

**Columbia Catholic School  
Board Minutes**

**Thursday August 12, 2010**

**Present:** Aimee Sapp (President), Sherri Barnes (Vice President), Alie Blitz (Secretary), Msgr. Flanagan, Raelene Head, Kathy Shauwecker, Kevin Marberry, Patricia Kirk (Principal)

**Absent:** Angela Brownfield, Ron Graves, Mary Jo Starostka (Home & School)

**Guests:** Becky Sander, Ron Magsmen

**The meeting of Columbia Catholic School (hereafter CCS) Board called to order at 7:10pm in the parish office conference room.**

**I. Opening Prayer:** Led by Msgr. Flanagan. Msgr. Flanagan explained the protocol for leading prayer. Please refer to the two books in the parish office that contain the upcoming Sunday's reading when preparing to lead prayer.

**II. Minutes:** A motion was made by Sherri Barnes and seconded by Raelene Head to approve the May minutes. The minutes were approved unanimously on a voice vote. The minutes will be sent to Jean Williams to post on the CCS website.

**III. Financial Reports:** Ron Magsamen  
Ron Magsamen introduced himself and explained his job duties.

Ron distributed hand outs to board members including statements up to the end of June 2010. Ron covered the end financial report for the school.

Ron explained that SCRIPS will move out of the CCS school fund into its own SCRIPS account. SCRIPS has begun to accept credit cards this year.

Ron noted that the total purchases for lunches as well as milk was down during the 2009/2010 school year. He noted food purchases were higher, but we are feeding fewer children. Government reimbursements were also less. Currently, the cafeteria is staffed by one manager, three cooks and five part time volunteers. Monsignor suggested establishing a lunch committee as we have had in the past.

**IV. President's Report:** Aimee Sapp  
A. Meeting dates and committee handout: Meetings are scheduled for September 27, October 25, November 22, January 24, February 28, March 22, April 19 and May 23rd. They will be held in the conference room of OLL parish office at 7:00pm unless otherwise noted. The three standing committees are: Building and Grounds, Elections and Budget. Prayer leaders will run in an alphabetical rotation.

- B. Aimee also handed out the CCS School Board Term Rotations that show how the three year and two year terms cycle. It was clarified that only parents of current CCS students may apply to serve on the CCS School Board.
- C. Constitution - an up to date version of the CCS School Board Constitution is available for viewing on the CCS website.
- D. Confidentiality - Aimee reminded all board members about the confidentiality of the information that is occasionally discussed at board meetings. All CCS School Board meetings are open. Guests must request to be placed on the agenda in advance if they wish to address to board. Also guests may view handouts used in board meetings, but may not keep them as they are considered “works in progress” not necessarily finalities.
- E. Continuation of Communication - Board meeting minutes will not appear on the school website until they are reviewed and approved by the board.
- F. Aimee led the board in discussion to determine the CCS School Board’s goals for the 2010-2011 school year.
  - 1. Evaluation of the school lunch program - a committee will be developed to explore the current lunch program, research methods to improve and present finding to the board at a later date.
  - 2. Streamline and improve programs welcoming new families to CCS. This year we have 110 new families.
  - 3. Support Miss Kirk throughout the school year.

**V. Principal’s report: Miss Kirk**

**A. New Faculty/Staff**

Katie Mann will serve as a fourth grade teacher this year. She is getting married in September.

Sarah Nokle will teach 7th and 8th grade math and a section of third grade music. She will also have a 7th grade homeroom and serve as the new band director. Sarah was a long term substitute for math during the 2009/2010 school year.

**B. Enrollment**

Enrollment is approximately 610 students this year.

After discussion with Monsignor Flanagan, first grade enrollment was expanded to 76 total students (19 per classroom) to accommodate current CCS siblings who remained on the waiting list.

C. Technology

Miss Kirk is currently evaluating class scheduling for both the upper and lower grades. She will personally schedule all classes for the 2011/2012 school year.

Miss Kirk has asked each teacher to list all technology items in each classroom and if they are in working order. Miss Kirk would like to spend the next six months evaluating CCS current technology plan. She will then develop a new technology plan based on her evaluation and teacher feedback. She will then report her findings to the board. The technology plan will also need diocesan approval.

D. Option C.

Miss Kirk also updated the board on the progress of the Option C computer program. Once implemented fully, the program will manage student grades, attendance, report cards, teacher lesson plans, newsletters, calendars and lunch finances. Option C representatives trained faculty and staff prior to the start of this school year. Teachers will be trained throughout this school year with the goal of fully running all of the Option C programs at the start of the 2011/2012 school year. Each section of the program will become active in phases.

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

Columbia Public Schools is relocating their offices currently housed in the building on Bernadette across from CCS. The building is owned by Tom Bass who rents the building to Columbia Public Schools. He has approached OLL to rent the space for CCS.

An area behind the gym is not draining. To correct the problem, pipe will need to be run to a drain removing the excess water. An initial bid came in at \$5,600. A second bid is in process.

Insects have been found inside of the trailers and educational center. This happened over last summer as well. Steve's Pest Control will be contacted to spray the doomed insects.

VII. **Home and School Report:** Becky Sander

The board welcomed Becky Sander who is attending in Mary Jo Starostka's absence.

The new officers on Home and School are:

Mary Jo Starostka - President  
Andrea Schulte - Vice President  
Rose Lloyd - Treasurer

Becky Sander - Secretary

Becky stated that Mary Jo Starostka (Home and School President) will serve as the Home and School Association's representative to the school board. The board stressed the importance of consistency in Home and School Board representation. When substitutes are constantly sent, Home and School could lose its voice on the board. Becky will speak to the Home and School Board to determine who will regularly serve. If a substitute is sent, he/she will need to contact Aimee Sapp to be added to the agenda should he/wish to speak during the meeting.

A. Constitution/By-Laws

The Home and School Association by-laws are incomplete and out of date. Becky will research to compile an accurate copy and submit it to the board. Miss Kirk suggested Home and School contact Don Novotany for help.

Becky explained that Home and School has purchased the Volunteer Spot automated system. This will be used to request and remind volunteers of upcoming events.

Home and School has added additional meetings this year which will be combined with student performances and other events in an effort to boost parent attendance.

**VII. Old Business:**

A. Security System/Doors:

The doors are not currently working properly because they are keyed incorrectly. Sherri Barnes will continue to work with the contractor and bring an update to the September board meeting.

**VIII. New Business:**

A. Traffic/Infrastructure:

Aimee Sapp and Miss Kirk met with the City Engineer for suggestions on how to handle traffic congestion due to the upcoming Stadium Blvd. construction. They inquired about a lighted school zone sign indicating car speeds on Bernadette. The city has rolling dollars for school zone signs. The city engineer will check into the possibility for us due to the upcoming construction. Traffic flow was discussed and the city engineer was very accommodating. The city will contact Aimee Sapp and Miss Kirk with updates prior to construction phase implementation.

B. 50<sup>th</sup> Anniversary Request

Paula Sun has submitted a request on behalf of the 50th Anniversary Committee to purchase a lighted sign and statue of St. Bernadette. The

sign will be metal and read, "St. Bernadette Columbia Catholic School" and will be placed on the brick on the gym side of the front of the school.

Raelene Head moved that the board approve the acceptance of the sign pending an estimate of the lighting plan. Kathy Schauwecker seconded the motion. It was approved by voice vote.

Handouts detailing three statues of St. Bernadette were presented. The statue will be placed outside of the educational center facing the parking lot. The information presented did not include a lighting plan, time line for shipping and costs involved or cost involved for the statue base and installation.

Aimee Sapp moved to table the statue purchase pending more information. Needed information includes: full-color, labeled, full-length images of each statue, shipping cost, statue base cost, installation cost, lighting plan and anticipated extended care and maintenance. Sherri Barnes seconded the motion and it was approved by a voice vote.

**X. Closing Prayer:** Monsignor Flanagan lead the school board in the Hail Mary.

**XI. Meeting Adjourned:**

A motion was made by Kathy Shauwecker and seconded by Sherri Barnes to adjourn the meeting. It was approved on voice vote. President Aimee Sapp adjourned the meeting at 9:50pm.