

Columbia Catholic School

Board Minutes

Monday, September 27, 2010

Present: Aimee Sapp (President), Sherri Barnes (Vice President), Alie Blitz (Secretary), Msgr. Flanagan, Angela Brownfield, Ron Graves, Mary Jo Starostka, Raelene Head, Kathy Shauwecker, Kevin Marberry, Patricia Kirk (Principal)

Guests: Stephanie Forck, Beth Schwartz, Ron Magsamen

The meeting of Columbia Catholic School (hereafter CCS) Board was called to order at 7:08pm in the parish office conference room.

- I. **Opening Prayer:** Led by Sherri Barnes.
- II. **Minutes:** A motion was made by Raelene Head and seconded by Sherri Barnes 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 website.

III. **Option C Demonstration**

Miss Kirk and Beth Schwartz gave a live demonstration of the new Option C computer software. The grading and calendar portions of the program will be live and available to parents on October 1, 2010.

Students and parents will have individual access to current, upcoming and missing class work, test scores as well as all school mass, activity and sports calendars. In November family access will be available.

Beth Schwartz will offer several parent training sessions in the computer lab. Information will be in the October newsletter. Parents will receive Option C usernames and passwords to access their child's information by mail.

Teachers will be able to enter attendance via Option C in his/her classroom. Each teacher will also have his/her own page to include messages and helpful classroom information that will be updated by 4pm each Monday.

IV. **Financial Reports:** Ron Magsamen

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

Ron said non-Catholic tuition is billed monthly beginning in September. He also said revenue from after school child care is better this year and has fewer expenses.

V. President's Report: Aimee Sapp

A. Change/Parent Concerns

Aimee acknowledged that board members had received several parent contacts regarding change in start time, drop off procedure and lunch seating.

1. Drop off – Sherri Barnes said the 6th graders seem to be enjoying the responsibility of safety patrol. Miss Kirk agreed and noted the leadership role in the parking lot is lifting the 6th graders self esteem as the youngest students in the upper grades. Ron Graves commented that the patrol has sped up the drop off process.
2. Lunch Room – Students have been asked to sit within their homeroom class. Miss Kirk noted that students are running once they arrive in the lunchroom to secure a desired seat. Assigned seating has eliminated that safety concern.
3. Jeans – Jeans will be allowed to be worn on the monthly spirit day with the 50th anniversary t-shirt as it is written in the 2010/2011 student handbook. Msgr. Flanagan stated that any non-uniform days would be set by the principal.

B Handbook Changes

This year the board is asked to review one section of the handbook per meeting. Aimee Sapp distributed the section to be reviewed in time for the October meeting. She asked that any editing, questions or proposed changes be written directly on the handbook copy in an in color other than black. Reviewing a small portion monthly will allow the board ample time to thoughtfully review the school handbook. Any diocesan policy, which is noted in italics, may not be changed or edited.

C Assisting Miss Kirk's Transition

Aimee Sapp reminded the board that we are to support Miss Kirk in her transition as new principal. Miss Kirk thanked the board for the support she has received and acknowledged she will continue her effort to improve communication with parents.

D. Lunchroom Viability

Msgr. Flanagan said that due to DESI's change in location, payment for August and September would not be received until October. He noted that we are missing billing due to bad swipes of the student's id cards when

checking out at lunch. Miss Kirk said she is aware of the swipe problem and is monitoring the students swiping.

E. Sherri Employment

The board met in executive session.

V. Parish Council Report – Kathy Shauwecker

A. Parish Council Retreat

Kathy said the parish retreat on September 13 was a wonderful experience. Sister Kathleen presented the role of the board, parish council in that we are to support the pastor in his efforts to guide the church and school to the best of his ability.

She read a quote that summarized the role of parish leadership. “We are not called to represent a group of people. We are called to consult the pastor and principal in representing the mission of the Catholic Church and our school.”

B. Oktoberfest will be held this Sunday. Volunteers are still needed.

V. Principal’s report: Miss Kirk

A. Spirit Day dismissal times

Faculty meeting needs. Miss Kirk would like to consider changing the early dismissal times for monthly spirit days to 1:00pm. This will allow for her to have more time for faculty development and training through the use of outside speakers. Due to the fact that the early dismissal time is set in the school handbook for the 2010/2011 school year, Miss Kirk asked the board to revisit the proposed changed during handbook revision.

B. Faculty Handbook/Personal & Sick Days

Miss Kirk has revised the faculty and staff handbook regarding dress code and personal and sick time. Miss Kirk changed the dress code to encourage more professional dress among the faculty and staff. She is also asking faculty and staff to arrive at 7:15am and leave no earlier than 3:30pm.

Miss Kirk has revised the personal and sick leave policy to include two personal days during the 2010/2011 school year decreasing to 1 personal day in the 2011/2012 school year. Full time employees also have ten sick days for personal or family illness per year.

C. Outstanding Bills from 200/2010

Miss Kirk is concerned that there are still outstanding bills from the previous school year. She personally contacted each family with an outstanding balance prior to registering for the current school year. She is still trying to collect unpaid balances. Monsignor Flanagan will discuss the unpaid balances with Miss Kirk.

D. Athletic Teams/Player Eligibility

At the interim 102 children had grades that included D's and/or F's. Miss Kirk met with each student individually to inquire as to why the student earned the grade and how could she help the student improve his/her academic performance. This will impact the number of students who will be able to play basketball for the first games of the 2010/2011 basketball season.

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

The drains behind the gym are not yet repaired due to the amount of dampness from the summer rains. It will be repaired when the ground has dried.

Steve Shultz would like to fix the sidewalks. He will gather information and let us know when it will begin.

VII. **Home and School Report:** Mary Jo Starostka

A. Read-a-Thon

Mary Jo reported that the read-a-thon was a success with approximately \$34,000 in pledges. No expenses have yet been reported. Donations were due today. Mary Jo will bring firm numbers and expenses to the October board meeting.

The students met their reading goal. Aimee Sapp congratulated all of the read-a-thon committee members on a job well done. Everyone had a great time at the ice cream social.

B. McTeacher Night

McDonald's on Stadium Blvd. will host McTeacher Night on October 5 from 4-8pm. A percentage of ALL PROFITS earned during that time will be donated to CCS. Faculty and staff have been asked to attend McTeacher night.

C. Advent Books

Kate Basi has written an advent book. Books will be sold for \$6 with \$2.50 of each book going to Columbia Catholic. Book signings will be held November

6/7 at Newman Center, November 9 at the Home and School meeting and November 13/14 at Our Lady of Lourdes.

- D. A parent has agreed to be the new Box Tops for Education Coordinator.
- E. January through May there will be several “Dine and Dollars” events. Families can dine at a particular restaurant and a percentage of the profit will go to CCS. Several restaurants are already committed to the project. Those included are Shakespeare’s Pizza, Chili’s and Chuckie Cheese.

VII. Old Business:

A. Security System/Doors:

The exterior door closest to Mrs. Ewing’s classroom has been re-keyed to allow all teachers who teach in the trailers access.

The door in the back of Flanagan Hall wasn’t catching correctly so the strike plate was adjusted. It is fixed.

The doors outside of the cafeteria are being propped open by employees. Msgr. Flanagan has recently purchased a fan to help cool the kitchen. Miss Kirk will speak with the cafeteria ladies to remind them that propping the outside doors is a safety concern.

B. 50th Anniversary Committee

Alie Blitz reported that the anniversary mass and luncheon were a success. A living rosary will be held in October and the 5th grade concert in November will also carry an anniversary theme. Thank you notes are being sent by the committee member to those who helped make the event a success.

The anniversary committee has decided the purchasing of the school sign and statue no longer meets the objective of the 50th anniversary celebration committee. It has been recommended to Monsignor Flanagan that the committee forward its research on to the Buildings and Grounds committee to finish the project.

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

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 9:49pm.