that Grant Christian Elementary) (Kate and Christina will develop a marketing job description) (Possibly offer role descriptions during Mass at both churches.
- iii)
- c) Building and Grounds: ( )
  - i) Open position to be filled
- d) Strategic planning/Policy: (Misty)
  - i) Please see Strategic Planning Map and Strategies and Tactics
  - ii) Catechesis of the Good Shepherd - Jeanine is now trained in level 3 (ages 9-12)
  - iii) A parishioner from St. Joe's is going to trained in level 1 CGS.
  - iv) 9 students participated in GRACEAC sports this school year
  - v) Meeting with Sue at the end of May to learn how to submit the strategic plan
- e) Mission Effectiveness: (Kyle)
  - i) How did the clothing drive go for the month of March?
  - ii) Are there other service opportunities to schedule for the remainder of this year?
  - iii) What can we schedule for next year?  
List out service projects quarterly, focus on them being local projects
- f) Marketing: (Christina)
  - i) Need help creating alumni list
  - ii) Becky to make time and talent survey that includes Marketing, Development, Building and Grounds and alumni list

## 7) HSA/Auction update

- a) SC HSA- (Chelsea)
  - i) Treasury role is open for the 2023-2024
  - ii) Hanging basket sale started last week
- b) SJ HSA- (Tonya)
  - i) Prayer Walkathon donation to Helping Hands
  - ii) Field Day in June at St. Joe campus both campus'
  - iii) Nominations for open positions 2023-2024 school year

## 8) Open discussion:

- a) Plan on another Board retreat this summer. TBD
- b) Board positions up for renewal, vote would be at the May/June meeting
- c) Catechesis of the Good Shepherd - Jeanine is now trained in level 3 (ages 9-12)
- d) 9 students participated in GRACEAC sports this school year

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7:00-8:00 pm

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  - a) Present-
  - b) Absent-
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b)

### **6) Action item / committee review**

- a) Finance: (Bruce)
  - i)
  - ii)
- b) Development: (Christina)
  - i) Put together a job description for our available Director of Development position
    - (1) define what we are looking for in the position
      - (a) how many hours a week/month?
      - (b) does the position pay \$? or is it a volunteer position
      - (c)

- ii) Actively recruit a suitable leader for this position
- c) Building and Grounds: ()
  - i) Open position to be filled
- d) Strategic planning/Policy: (Misty)
  - i) Please see Strategic Planning Map and Strategies and Tactics
  - ii)
- e) Mission Effectiveness: (Kyle)
  - i) How did the clothing drive go for the month of March?
  - ii) Are there other service opportunities to schedule for the remainder of this year?
  - iii) What can we schedule for next year?
- f) Marketing: (Christina)
  - i)

**7) HSA/Auction update**

- a) SC HSA-
  - i) Daddy/daughter dance was a great success, over 40 families attended between both campuses.
  - ii) Members are asking for more clarification on the hall usage for when First Reformed has it. (Chelsea)
  - iii) Flower Basket sale just kicked off.
- b) SJ HSA- (Leanne)
  - i)

**8) Open discussion:**

- a) Plan on another Board retreat this summer. TBD
- b) Board positions up for renewal, vote would be at the May/June meeting
- c)

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