

**Diocesan Catholic School Board (DCSB)  
Meeting Minutes  
Tuesday, March 29, 2022**

I. **Prayer** offered by Cheryl.

II. **Roll Call**

**Present:** Andrew Blum , Damon Bouwkamp (virtual), Cheryl Butkus, Dave Faber, Sarah Grey, Sue Haas-Williams, Rev. Darrel Kempf (virtual), Sr. Colleen Ann Nagle (virtual), Patty Schrand (virtual), Tim Thimmesch, Leah Wareck (virtual)

**Absent:** Rev. Godfrey Onyekwere, Kristina Martinez-Precious

**Others Present:** Shelley Hofmann, Conrad Cuncannan (virtual)

III. **GRACEAC Update**

Conrad Cuncannan addressed questions about his written report.

- **How long have we offered LAX?** GRACEAC has had LAX for a few years, but this is just the second season for third/fourth graders.
- This was the first year for the Catholic United Ski Team, which is part of an effort to increase offerings during the winter season.
- **How many of the Christian schools are involved with GRACEAC?** There are five Christian schools who participate in GRACEAC.
- Dave affirmed Conrad's efforts with the number of teams and number of games sponsored by GRACEAC.

IV. **Approval of February Minutes:** approved as written.

V. **Committee Reports: Questions from written report**

**A. Mission Effectiveness (ME) -**

Sue asked about the principals' questions regarding strategic planning. Sr. Colleen Ann will let Sue know which schools may need follow-up from the strategic planning committee.

The ME committee will review the needs from schools and will develop a plan for the coming year. Sr. Colleen Ann will share this with the DCSB soon. The ME committee is energized by the interest of schools in strengthening their mission effectiveness efforts.

Sr. Colleen Ann shared that IHM sponsored an evening Theology of the Body (TOB) discussion with two couples about how they integrate TOB in their families. It was well attended and generated great discussion. More parishes should be encouraged to host these types of events.

The ME work plan for this year will remain the same; however, the work plan for 2023 will look different based on the needs recently identified from local ME committees.

Sarah will share with Sr. Colleen Ann some ME opportunities identified through the [Accreditation process](#).

**The profile of a Catholic school parent** - Dave shared that Bishop Walkowiak's thought is that this profile should have some commonality among all schools in the diocese. Dave suggested that Sr. Colleen Ann may want to invite the schools who have done some work on this to gather together for further discussion.

- **How is this profile intended to be used?** It must be general enough to be used by all schools, but must have enough content to make it substantial. The profile should include expectations of what the school expects of parents.
- **What will schools do if parents do not meet expectations?** This profile outlines the expectations but is more of an instructional piece on what support schools need from parents. There was discussion on whether the focus should be more on how schools can support family life.

#### **B. Committee on New Members -**

Cheryl is updating her committee's work plan. Cheryl will touch base with DCSB members whose terms are expiring to learn of their intentions and possible willingness to continue for another term. There may be some consideration for staggering terms to reduce the number of open seats in a given year.

After five years on the DCSB, Leah has resigned her position on the DCSB as of June 2022 due to increased work and family commitments. Dave thanked Leah for her commitment to the DCSB and the Marketing Committee.

#### **VI. Superintendents' Report**

As she is talking with teacher candidates at job fairs, Sarah affirmed how easy it is to talk about the schools in the Diocese of Grand Rapids, especially given the support of Bishop Walkowiak and the Office of Catholic Schools, the support of the DCSB, the focus on professional development for teachers, etc.

**How do we keep track of candidates who are interested in our schools?** We have a shared drive for resumes along with a spreadsheet of notes from interviews that principals may reference. Ultimately, it is up to principals to review the candidates and schedule interviews. The OCS does send notes directly to principals upon receipt of strong candidates and alumni.

**Should we consider a follow-up system for staying in touch with highly qualified candidates every 2-3 weeks?** Currently, the OCS does not have a defined process; however, we can discuss making an intentional effort to follow up with strong teacher candidates. Minimally, the OCS can send follow-up emails to the candidates and can add follow-up notes on the spreadsheets.

## **VII. Discussion topics**

- A. Update on schools and COVID** - There have been no cases in our schools since February 23. It is a blessing for principals to no longer have contact tracing requirements. It is also nice for schools to be able to host in-person events again.
- B. Update on Feasibility Study for new school in northwest deanery** - Dave reconnected with the potential donor to share where we are in the process. The donor remains interested in learning more about the study. There is a large study committee, and we are in the process of scheduling the first meeting for the end of April or beginning of May.
- C. Update on Let MI Kids Learn (LMKL) Petition Drive** - Dave affirmed Cheryl's efforts as the project lead for our diocese, especially through some adverse situations. Cheryl distributed materials to schools prior to the LMKL organization's distribution. There has been significant work on communications between the Diocesan Communications Team and the Office of Catholic Schools staff to share with schools and parishes.
- D. Update on BFF plan** - Sue and Dave have incorporated feedback into the strategies on the map. The next step is to update the vision metrics and tighten up measurable metrics. Following this work, Sue and Dave and the strategic planning committee will focus on the tactics.
- E. Spring Summit (May 2) - finalize topics and speakers**  
Bishop Walkowiak has agreed to give an opening address at the Spring Summit; however, due to the Bishop's availability, the date of the Spring Summit changed to May 2. Dave asked what topics/themes does the DCSB want Bishop to address.
- The address should be energizing and direct.
  - Bishop Walkowiak's 5-10-year vision for Catholic education
  - Share his passion that all students be able to have a similar Catholic school experience to his own; affordability and accessibility
  - The Bishop's top priorities for Catholic education

### **The DCSB discussed five topics for the Spring Summit**

- A large session to include Finance, Marketing Communications, Admissions and Enrollment on the topic of Strategic Financial Management and Variable or Flexible Tuition Rates. This session will be presented by Terry Tyrrell, president of Catholic Central and Dave.
- A combined session for Development and Strategic Planning committees on major gift solicitation and planned giving leading to endowment growth. This session will be video presented by Greg Deja and facilitated in person by Erinn Hill, Stewardship Officer of the Catholic Foundation of West Michigan.
- A single session for Building and Grounds facilitated by Tim Thimmesch.

- A single session for Mission Effectiveness committees, possibly facilitated by Sr. Colleen Ann Nagle.
- After some discussion, it was decided that there will not be a session for New Members this spring, but rather an announcement for a session at the Fall Summit and encouragement for boards to begin identifying possible new members.

Dave will open the Spring Summit with prayer and brief remarks.  
 Bishop Walkowiak will address the full group in room A.  
 Sue will review the revised BFF strategies and vision metrics along with the process with the full group in A. We will have draft maps on tables and a virtual version.  
 Then participants will move to breakout sessions.

**VIII. Action Items** - finalize Spring Summit topics

**IX. Closing Prayer:** Prayer for *Bridging Faith & Future* was prayed by all.

**X. Adjournment:** Meeting was adjourned at 8:30pm.

**The Spring Summit is on May 2, 2022 at 6:30pm at Cathedral Square.  
 The next DCSB meeting is on May 10 (Prayer: Tim) at 6:30 p.m. at Cathedral Square.**

**2021-22 Meeting Schedule**

May 2, 2022 (Spring Summit)  
 May 10, 2022  
 June 14, 2022

[2022-23 Meeting Schedule](#)

**MISSION**

We prepare students to seek and fulfill God’s plan for learning and life.

**VISION**

Be a collaborative and strategically focused body delivering leadership, mentorship and expert recommendations that enhance the quality and growth of our Diocesan schools.