

Columbia Catholic School

Board Minutes

Monday, February 28, 2011

Present: Aimee Sapp (President), Alie Blitz (Secretary), Angela Brownfield, Stacy Brumfield, Raelene Head, Kevin Marberry (Vice President), Kathy Schauwecker, Patricia Kirk (Principal), Monsignor Flanagan

Absent: Mary Jo Starostka

Guests: Ron Magsamen, Rose Lloyd

The meeting of Columbia Catholic School (hereafter CCS) Board was called to order at 7:07pm in the Our Lady of Lourdes parish office conference room.

I. **Opening Prayer:** Led by Raelene Head.

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

II. **Financial Reports:** Ron Magsamen

Ron distributed handouts to board members including statements for the three months ending January 31, 2010.

A. Ron said the income from the 8th grade pancake breakfast would show in the next financial statement as the deposit was made after January 31.

Stacy Brumfield moved to accept the financial statements as presented by Ron Magsmen. Kathy Schauwecker seconded the motion. The financial statements were accepted by voice vote.

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

A. Preliminary Budget 11-12 Approval
Aimee Sapp reported the budget committee met to determine financials for the 2011/2012 fiscal year. The committee consisted of Aimee Sapp, Miss Kirk, Monsignor Flanagan, Ron Magsamen, Kevin Marberry, MaryJo Starostka, Kathy Coulson and Michelle Kretzschmar. The board was given time to read over the suggested budget. Pending board approval the budget will then be presented to the Parish Council for final approval.

Alie Blitz moved to approve the budget in its current form. Kathy Schauwecker seconded the motion. The budget was approved unanimously on voice vote.

B Elections Planning

There will be three positions opening on the school board for Our Lady of Lourdes parishioners. Ron Graves and Kathy Schauwecker's terms will end in June. Kevin Marberry and his family are relocating to Kirksville. The two positions currently held by Kathy and Ron will be open for election in April. Kevin's vacancy will be appointed by the board. Alie Blitz said she would inform families of the opportunity to serve on the school board via the April school newsletter and School Reach system. Alie will work with the elections committee to firm up a timeline and details. Aimee Sapp suggested using labels on the ballots to insure accuracy in the voting process. The board unanimously agreed labeling the ballots would be prudent.

C Outsourcing Lunches

Aimee Sapp reported she met with two outside lunch vendors about the possibility of working with CCS. Aimee and Christy Wolfe from Father Tolton met with the vendors together. Both companies indicated they would be able to offer quality lunches at our desired price point, handle free/reduced lunch paperwork and work with our current staff. One vendor would handle lunch payment directly with CCS families and the other would not. Both vendors are preparing formal bids, which Aimee will bring to the April meeting.

D Discussion of Handbook

The board was asked to review and edit Sections XIX – the Handbook Acknowledgement (pages 31-49 of the school handbook). All members submitted their edited copies to Miss Kirk for her review. This concludes the handbook revisions. Miss Kirk and a faculty committee are working to revise the handbook using their own as well as the board's submitted revisions. The revisions will be presented at the April board meeting for voting. Miss Kirk asked Dr. Sapp if uniform policy is part of the handbook and requires voting in order for changes to occur. Dr. Sapp reminded Miss Kirk that any handbook change, either an actual policy change or an edit in current language, must be voted on by the school board.

VI. Pastor's Report: Monsignor Flanagan

Monsignor Flanagan stated it is time to begin thinking about a building addition to Columbia Catholic School. Monsignor would like to form a committee to explore an addition to the school.

V. Principal's report: Miss Kirk

A. Policy Discussion: Alcohol on School Grounds

It was brought to Miss Kirk's attention by the teacher in charge that adults were consuming alcohol in the school library following the eighth grade student/parent basketball game. Currently there is not a policy regarding alcohol on school grounds. Policy options will be written and voted on at the March 22nd meeting.

B. Policy Discussion: Unpaid lunch bills

Miss Kirk reported she sent a letter to everyone with past due lunch balances. The majority of debts have been paid. She discussed the logistics of the current policy regarding unpaid lunch balances. Miss Kirk will personally contact families who continue to carry an unpaid balance to see if there is anything she can do to help. If the unpaid balance continues, Miss Kirk will refer the family to Monsignor.

Aimee Sapp pointed out there have been several errors in lunch billing. Rose Lloyd said she is teaching Jean Williams to use QuickBooks to help with lunch billing. Raelene Head wondered if OptionC had a component for lunch account. Miss Kirk said it did. Kevin Marberry suggested we encourage Mrs. Williams to utilize OptionC for lunch billing.

VII. Home and School Report: Rose Lloyd

Rose Lloyd is attending the meeting in Mary Jo Starostka's absence. Rose reported Home and School held its annual fundraising meeting. Two parents attended, as did representatives from Innisbrook and a trash bag company. The committee has decided to continue with the Read-a-Thon and Pot o'Gold Auction for the 2011/2012 school year.

VIII Old Business

A. 50th Anniversary Committee

The alumni Mass celebrating the 50th anniversary of CCS will be held on May 6th. There will be a reception held immediately following Mass in Flanagan Hall. The committee is also donating an item to the Home and School auction to honor the anniversary as well.

B. Eighth Grade Activities

Aimee Sapp addressed the letter written to Miss Kirk from two parents of eighth graders regarding the meeting held with the students to discuss the potential change in the class trip. Miss Kirk acknowledged she personally spoke with each of the parents and said the parents were both happy with the conversation. The

eighth grade voted to change the current trip to Worlds of Fun to the mystery trip proposed by Miss Kirk and the 8th grade homeroom coordinators. Miss Kirk will let the board know the anticipated cost of the mystery trip at the March 22nd board meeting.

VII. New Business

Miss Kirk would like to offer Spring pictures this year. The photography company offers a Spring picture program. Students will be photographed and proofs will be sent home. There is no obligation to purchase. If the parents wish to order photos they can. Class Act will give CCS \$1 for each student photographed. Miss Kirk will use the money to fund the faculty Christmas dinner.

XI. Meeting Adjourned:

Aimee Sapp adjourned the meeting at 9:40pm to continue in executive session.

Next Meeting: Tuesday, March 22, 2011 at 7:00pm in the parish conference room. Kevin Marberry will serve as prayer leader.