

Columbia Catholic School

Board Minutes

Tuesday, March 22, 2011

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

Absent: Kevin Marberry

Guests: Ron Magsamen

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

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

II. **Minutes:** A motion was made by Raelene Head and seconded by Ron Graves to approve the February 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 February 28, 2011.

Stacy Brumfield inquired to the status of the past due lunch payments. Miss Kirk reported that the majority of accounts had been brought up to date in response to the letter she sent all families.

Ron Graves 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. Alcohol policy

As determined during the February meeting, an alcoholic beverage policy is to be determined. The board discussed the following policy options:

- Alcoholic beverages are prohibited anywhere on the Columbia Catholic School campus

- Consumption of alcoholic beverages is prohibited at any Columbia Catholic School sponsored event where children (under 21) are present
- No change to current policy

The following policy was developed and proposed by the board:

Alcoholic beverages are prohibited on the Columbia Catholic School campus during CCS sponsored events where children under twenty one are present. Ron Graves motioned to approve the policy as developed by the board. Kathy Schauwecker seconded the motion. The policy was approved unanimously on voice vote.

B Snow Days/Calendar

Due to the number of snow days used thus far, the board is required to determine if any number of the days in excess of those built in the calendar will need to be made up. Due to the fact that the last day of school is currently scheduled for Thursday, May 26 it was decided to extend the school year by one day. School will dismiss at 3:15 on Friday, May 27th. Alie Blitz moved to add one additional school day to the current calendar making the last day of school Friday, May 27. Angela Brownfield seconded the motion. The motion was approved unanimously by voice vote.

C Additional Meetings This Spring

Aimee Sapp stated due to the number of changes Miss Kirk has indicated will be proposed to the 2011/2012 student handbook additional meeting time will be needed in order for the board to vote on each individual change. Miss Kirk indicated the handbook would be ready for board review in May. Dr. Sapp reminded Miss Kirk that the April board meeting is designated to begin handbook review. Any proposed changes and/or edits are expected at that time. Miss Kirk said she would have the revisions ready for the April 19th board meeting. The handbook will be emailed to all board members and any changes will be highlighted. The board will meet for work sessions Tuesday, April 26th and Monday, May 2nd at 6:00pm in the parish office conference room.

D Parent Letter

Dr. Sapp received a letter from a concerned parent regarding the placement of the second grade class rooms for the 2011/2012 school year. Miss Kirk indicated her current plan is to house one of the second grade classrooms in a trailer and the remaining two in the classrooms under the rectory. Miss Kirk will speak with the second grade teachers, make a final determination of classroom placement and report it at the April board meeting.

VI. Pastor's Report: Monsignor Flanagan

Monsignor Flanagan reported the 50th Anniversary Celebration will be held May sixth and seventh. Three of the original Sisters who founded Columbia Catholic will be present to celebrate. The 50th Anniversary Committee is handling the coordination and publicity for the event. There will be Mass Friday followed by a reception for faculty and staff after school. Also, following Saturday evening Mass there will be a reception in Flanagan Hall.

V. Principal's report: Miss Kirk

- A. Miss Kirk presented the proposed classroom location changes for the 2011/2012 school year. All classroom locations will be changing with the exception of the science room and the art room. The new locations will allow all of the upper grade classrooms to be housed in the main building increasing safety during class transition. Miss Kirk will announce room locations when they are finalized.
- B. 2011/2012 teacher contracts have been distributed. There will be several faculty shifts between grade levels. Miss Kirk will reveal any changes when contracts are signed and final.
- C. 2011/2012 School Year Calendar
Miss Kirk presented the proposed calendar for the upcoming school year. The board voted to approve the calendar with one change unanimously on voice vote.

VII. Home and School Report: Mary Jo Starostka

Mary Jo said the auction was very successful and numbers are not yet available. She also said that officers are needed for the 2011/2012 school year. Currently she has one person who has agreed to serve as vice president. All other officer positions remain open. The read-a-thon fall fundraiser is also in need of a chairperson.

VIII Old Business

- A. School Board Elections
Alie Blitz stated the following schedule would occur to fill the two open school board positions. Families will be notified by school reach and the April school newsletter of the process for applying to serve on school board. An application will be included in each. Applications will be due in the school office on April 12th. Ballots will be labeled and sent home on April 19 and will be due in the office by the end of the day on April 29.

IX. Prayer:

Aimee Sapp lead the closing prayer.

Alie Blitz moved to adjourn the meeting. Raelene Head seconded the motion. The motion was approved on voice vote. Aimee Sapp adjourned the meeting at 8:56pm.

Next Meeting: Tuesday, April 19, 2011 at 7:00pm in the parish conference room. Kevin Marberry will serve as prayer leader.