

Columbia Catholic School Board Minutes

Monday September 21, 2009

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

Absent: Bob Brendel (vice-president), Stacy Brumfield

Guest: Ron Magsamen, Kathy Coulson

The meeting of Columbia Catholic School (hereafter CCS) Board called to order at 7:00 P.M. in Our Lady of Lourdes meeting room.

- I. Opening Prayer -** Led by Msgr. Flanagan

- II. Minutes:** A motion was made by Teri Pinhero and seconded by Aimee Sapp to approve the August 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 Magsaman
Ron covered the financial report for the 2 months ending August 31st. 2009.

Aimee Sapp asked Ron if there was a way to get the financial reports in a timelier manner. He stated that the earliest that he could have them prepared was by the 3rd Monday of the month. There will only be a couple of school board meetings that the board will not have access to the reports before the meeting.

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. President's Report:** Aimee Sapp

- A. **Home and School** – Aimee was disappointed that there were not more school board members at the first Home and School. Aimee also explained the role of the School Board.
- B. **Parish Council Retreat** - There was a nice program given by Sister Kathleen on being a leader in the Parish and how to be more productive. It was very valuable for the members that attended.
- C. **Building Community** – The Read-a-thon and ice cream social turned out to be a great community builder. Many people expressed what fun they had at both events. Oktoberfest is the next function that is coming up. Ron Graves asked if this was a school function since it is listed as Our Lady of Lourdes Oktoberfest and doesn't mention the school. Msgr. reminded the board that the school is a part of OLL and it is a function that helps to support the school. There was a question about how much information was being sent out to the students/ families at the other parishes. Linda will make sure that a flyer will be sent out by backpack mail. Raelene suggested contacting Sacred Heart's and Newman's parish office to see if they could put a notice in their church bulletins.
- D. A copy of the Constitution and By-laws will be sent to Sacred Heart and Newman center when the updated copy gets posted on the school web site.
- E. Aimee wrote a formal thank-you letter for the OLL Fix-It Crew for the board to review. It was agreed upon to send out.
- F. **Newsletter** – Aimee would like for the article that is in the school newsletter that is written by a board member to focus on what we do, not a recap of what we did. The minutes are posted on the school website which covers what is done at the meetings.

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

- A. **Classes Celebrating Masses-** Msgr. discussed the school being involved in a weekend mass at OLL on a regular basis. Kathy Schauwecker has talked with different people at OLL about what problems have been found in the past in trying to get this up and going. Communication seemed to be the common problem (from short notice in getting prepared or kids to fill in the rolls.) Msgr suggested that a class could be scheduled for a weekend time when they are scheduled for their school mass done by their class. An example would be a 3rd grade doing All Saints Day mass since they are doing this at school also. It ties them both together. It was also suggested to only do this once a month and to not try to do at each mass. Kathy is going to meet with Mrs. Schnurr, Mrs. Lawler, Paul Fell, and Mariam Lynch to look at the whole year and try to

see if they can get a schedule set up. Aimee thanked Kathy for all she is doing and asked her to let the board know if she needs any help since there is a lot to organize.

VI. Home and School: Teri Pinhero

Teri felt that the first home and school meeting went very well. It was very positive.

- A. 2010 project** – There is still approximately \$30,000 left in the fund for 2010. The office is still looking at having some improvements being made to it. It was also mentioned to not forget the big “shindig” for next year celebrating the anniversary and to keep some money set aside for this. It was brought up that there was a need for someone to step up and take charge of planning, which will work together with the school board and home and school, and the OLL parish council. Aimee asked Teri to come back with some organizational ideas and we will go over them at the next meeting.
- B. Read-a-thon** – The read a thon has met the first 2 goals. It raised a lot of awareness in the community. Teri will bring a financial report next time with what the fundraiser made. At this time, the funds are still coming in and they do not have a final figure.
- C. By-laws** – Teri talked about a few things that will be included in the new home and school by-laws. There will be 2 fund raisers; the president has to stay on as an officer, for support, the year after they were in office. The group will be going over again in December and Teri will bring a printed copy to the January school board meeting.
- D.** Aimee asked about the fundraising committee that was assembled from the interest expressed on the volunteer form at registration. Teri stated it was a Fund Raising Committee that is looking at what they did in the past for fundraisers and making suggestions on what fundraisers to do next year. This committee reports to Home and School. Mary Jo Starostka is the person in charge of this committee.

It was also mentioned that a parent wanted to know how to request funds from Home and School. Do they need to be there when the budget is being discussed or is there an official form for a request of funds? An example of when funds might be requested was for items associated with Catholic Schools Week. Teri will get back with more information on this.

VII. Principal's Report: Linda Garner

A. The enrollment at school this year:

	<u>Families</u>	<u>Students</u>
OLL	306	489
Newman	51	78
Sacred Heart	25	35
Non-catholic	<u>4</u>	<u>4</u>
Total	386	606

There are 3 families in discussion about enrollment right now, looking at starting in the next 2 weeks. A question was asked what the top enrollment is for the school and it is 648 students.

It was also asked how much of a problem there was with new kids not being accepted by peers in the upper grades. Linda discussed that the counselors could work with the faculty on techniques to handle these situations when they occur. It was also suggested that it could be newsletter article for parents, with a reminder about how to make newcomers feel welcome. The mentor program was mentioned about how helpful it has been in making people feel welcome.

B. Gym Equipment Closet

1. Re- keying cost was \$30.00. It has been done.
2. Gym Policy – John Wiggins asked for some clarification on a couple of issues with the gym use policy. Msgr. suggested having a waiver for users to sign instead of requiring an insurance rider from users. The gym will be closed for use in the summer, to be able to get maintenance done. \$100 deposit amount was suggested.

C. Principal's Advisory committee (PAC): Meets the 1st and 3rd Thursday every month at 3:30pm. There is a representative of every grade level that comes to talk and brainstorm. It is going very well. There have been lots of good questions and feedback.

D. Website Revisions:

1. Feasibility and Options: John Wiggan's looked at several different Catholic school websites. He showed the board a website for Holy Trinity

Catholic School (www.holytrinitycatholicschool.org) to show how another comparable school has their information posted. The board really liked how user friendly this web site was. Msgr. asked what it would cost to have this done. It was suggested to ask for bids or post an advertisement in the church bulletins looking for someone to help with the web site design. It was suggested that this could tie into the 2010 anniversary. It is one of the first places people go when getting information about the school. John asked the board to take some time and search other websites to see if there are some others that they like. Aimee reminded that the site needs to be easy to maintain and be able to add to as needed. She also asked to board to keep their ears open for any people that would have web design experience and Sherri will check on her contacts. The board will go over this again next meeting.

VIII. Traffic and Infrastructure:

Bob was absent, but informed Aimee that there is no new information. Hopefully Bob will have some updates next month.

IX. Long Range Planning:

A. Ideas and Organization:

Ron talked about what was suggested in the past as a full blown plan. This can take many years to put together. The self study encompasses many of the same things and actually doubles up many of the long range plans. Ron will be having a meeting with Dr Nolke to see how the high school ties in and will report back at the next board meeting.

X. Security system and doors:

Sherri let the board know that there had been an unforeseen expense with the Education Center doors being up and running with the fire system. The piece needed would automatically release the doors to exit or enter in the event of a fire. The cost for this was \$1950. Msgr. told them to go ahead and get the part. Angela stated that the rest of the system was working great. She asked Linda how it was working in the office with them having to open the door through out the day. Linda stated that it just depended on the day. The cameras are up and running.

XI. New Business: None

XII. Closing Prayer: Msgr. Flanagan led the Lord's Prayer

President Aimee Sapp adjourned the meeting at 8:55 P.M.

Next Meeting: October 26, 2009

7:00 P.M.

OLL Parish office conference room

Prayer Leader: Kathy Schauwecker