

## DPA School Board Minutes

2023-2024

May 30, 2024

7:00-8:30 pm

SC Campus

- 1) **Opening prayer** (Fr. Andrew)
- 2) **Roll Call-** (Becky)
  - a) Present- Becky Porter, Kate Beuschel, Fr. Andrew Ayers, Leanne Lipski, [Taylor McGough](#), Adam Taylor, Jason Smith, [Kyle Pline](#), [Todd Kline](#)
  - b) Absent-Christina Watkowski, Misty Conran, Tonya Fritz, Bonnie Pline, Chelsea Lockhart
- 3) **Approval of previous minutes:** Minutes approved ()
- 4) **Approval of agenda:** Agenda Approved ()
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) **We will review the standards in the April and May meeting for the strategic plan**
  - b) **Accreditation is March 19, 2025-complete School Board by December**
  - c) St. Catherine's campus
    - i) May 8, family meetings will move elementary class to St. Joe's campus in the fall
    - ii) letter of update went out to families, emails and announcements at church
    - iii) several students and moving to a different Catholic school, Ravenna school or undecided as of now
    - iv) 12 additional LW students
    - v) \$1500 start up grant from MCF, meeting to see if an award of more \$ is possible, need a detailed budget to present to MCF for start up of an add'l classroom
    - vi) Budget for EC/ LW and then Preschool/Kindergarten, 2 budgets, instead of keeping K as elementary (school)?
  - d) St. Joseph's campus
    - i)
  - e) The Board Survey of Operational Vitality that was sent out a few weeks ago should be completed **together as a board (one per board)**  
  
<https://www.surveymonkey.com/r/V378KJX>  
**Completed**
- 6) **Action item / committee review**
  - a) **Finance:** (Todd)
    - i) Review year to date financials and estimate of our year end results-everything is included, still running a deficit. Taking in less than is going out, need more students.
    - ii) Finance Council and Board need to get together to make a financial planning document, all parishes and School Board members need to be at this meeting to get on the same page.
  - b) **Development:** (Christina)
    - i) I created an Alumni online form and physical form. We will start sharing it with people. Send to school families and parishioners. Have it in church announcements that we are doing this push to find our Alumni. Put it in the bulletin and in the back of church. We will ask that people help us share this form with anyone they know that is an alumni. We will plan to send out correspondences to Alumni about supporting DPA and inviting them to attend events like Auction. Very important to get word of mouth out about this campaign.

- ii) We discussed the idea of an event in the fall like an Oktoberfest with a band, raffle, games, Hot dogs, drinks, etc. to take the place of the SJ parish festival. We need someone to run this. DPA staff could volunteer to work different areas. All ideas welcome.

**c) Building and Grounds:**

(Jason)

- i) Working well with John Conran for B&G, good back and forth.
- ii) boiler system to be switched over at SJ?
- iii) need a 3-5 year plan for maintenance at both campuses
- iv) grants would make some of the long term necessities/updates possible

**d) Strategic planning/Policy:**

(Misty)

- i) The "final" version of the Strategic Plan has been sent to Fr. Andrew for review/approval and also sent to Kate Beuschel.
- ii) The final version has been saved in the DPA Google Shared Drive

**e) Mission Effectiveness:**

(Kyle)

- i) updates to the Mission Statement to be submitted to the Diocese for Approval and then can be updated on marketing materials for the school

**f) Marketing:**

(Christina)

- i) We put an Enrollment flyer in surrounding parishes bulletins. Also in Ravenna independent and Coopersville Informed

**7) HSA/Auction update**

**a) SJ HSA-**

(Leanne)

- i) Planning meeting for next years events is next week Tuesday, June 4 at 7:00
- ii) Jenny Taylor is next years president,
- iii) Emily Bliss is VP
- iv) Brittany Carmody is communications
- v) Kelly Ferguson is treasurer

**b) SC HSA-**

()

- i)
- ii)

**8) Open discussion:**

**a) End of Life Presentation**

- i) 23 people, good speakers, educational, very important for planning funeral and financial decisions, next presentation is October.

**b) Nomination for board members**

- i) Leanne Lipki nominated for Vice-President  
board voted and approved unanimously

**c) This wraps up the DPA board meetings for the 2023/2024 school year, thank you to everyone who commits their time and expertise to serving on our board. I look forward to a positive upcoming school year and being able to effectively support our school administrators with measured insight and encouragement.**

**d) Brighton is a company that would pay 75% of a kindergarten teacher salary to offset the deficit, looking to go this route in the fall. Also MS school subjects so it would decrease the amount that DPA would have to pay the MS teacher as well.**

- e) Next years schedule of board meetings will be worked on and approved over the summer via email communication with board members. No first Thursdays for Fr. Andrew

Next Meeting is: 2024/2025 school year at St. Joseph's Campus 7:00 PM

**Vision:** *Divine Providence Academy welcomes all students to receive an individualized education in a nurturing environment centered in God and in service to others*

**Mission:** As a Catholic community, we cultivate courageous servants of God through study and prayer, providing a spiritual foundation for growth.

#### **Divine Providence Prayer**

O loving Providence of God, please guide me in my journey of life. Your love is greater than my difficulties and stronger than all my temptations. I cannot live without your grace. Though I will sin a million times, you always forgive me. You will always take care of me. For you, I will forget about myself, my thoughts, and my fears. Help me to hope in you, even in my darkest hours. Guide me through my path of life with your tender heart and protective care.

Providence did provide, Providence can provide, Providence will provide. O loving Providence of God, I commit this cause to you. Amen.

**DPA School Board Agenda**

**2023-2024**

March 21, 2024

7:00-8:00 pm

SC Campus

- 1) **Opening prayer** ()
- 2) **Roll Call-** (Tonya)
  - a) Present- Jason Smith, Becky Porter, Misty Conran, Father Andres, Bruce Vander Meulen, Kyle Pline, Adam Taylor
  - b) Absent- Leanne Lipski, Courtney Lockhart, Christina Watkaski, Todd Kline
- 3) **Approval of previous minutes:** Minutes approved ()
- 4) **Approval of agenda:** Agenda Approved ()
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Kate is getting a lot of calls that want to learn how to do Microschool models and multi-age classrooms in their area.
  - b) Kate is hopeful this could be additional revenue. Will invite one school at a time to visit DPA to learn about our program. Consulting fees would look different for each school based on what the specific needs are. 3 schools have reached out this school year.

**Continuous enrollment will go to families next week. Deadline will be 5/1/24.**

**Safety and Security Grant \$195 per student. Waiting for funds. The Governor is trying to delete this money for private schools. Good feedback and hope the money will still be available. The Governor is also trying to exclude all school safety grants, robotics grants, future teacher fellowship grants, universal breakfast and lunch programs. Overall the Governor's agenda is to promote public education and not private schools.**

**We will review the standards in the April and May meeting for the strategic plan**

**The Dioces of Detroit has been offered a proposal for Kate to take two trips to hands on help them gain more understanding of our model**

- c) St. Catherine's campus
  - i) Kate has a lead on an additional teacher for Little Wings. With the addition of a new teacher in little wings, then they could open another room and add additional children.

**One new teacher in Little Wings - Ceila Part-Time little wings teacher Amy**

- d) St. Joseph campus - 1 new infant full-time and 1 part-time infant started in January

**Current teachers will help fill the gap in the 4 year-old preschool teacher is on maternity leave from April 1 until the last week of school year**

**6) Action item / committee review**

- a) **Finance:** (Bruce)
  - i) Review year to date financials and estimate of our year end results
  - ii) The projected numbers for the end of the current school year will end with a large deficit DPA wide. As a school, we need to figure out a way to gain additional revenue to decrease the negative impact.
  - iii) Expenses need to be cut significantly and income needs to increase.
  - iv) Childcare is making a lot of money, but salary and benefits are causing a significant impact

- v) Before and after care at St. Catherine's is making income as they have high school students working and they can be paid less without benefits.
- vi) Repairs and maintenance have increased significantly in the current school year, at both campuses'.
- vii) Increasing the teachers salaries to be competitive with the public school teachers, and offering benefits, has impacted the school's significant income loss, but sustains the teachers at DPA.
- viii) Discussion/ Decision regarding fundraising with Bright Spark (should we have Jason reach out).

**Bright Stark - Lauren would be the point person. It would not cost DPA any money unless donations are raised. They get paid 15% off the top of whatever is raised.**

**Helen and Christina will be meeting with Lauren within the next two weeks**

**St. Joseph Church will cover all building repairs at St. Joe campus**

**If we retain all kids the K-8 program would be adding 13 new kids from preschool. No new staffing would be needed.**

**St. Catherine's is not able to contribute any money from the offertory to the school**

**b) Development:**

(Kate for Christina)

- i) We submitted the reports that are needed before starting projects with the safety grant funds. Just waiting on 1 approval and we will be able to start those projects.
- ii) We can apply for the same grant for the current year.
- iii) Pizza lunch fundraiser has been good
- iv) The KC have DPA \$2000 after hosting breakfast
- v) DPA is going to host Fish Fry and need 15-20 people volunteers

**The fish fry had a great turnout with lots of staff and family volunteers**

**c) Building and Grounds:**

(Jason)

- i) Can start on Installing doors soon and then fences at both campus'
- ii) Camera's will be put on outside of the building for additional security
- iii)

**Trying to mainstream the maintenance request system computer program  
Walkie-Talkies have been ordered**

**d) Strategic planning/Policy:**

(Misty)

- i) March or April Meeting - will review the standards
- ii) Working on building action steps to be easier to follow
- iii) Hopefully the strategic plan will be completed by January meeting

**The strategic plan is ready for Father's Signature**

**e) Mission Effectiveness:**

(Kyle)

- i) Kyle is still working on mission statement
- ii) Next meeting Kyle is hopeful he will have a working document to review in March.
- iii) DPA website needs to be updated to make sure pictures do not have masks and things that appear to be COVID
- iv) Kyle has been working on the new mission statement, *"As a Catholic community, Divine Providence Academy welcomes all students to receive an individualized education in a nurturing environment centered in God and in service to others."*
- v)

**f) Marketing:**

(Kate for Christina)

- i) Working with Ravenna Independent, church bulletin and Parish Newsletter
- ii) CSW is next week. We are having parents give testimonials at mass this Sunday and passing out DPA prayer cards. Staff and students will be participating in several parts of the masses.

**An updated Wings Tradition Letter needs to be updated. Kate and Christina are meeting tomorrow to update the newsletter and will be put in the bulletin for Easter Sunday**

**7) HSA/Auction update**

- a) SJ HSA- (Becky)
  - i) Spirit wear fundraiser is starting
  - ii) HSA bought spirit wear for staff
  - iii)

- b) SC HSA- (Chelsea)
  - i) UE & LE had a good turn out Christmas Caroling around town to small businesses. We have our All School skate party coming up at the Roller Fox (2/2) along with Mother son bowling 3 /8 and Daddy Daughter Dance. 3/9

**Mother/Son Bowling and Father/Daughter Dance were great events. Family Movie Night is tomorrow and all are invited.**

**St. Joes' auction made \$112,000**

**8) Open discussion:**

- a) How did the End of Life Presentations go?
- b) Nominations for new Board Members: Gather Names and Vote in April.
- c) :

Next Meeting is April 25th at St. Joseph Campus 7:00 PM

**Mission:** *As a Catholic community, Divine Providence Academy welcomes all students to receive an individualized education in a nurturing environment centered in God and in service to others*

**Vision:** *As a Catholic academy, Divine Providence Academy welcomes all students to receive an individual education in a nurturing family environment, and is God-centered in God and in services to others, while utilizing supportive technology.*

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**DPA School Board Minutes**

**2023-2024**

March 21, 2024

7:00-8:00 pm

SC Campus

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- 2) **Roll Call-** (Tonya)
  - a) Present-
  - b) Absent-
- 3) **Approval of previous minutes:** Minutes approved ( )
- 4) **Approval of agenda:** Agenda Approved ( )
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Kate is getting a lot of calls that want to learn how to do Microschool models and multi-age classrooms in their area.
  - b) Kate is hopeful this could be additional revenue. Will invite one school at a time to visit DPA to learn about our program. Consulting fees would look different for each school based on what the specific needs are. 3 schools have reached out this school year.
  - c) St. Catherine's campus
    - i) Kate has a lead on an additional teacher for Little Wings. With the addition of a new teacher in little wings, then they could open another room and add additional children.
  - d) St. Joseph campus - 1 new infant full-time and 1 part-time infant started in January
- 6) **Action item / committee review**
  - a) **Finance:** (Bruce & Todd)
    - i) Review year to date financials and estimate of our year end results
    - ii) The projected numbers for the end of the current school year will end with a large deficit DPA wide. As a school, we need to figure out a way to gain additional revenue to decrease the negative impact.
    - iii) Expenses need to be cut significantly and income needs to increase.
    - iv) Childcare is making a lot of money, but salary and benefits are causing a significant impact
    - v) Before and after care at St. Catherine's is making income as they have high school students working and they can be paid less without benefits.
    - vi) Repairs and maintenance have increased significantly in the current school year, at both campuses'.
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    - viii) Discussion/ Decision regarding fund raising with Bright Spark (should we have Jason reach out).
    - ix)
  - b) **Development:** (Christina)
    - i) We submitted the reports that are needed before starting projects with the safety grant funds. Just waiting on 1 approval and we will be able to start those projects.
    - ii) We can apply for the same grant for the current year.
    - iii) Pizza lunch fundraiser has been good
    - iv) The KC have DPA \$2000 after hosting breakfast
    - v) DPA is going to host Fish Fry and need 15-20 people volunteers

vi)

c) **Building and Grounds:**

(Jason)

- i) Can start on Installing doors soon and then fences at both campus'
- ii) Camera's will be put on outside of the building for additional security
- iii)

d) **Strategic planning/Policy:**

(Misty)

- i) March or April Meeting - will review the standards
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- iv)

e) **Mission Effectiveness:**

(Kyle)

- i) Kyle is still working on mission statement
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(Christina)

- i) Working with Ravenna Independent, church bulletin and Parish Newsletter
- ii) CSW is next week. We are having parents give testimonials at mass this Sunday and passing out DPA prayer cards. Staff and students will be participating in several parts of the masses.
- iii)

**7) HSA/Auction update**

a) SJ HSA-

(Leanne)

- i) Spirit wear fundraiser is starting
- ii) HSA bought spirit wear for staff
- iii)

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(Chelsea)

- i) UE & LE had a good turn out Christmas Caroling around town to small businesses. We have our All School skate party coming up at the Roller Fox (2/2) along with Mother son bowling 3 /8 and Daddy Daughter Dance. 3/9
- ii)

**8) Open discussion:**

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b) Nominations for new Board Members:

c) :



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**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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**DPA School Board Agenda**  
**2023-2024**

January 25.2024  
7:00-8:00 pm  
SJ Campus

- 1) **Opening prayer** (Father Andrew)
- 2) **Roll Call-** (Tonya)
  - a) Present-,Father Andrew, Kyle Pline, Misty Conran, Kate Beuschel, Jason Smith, Christina Watkoski, Leanne Lipski, Todd Kline,
  - b) Absent- Becky Porter, Chelsea Lockhart,
- 3) **Approval of previous minutes:** Minutes approved  
( )
- 4) **Approval of agenda:** Agenda Approved ( )
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- c) **Building and Grounds:** (Jason)
  - i) Can start on Installing doors soon and then fences at both campus'
  - ii) Camera's will be put on outside of the building for additional security
  
- d) **Strategic planning/Policy:** (Misty)
  - i) March or April Meeting - will review the standards
  - ii) Working on building action steps to be easier to follow
  - iii) Hopefully the strategic plan will be completed by January meeting
  
- e) **Mission Effectiveness:** (Kyle)
  - i) Kyle is still working on mission statement
  - ii) Next meeting Kyle is hopeful he will have a working document to review in March.
  - iii) DPA website needs to be updated to make sure pictures do not have masks and things that appear to be COVID
  - iv) Kyle has been working on the new mission statement, *"As a Catholic community, Divine Providence Academy welcomes all students to receive an individualized education in a nurturing environment centered in God and in service to others."*
  
- f) **Marketing:** (Christina)
  - i) Working with Ravenna Independent, church bulletin and Parish Newsletter
  - ii) CSW is next week. We are having parents give testimonials at mass this Sunday and passing out DPA prayer cards. Staff and students will be participating in several parts of the masses.

**7) HSA/Auction update**

- a) SJ HSA- (Leanne)
  - i) Spirit wear fundraiser is starting
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  - iii)
  
- b) SC HSA- UE & LE had a good turn out Christmas Caroling around town to small businesses. We have our All School skate party coming up at the Roller Fox (2/2) along with Mother son bowling 3 /8 and Daddy Daughter Dance. 3/9 (Chelsea)
  - i)

**8) Open discussion:**

- a)

Next Meeting is March 21st at St. Catherine Campus 7:00 PM

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always take care of me. For you, I will forget about myself, my thoughts, and my fears. Help me to hope in you, even in my darkest hours. Guide me through my path of life with your tender heart and protective care.

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## DPA School Board Minutes

2023-2024

April 25, 2024

7:00-8:00 pm

SJ Campus

- 1) **Opening prayer** ( )
- 2) **Roll Call-** (Tonya)
  - a) Present- Kristin Hoyle, Taylor McGough, Jason Smith, Becky Porter, Todd Klien, Kate Beuchel, Christina Watkowski, Fr. Andrew Ayers, Bruce VanderMuelen, Tonya Fritz, Kyle Pline, Adam Taylor
  - b) Absent- Leanne Lipski
- 3) **Approval of previous minutes:** Minutes approved
- 4) **Approval of agenda:** Agenda Approved ( )
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) **We will review the standards in the April and May meeting for the strategic plan**
  - b) **State will start making schools implement a water management plan in place to filter water ongoing school yearly, childcare every two years. This will likely go into effect for the 2024-2035 school year. Supposedly grants available to help offset the cost, but unknown if and when that will be known.**
  - c) **6/1 is the opt out date for continuous enrollment**
  - d)
  - e) St. Catherine's campus
    - i) Upper Elementary will 9 students for the 2024-2025 school year
    - ii) Look at a transportation system(rideshare) to get kids from Ravenna to Wright, West Catholic is piloting a program that we could look to use similarly. DPA would rent van and pay a driver and gas. Liability insurance comes through the rental agreement.
  - f) St. Joseph's campus
  - g) Explore moving the 9 students (K-5) students (6 families) from St. Catherine's to St. Joseph's campus using a rideshare program to get kids from Ravenna to Wright.
  - h) Moving the K-5 grades to St. Joseph campus would allow St. Catherine's to grow the Little Wings program.
  - i) Will meet with the six families to have a conversation about the possible change. Bringing students together, more revenue for Little Wings
  - j) Board to vote on this decision 5/16 via email

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

- a) **Finance:** (Bruce/Todd)
  - i) Review year to date financials and estimate of our year end results
  - ii) Year end projects are negative
  - iii) Grants were obtained to pay for All Belong contracts
  - iv)

**Bright Sparks - Lauren would be the point person. It would not cost DPA any money unless donations are raised. They get paid 15% off the top of whatever is raised.**

**Kate, Helen and Christina had a zoom call with Lauren to start brainstorming ideas for raising money**

- **explore a golf outing which has raised good money in the past**
- **Taylor will reach out Moss Ross (Ravenna)to find out if they have availability**
- **Alumni is very important, we NEED to reach out to them. Put something in the weekly church bulletin and/or social media**
- **God Parent program, could reach out to the God Parent of a DPA student asking them to sponsor the child for financial benefit to the school**
- **Lauren will reach back out to Kate and Helen next week after she brainstormed some fundraising ideas**

- Thanks to Fund-a-need from auction the school website was \$11,000

**St. Joseph Church will cover all building repairs at St. Joe campus**

**If we retain all kids the K-8 program would be adding 13 new kids from preschool. No new staffing would be needed.**

**St. Catherine's is not able to contribute any money from the offertory to the school**

- b) **Development:** (Christina)
- c) **Helen and Christina will be meeting with Lauren within the next two weeks**
  - i) We submitted the reports that are needed before starting projects with the safety grant funds. Just waiting on 1 approval and we will be able to start those projects.
  - ii) Two grants applied to Muskegon Community Foundation to gain money to add water into the infant/toddler room
  - iii) Boiler grant is being written for St. Catherine's campus.
  - iv) Jason and John Conran are talking almost daily.
- d) **Building and Grounds:** (Jason)
  - i) The grants that were requested and granted to DPA have been turned down because Federal money cannot be obtain by Catholic schools, due to religious exemption
  - ii) The fencing, walkie-talkie, security camera that was planned for both campuses due to funding issues since DPA cannot receive the grant as it was Federal money as opposed to state, as noted above.
  - iii)
- e) **Strategic planning/Policy:** (Misty)
  - i) March or April Meeting - will review the standards
  - ii) Working on building action steps to be easier to follow
  - iii) Misty to email the strategic plan to Father Andrew to review and approve
- f) **Mission Effectiveness:** (Kyle)
  - i) Kyle is still working on mission statement
  - ii) Next meeting Kyle is hopeful he will have a working document to review in March.
  - iii) Kate and Christina are meeting with a website company next week to start revamping the DPA website.
  - iv)
- g) **Marketing:** (Christina)
  - i) Working with Ravenna Independent, church bulletin and Parish Newsletter
  - ii) Brittany will add something into the Ravenna Independent for Kindergarten Roundup

## **7) HSA/Auction update**

- a) SJ HSA- (Becky for Leanne)
  - i) Working on getting acceptances for nominations for HSA positions
  - ii) Looking for a new HSA President
- b) SC HSA- (Chelsea)
  - i) **Bonnie Pline is the new president for 2024-2025 school year**
  - ii)

## **8) Open discussion:**

- a) End of Life Presentation next week 4/30 at SFX: 7:00PM
- b) Nominations for new Board Members

c) Taylor was voted for Finance Chair

Next Meeting is May 30 at St. Catherine's Campus 7:00 PM

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## DPA School Board Minutes

2023-2024

September 14, 2023

7:00-9:00 pm

- 1) **Opening prayer** (Fr. Andrew)
- 2) **Roll Call-** (Becky)
  - a) Present-Christina Watkoski, Tonya Fritz, Dave Faber, Kate Beuschel, Fr. Andrew, Becky Porter, Bruce VanderMuelen, Kyle Pline, Jason Smith, Chelsea Lockart
  - b) Absent- Leanne Lipski, Misty Conran, Todd Kline
- 3) **Approval of previous minutes:** Approved ()
- 4) **Approval of agenda:** Approved
- 5) **Superintendent of Catholic Schools-Dave Faber**
  - a) DPA is a treasured school in the Diocese and WINGS has become a model for blended learning classrooms around the country
  - b) This October the Diocese of GR is rolling out the Strategic plan for the next 5 years, "Bridging Faith and Future, 2023-2028"
  - c) Mission - Seek and fulfill God's plan in life
  - d) Enrollment has been expanding for the 3rd year in a row throughout the Diocese
  - e) 11/8 Fall Board Summit - Spring Summit will be in May 2024
  - f) Strategic Plan will be available in paper format, magazine and video format will be shared with all the school and families.
  - g) There has been a 7.5% enrollment increase Diocese wide
  - h) At DPA there has been a 64% enrollment increase in K-8 in the past 5 years (both campuses) all while Dave had said that those have been the hardest years in his 30+ years career
  - i) St. Catherine's campus has maintained the same number of students (K-5) now as it did when the two schools merged 13 years ago
  - j) All families from DPA need to be invited into both the Parish and School to encourage mass and school participation
  - k) <https://grdiocese.org/> website for fundamental school board training, password is: board
  - l) The GR Diocese school website needs to be put on the DPA website
- 6) **Administration update:** (enrollment, staffing, other) (Kate)
  - a) 55 preschool 117 campus wide
  - b) all staffed infant through 8th grade
  - c) Need before and aftercare teachers for both campuses, there are waiting lists if they can fill more teacher positions
  - d) 16 years-old can work in infant room with a Little Wings teacher, 18+ can work in a room alone
  - e) The before and aftercare program help make money for the school and is a needed resource for the community
  
  - f) St. Catherine's campus-see above
  - g) St. Joseph campus-see above
- 7) **Action item / committee review**
  - a) **Finance:** Adding Taylor McGough (Bruce)
    - i) St. Joseph campus lost \$100,000 last year lost (projected for the 2023-2024 school year)
    - ii) St. Catherine's \$200,000 last year lost (projected for the 2023-2024 school year)
    - iii) 37% verses 13% parish giving because of the grants with COVID parishes did not push giving as much as pre-covid



- iv) fundraising might need to increase to help off-set the school funding - smart fundraising
- v) School (St. Catherine's campus) can do their own fundraising that HSA could help support, such as the fish fry and then give DPA handouts and donation envelopes in take out bags

**b) Development: Adding Kelli Ferguson**

(Christina)

- i) We have conditionally been awarded the Michigan State Police Nonprofit security grant for both campuses. The award is conditional and there is a hold on the award until FEMA's review and approval. They will provide more information as far as what they'll need at a later date to remove the hold. Awards will be SC - \$149,964 & SJ - \$149,950. This is to be used for fencing, updating keyless entry, portable closed network radios, improving exterior doors including making them more impact resistant.
- ii) Received MESC Grant of \$3,000 that helped pay for a new ELA program for all of our K-8 Teachers.
- iii) We are working on Increase Fundraising Efforts for SC
- iv) Meeting once a week with grant writing team to find grants for DPA needs
- v) end of life giving have a funeral company and attorney to discuss about wills and giving, estate planning

**c) Building and Grounds:**

(Jason)

- i) Jason Smith had been voted in as the building and grounds committee chair
- ii) St. Catherine's has struggled with the building & grounds due to Mens Club and the friction between the two
- iii) Jason is willing to build software (interactive) that will help assist with the relationship between the two and create transparency for all parties
- iv) The software will also be able to create reports for short and long term plans for B&G
- v) Focus on optimizing warranties of things such as doors with a lifetime warranty so that there is not a need for purchasing new doors, will become a priority

**d) Strategic Planning/Policy:**

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- i) Becky will meet with Misty Conran to figure out how to make school families aware of the strategic plan.
- ii) Finalize the plan for approval and submittal to the Diocese

**e) Mission Effectiveness:**

(Kyle)

- i) Kyle continues to work on developing an updated Mission Statement for DPA
- ii) Grant Christian School earns 4xs the investment to pay for a dedicated Development person that is able to write grants for the school.

**f) Marketing:**

(Christina)

- i) Spoke with a parent who works in marketing. She is considering joining the marketing team or referring one of her colleagues to join us.
- ii) Targeted Social Media Posts with Sarah Toepfer from the diocese
- iii) Bulletin Inserts in Our Cluster and nearby parishes without schools
- iv) Kate reaching out to Homeschool Co-ops in Muskegon County to come for specific subjects
- v) Church Visits
- vi) Diocese going to festivals to promote DPA
- vii) Ravenna Independent
- viii) Ask Men's club to sponsor a Fish Fry - Give out marketing materials on SC and why they should choose SC.
- ix) Car Decals - Advertising our name and fundraising effort for our school

**8) HSA/Auction updates:**

**a) SJ HSA-**

(Leanne)

- i) samples of DPA window stickers were ordered to be made available to parents after a full order is placed. Feedback is needed before the order is placed.

**b) SC HSA- School can do their own fundraising that HSA could help support such as the fish fry and then give handouts and donation envelope**

(Chelsea)

- i) tickets for auction go on sale this Sunday 9/17, after mass
- ii) potentially selling tickets at St. Joseph and St. Francis parishes after masses as well

- (1) Fire and Ice theme, red or blue dress encouraged.
- (2) auction will be held: October 14th at 5:30

**9) Open discussion:**

- a) Set a meeting date to wrap up the Strategic plan edits to finalize and get the plan approved by Fr. Andrew and Kate.
  - i) Submit the final copy to Sue Haas-Williams (Strategic Planning Committee Chair) with the Diocese
  - ii) create a simplified map/overview of the strategic plan to display in the back of church and in schools to show parents and parishioners what our 5 year plan is and the steps that we are taking to get there.
- b) Marketing-logo wear website: A website with all of our spirit wear can be customized and managed by Kustom Dezins-Brenda from Allendale. An example of the page can be found at this link:
  - i) <https://capsspirit2023.itemorder.com/shop/home/> Coopersville's Spirit Wear website
- c) October 27th- 40 hours will begin with encouragement for all school families and board members to sign up for a time for adoration between 10/27 and 10/29.
- d) need to start doing a weekly parent/student spotlight for anecdotes on DPA student achievements and Catholic school successes, including data to highlight Catholic school education and to reaffirm statistics.
- e) MAPS website compared to public school testing MSTEP, standardized testing scores.
- f) There are enrollment and budget deficit concerns for St. Catherine's campus, but there are also solutions to overcome both of these issues.
  - i) We need to problem solve and keep a positive attitude.
  - ii) Highlight the fact that enrollment for Early Childhood is growing.
  - iii) Need to have more participation from families, from participating in HSA among other areas.
  - iv) Highlight and revisit why the two campuses were blended into one school.

**Next meeting is November 9, 2023 at St. Joseph campus 7:00**

**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.

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## DPA School Board Minutes

2023-2024

November 8, 2023

7:00-8:00 pm

- 1) **Opening prayer** (Father Andrew)
- 2) **Roll Call-** (Tonya)
  - a) Present- Kate Beuschel, Father Andrew, Christina Watkoski, Bruce Vandermeulen, Leanne Lipski, Jason Smith, Kyle Pline, Becky Porter, Tonya Fritz, Todd Kline
  - b) Absent- Taylor, Misty Conran and Chelsea Lockhart
- 3) **Approval of previous minutes:** ()
- 4) **Approval of agenda:**
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) St. Catherine's campus  
1 LW teacher
  - b) St. Joseph campus  
Two aftercare teachers

Maternity Leave at 1 - LW teacher @ SC 1 RTI leave in January to end of the year  
MAPS data is not able to be compared to other schools based on low numbers in the classroom. Need 10 or more students in a grade to relate the data to other schools.
- 6) **Action item / committee review**
  - a) Finance:
    - i) Chart's Summarizing Financial Highlights (Bruce)

Bruce created a couple new charts to build off each other during monthly meetings. Business development could use some extra donations to add to that line item.

School - income and expenses appear to be leveled off right now

Todd started alligating expenses more appropriately as the expense and income are split by 3 equally at St. Catherines and by 2 at St. Joseph's.

Long range projection is hard to look toward but think more picture and think about additional fundraising, Bright Sparks Fundraising - Heather and Lauren own this fundraising company. Jason to explore this as resource for DPA

\$150,000 reimbursement grant for each campus for safety. Jason wants to get the \$300,000 up front from the Diocese and then pay the money back once the refund comes

Jason is exploring another safety grant for DPA \$54,000 for window projections for St. Catherine's
    - ii) Financial Summaries (SJ / SC Breakout) (Todd)
    - iii) Spreadsheet format for 3-5 year projection (Bruce)
  - b) Development: (Christina)
    - i) Grant
      - (1) Catholic Foundation of West MI - TOB and Common place curriculum - Applied
      - (2) Pet Smart - Pets in the classroom - Received amount not know yet - MS getting Guinea Pig

- (3) Infant and Toddler Quality Improvement Grant - SC Infant & Toddler - Applied  
Great Start to Quality - use for the money is unknown
- (4) Meemic PopIn Grant for November - PopIn2Win classroom enhancement opportunity - Applied
- (5) Working on 152B and 31aa this week
- ii) Fundraisers -
  - (1) Semi Casual Day - 10/11/23 - SJ \$ 152.00, SC \$ 36.00, Total \$ 188.00
  - (2) Pizza Lunch Profits - 10/16/23 - SJ \$ 102.43, SC \$ 50.62, Total \$ 153.05
  - (3) Semi Casual Day - 11/08/23 - SJ \$ 115.00, SC \$34, Total \$149
- c) Building and Grounds: (Jason)
  - i) St. Catherine's identify what safety needs are and how they overlap
  - ii) Mens' club met with Kate, Jason and Father to develop a list of needs for all three buildings; church, school and hall.
  - iii) 1 year, 3 year and 5 year plan for buildings and grounds; these will help with futuring planning for budgeting.
- d) Strategic planning/Policy: (Kate)
  - i) Misty and Kathy Morey are working together to finalize the plan through publisher
  - ii)
- e) Mission Effectiveness: (Kyle)
  - i) Do something special for St. Nicholas day
- f) Marketing: (Christina)
  - i) Sharing happenings in Our cluster bulletin, and Ravenna Independent
  - ii) Parent Testimonial form - 4 responses so far all from SJ families. I have not shared these responses yet. Want to share in weekly newsletter, on social media, in bulletins, and also have families talk at church that have expressed willingness.
  - iii) Giving Tuesday coming up 11/28

## 7) HSA/Auction update

- a) SJ HSA- (Leanne)
  - i) Trunk or Treat went really well, weather held off and rain came at the end.
  - ii) Each classroom will sponsor a child from DABSJ Christmas
  - iii) Spirit wear is coming along
- b) SC HSA- Auction profited over 21k this year and reached over 100 in seating sales! Great turnout. Trunk or treat was held in our Hall due to weather but kids had fun!  
(Chelsea)
  - i)

## 8) Open discussion:

- a) End of Life Presentation, set dates for each parish
  - i) Jan. 16 St. Catherine 7:00 presentation
  - ii) Jan 23 St Joseph 7:00 presentation
- b) Fall School Board Summit take aways from each breakout session
- c)

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**DPA School Board Minutes**

**2023-2024**

December 8, 2023

7:00-8:00 pm

SC Campus

- 1) **Opening prayer** (Father Andrew)
- 2) **Roll Call-** (Tonya)
  - a) Present- Father Andrew, Kyle Pline, Misty Conran, Kate Beuschel, Taylor Mc Gough, Jason Smith  
Kelly Furgerson, Christina Walkowski
  - b) Absent- Leanne Lipski, Chelsea Lockhart
- 3) **Approval of previous minutes:** Approved ()
- 4) **Approval of agenda:** Approved
- 5) **Administration update** (enrollment, staffing, other) (Kate)
  - a) Tuition Rates:
    - i) K-8
    - ii) Little Wings - both Little Wings will have a new teacher
    - iii) Infant & Toddler
    - iv) Summer Care
    - v) Before & After Care
  - b) St. Catherine's campus
    - i)
  - c) St. Joseph campus
    - i) Pre-School teacher maternity leave April for 6 weeks.
- 6) **Action item / committee review**
  - a) **Finance:** (Todd)
    - i) explore removing the 5% discount if tuition is paid in full by 8/1/2023
    - ii) Need to increase fundraising
    - iii) Updates as of 12/8 St. Catherines status is doing okay
    - iv) St. Joe's campus is in the negative by \$46,749.66
    - v) Covid money has gotten DPA through since 2021.
    - vi) Expenses are higher because more staff, higher salary and they all take the benefits.
    - vii) Additionally a new classroom opened causing increase in expense

The disbursement from the Catholic Foundation of West Michigan will pay out the interest in the Spring 2024 in the amount around \$22,000-\$25,000

    - viii) Muskegon Community Foundation will not pay out more than \$10,000 each year. 205,000 is the amount in the foundation currently. DPA typically gets \$7,000 to \$8,000 yearly.
  - b) **Development:** (Christina)
    - i) Infant and Toddler Quality Improvement Grant - Did not get
    - i) 3003 A grant is being explored
    - ii) Other ideas have been generated
  - c) **Building and Grounds:** (Jason)

- i) FIMA grant money to help off-set expenses - The request continues to be processed and the hold will be lifted this week and money should be coming soon. Fencing will be coming soon for St. Joseph campus.

d) **Strategic planning/Policy:** (Misty)

- i) March or April Meeting - will review the standards
- ii) Working on building action steps to be easier to follow
- iii) Hopefully the strategic plan will be completed by January meeting

e) **Mission Effectiveness:** (Kyle)

- i) Kyle is still working on mission statement
- ii)

f) **Marketing:** (Christina)

- i) Working with Ravenna Independent, church bulletin and Parish Newsletter

7) **HSA/Auction update**

a) SJ HSA- (Leanne)

- i) What to send out an order for spirit wear before Christmas break and this will be a fundraiser of sorts.

b) SC HSA- (Chelsea)

- i)

8) **Open discussion:**

- a) **Before and After Care changes that families will be charged for the week, even if kids are not present.**
- b) **DPA Little Wings remain on the low end in the area.**
- c) **Little Wings has small change - Increase by \$200**
- d) **change of 10% for second child and 5% for**
- e) **Jason motioned to approve the 5% increase of tuition, seconded by Kyle Motion. The increase was passed for the 5% increase.**
- f) **End of life presentation will be in January 1/16/24 SC - 1/23/24 SJ**

Next Meeting is January 25, 2024 at St. Joseph Campus 7:00 PM

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