

# **Columbia Catholic School Board Minutes**

**Wednesday      August 12, 2009**

**Present:** Linda Garner (Principal), Bob Brendel (Vice President), Teri Pinhero (Home and School Rep.), Sherri Barnes, Stacy Brumfield, Kathy Schauwecker, Angela Brownfield, Raelene Head, Aimee Sapp (President), Msgr. Flanagan, Ron Graves, John Wiggans (Assistant Principal)

**Guest:** Ron Magsamen

**The meeting of Columbia Catholic School (hereafter CCS) Board called to order at 7:09 P.M. in Flanagan Hall.**

**I.      Opening Prayer** - Led by Aimee Sapp

**II.     Minutes:** A motion was made by Bob Brendel and seconded by Ron Graves to approve the June minutes. The minutes were approved unanimously on a voice vote. The minutes will be sent to Jean Williams to post on the CCS web site.

**III.    Financial Reports:** Ron Magsamen

Ron covered the year-end financial report for the school and also went over the month of July, which is the beginning of the new school year budget.

Ron reminded everyone to keep an eye on the SCRIPS program. It can be difficult to track the expenses and income from this.

Aimee thanked Ron for all the information.

A motion was made by Sherri Barnes and seconded by Ron Graves to approve the financial reports. They were approved unanimously on a voice vote.

**IV.    Principal's Report:** Linda Garner

Linda went over the new SCRIPS program that was started at the end of the last school year. Two CCS moms are handling the program -- Laura Sasser and Jen Haggas. A large number of people showed interest in the program at registration. They are also looking at offering the SCRIPS program to OLL parishioners.

There will be two student teachers at CCS this year. They are Ashley Stanfill and Theresa Brauer. Mariam Lynch was hired as a new music teacher and will also serve as the OLL youth minister. There is a new band instructor. Alex Blanton.

Current enrollment – Linda will bring a detailed breakdown on enrollment numbers, non-Catholic and from each Parish to the next meeting.

Athletic Director Kate Harry will be having a meeting with both coaches and their assistants to go over all MSHSAA rules.

The CCS Cheerleaders went to a National Cheerleader Association competition at the University of Missouri this summer and won many awards, trophies and certificates.

Melissa Bertalott is still in charge of the after-care program. She has three people returning from last year along with a few new faces. She plans to have different activities each month that the kids can participate in.

The Gym Use Policy was reviewed. Linda informed everyone that the Diocese recommends that anyone who uses the gym should have insurance for that use. The school board also recommended that the renters should not receive a key to the equipment room. The renters are renting the use of the gym, not the equipment. Linda will get back with the board on the cost to re-key the gym equipment room door.

**V. President's Report: Aimee Sapp**

- A.** Mr. Noventy had an administration evaluation at the end of the last school year. He met with all the teachers on a one-on-one basis. He received much helpful feedback that he shared with Msgr. Flanagan, Linda Garner and John Wiggans.
- B.** The Constitution and By-Laws received final approval. Raelene will e-mail Aimee all the dates of the previous revisions to add to the end of the document. Aimee will also be sending a copy of the updated constitution and by-laws to Sacred Heart and Newman.
- C.** Kathy Coulson is working on her masters degree in administration and has requested to attend the board meetings to observe and take notes for her class work.
- D.** John Wiggans was asked by Msgr. Flanagan to attend all board meetings. He, like Linda Garner, will be non-voting.

- E.** Meeting dates and Committee handout: Meetings are scheduled for September 21, October 26, November 30, January 25, March 22, April 19 and June 7. They will be held in the conference room of OLL parish office at 7:00 p.m. unless otherwise noted. The three standing committees are: Building and Grounds (Sherri Barnes-chair, Angela Brownfield, Stacy Brumfield, Ron Graves), Elections (Raelene Head-chair, Kathy Schauwecker, Bob Brendel), and Budget (Aimee Sapp-chair, Bob Brendel, Teri Pinhero, Msgr. Flanagan-Pastor, Linda Garner-principal, Kathy Coulson-faculty representative, Ron Magsamen-consultant, Michelle Kretzschmar-consultant).
- F.** Aimee also handed out the CCS School Board Term Rotations that show how the new three-year term and old two-year terms will cycle through. She also handed out contact information for all board members.
- G.** Confidentiality – Aimee reminded all board members about the confidentiality of the information that is occasionally discussed in the board meetings. Angela asked about when visitors attend the meetings if they should receive all the handouts. It was decided that they can look at a handout if requested, but they are not to keep one. If they wish to address the board, their request must be approved in advance by Linda Garner, Msgr. Flanagan and Aimee Sapp.
- H.** Continuation of Communication – The approved board minutes will still be sent to Jean Williams to post on the school web site. It was also suggested to keep an article in the school newsletter. Aimee Sapp will write the first article.
- I.** Aimee went over the goals that the board would like to achieve for this school year.
1. Classes celebrating mass with the parish community on weekends. Kathy Schauwecker will be organizing this. Raelene Head asked that expectations of the students be realistic and flexible, since students who are members of other parishes may have obligations/roles at their parish that could preclude their ability to attend Sunday mass at OLL.
  2. Community Building – work on building a stronger sense of community not only at OLL & CCS, but with all parishes in the community. One example of this already at work is the “Dream Team” of retired parishioners who come in and help out with upkeep/maintenance of CCS. (Aimee will bring a letter of thanks to go out to this group that the board will go over for approval at the next meeting.)

3. Long Range Plan - The Building and Grounds Committee is going to put together ideas on organizing long-rang planning since they have already addressed some issues involved with it.

**VI. Pastor's Report:** Msgr. Flanagan

Msgr. thanked everyone for all their time by serving on the board. It really takes a group that can work together and have a positive attitude. If someone approaches a board member with an issue and is unhappy, please advise them to come and see him about the issue.

**VII. Home and School:** Teri Pinhero

The new officers on Home and School are:

Teri Pinhero – President

Mary Jo Starostka – Vice President

Rose Lloyd – Secretary

One goal of the Home and School association is to get more families involved. They are in the process of forming a volunteer committee and a finance committee.

- A. Read-a-Thon:** This is replacing the QSP fund raiser this year. It is being used as a community-building tool. The goal for this fund raiser is to raise \$30,000.
- B. Track:** Still in progress. Had some delays in getting the asphalt down due to the rainy weather. The field still needs rocks picked up out of the dirt and to be over-seeded. The students won't be able to get out on the grass, but they will be able to use the track.
- C. 2010 Projects:** Major painting is complete, bathrooms have been redone in the older section of the school, the library and a couple of classrooms have received makeovers. The new exterior doors will be installed by the start of school. One project that had been previously discussed was a renovation of the school entrance and office suite as a part of the 50<sup>th</sup> anniversary celebration. Becky Sander is getting cost estimates for the project. Linda Garner will bring the desired improvements to the next meeting. Aimee Sapp asked what amount of money is still left in the 2010 budget and what projects still need to be done. Teri will bring detailed information to the next meeting.
- D.** The Home and School By-Laws have been lost. No one can locate them. They are in the process of trying to get them re-written. Msgr.

suggested that they look at by-laws from other Diocesan schools as a resource.

## **VIII. Old Business:**

**Security System/Doors:** Doors should be done by the start of school. Key card system should be operable by the second week of school. It was suggested to send out information on how the doors/key cards will work in backpack mail. The school also received security cameras which were donated by a private donor. Aimee thanked everyone who worked on getting this up and going especially to Stacy Brumfield, Angela Brownfield, and Sherri Barnes for all her work this summer to help make this happen.

## **IX. New Business:**

### **A. Traffic/Infrastructure Concerns: Bob Brendel**

Stadium Blvd. and other streets in the area are going to be widened/improved over the next four years (2010-13). Work could begin in the spring on Fairview, followed by improvements to Bernadette. This will mean lots of construction and diverted traffic around the school. It was suggested that CCS and OLL partner with the city to try to pursue mitigation for the impacts that will be felt by the school and parish (i.e. a flashing yellow light, police assistance during drop-off and pick-up, and weekly construction schedules and updates). The school should also look at contingency plans for drop-off and pick-up. Bob will keep the board updated monthly on the progress of the road project as more details become available.

### **B. Web site:**

It was asked if the web site could be redone to help make it more user friendly and updated. John Wiggans will report back next month on the feasibility and options for website revisions.

## **X. Closing Prayer: Led by Aimee Sapp**

## **XI. Meeting Adjourned:**

A motion was made by Sherri Barnes and seconded by Ron Graves to adjourn the meeting. It was approved on voice vote. President Aimee Sapp adjourned the meeting at 9:14 P.M.

**Next Meeting: September 21, 2009**

**7:00 P.M.**

**OLL Parish office conference room**

**Prayer Leader: Bob Brendel**