



## **SMCS Board of Trustees Meeting**

Wednesday, August 16, 2017 - 6:30 pm

**Present:** Helen Englebert, Dustin McClone, Nancy Braatz, Pat Breen, Gary Elmer, Kathleen Healy Osland, Paul Seveska, Kim Massey, Philip Kerwin, Steve Pable, Mary Krueger, Fr. Seidl.

**Absent/Excused:** Kristen Bergstrom, Fr. Paider, Lori Vegso, Dan Engelhard.

**Guest:** Jeanne Lee.

**Opening Prayer:** Ms. Braatz began the meeting at 6:36 pm and led the group in opening prayer.

There were no guests for open forum.

New Board members, Steve Pable, Kim Massey and Philip Kerwin were present and introductions were made. Kelly Beisenstein-Weiss and Erica Johnson were previously voted onto the Board of Trustees. Ms. Beisenstein-Weiss took a job within the system and Ms. Johnson has elected to resign her position.

Ms. Braatz called attention to the Board Agenda. No changes were made.

Mr. Seveska moved to approve the officers nominated for the 2017-2018. Second by Dustin McClone. Motion passes.

**Financial Statement Overview:** Ms. Lee provided a review of the finances for an educational institution and a review of the conduct of the finance committee. Three main sources of income – parish subsidy, parents (tuition) and fundraising/donations (friends and family). Other sources of revenue include the school choice program, the SCRIP program and the International program. The largest expense for the system is personnel. The fiscal year is July 1 – June 30. Our enrollment numbers are finalized in September and the budget for that year is then modified. The finance committee begins work on the budget for the following school year in October. There is a Board of Directors Meeting that meets in March of each year and there must be approval of the proposed budget for the subsequent year at that meeting. Each campus fundraiser contributes \$12,000 to the technology replacement project.

### **Approval of Financial Related Policies:**

**WPCP Eligible Education Expenses Policy.** Mr. Seveska moved to approve the policy as presented. Second by Steve Pable. Motion passes.

**Electronic Funds Transfer Policy.** Mr. McClone requested a modification to the policy as presented to modify the Wire Transfer to “approval two authorized bank signers in person. Mr. Elmer moved to approve the policy with the amendment. Second by Fr. Seidl.

**Property and Equipment Policy.** A discussion was held regarding the purpose of the policy. Fr. Seidl moved to accept the policy with two proposed changes. In the second paragraph of the section, “Approval Process for Capital Expenses” the suggested change is from, “For any capital investment...” is changed to “For any *SMCS* capital investment”... and in paragraph 3 under the same section, the suggested change is from “Approval by the *SMCS* President is required for any capital expense...” to “Approval by the *SMCS* President is required for any *SMCS* capital expense”. Second by Ms. Krueger. Motion passes.

Approval of Financial Reports: Financial reports presented at the June, 2017 meeting were presented for review. Mr. Seveska moved to approve the financial reports. Second by Mr. Elmer. Motion passes. Three abstentions (new members).

Approval of the Minutes: Mr. McClone moved to approve the May, 2017 minutes. Gary Elmer is a second. Motion passes. Three new members abstained. Mr. Seveska moved to approve the June, 2017 meeting minutes. Second by Ms. Krueger. Motion passes. Three new members abstained.

Mr. Braatz called attention to the remaining meeting dates for the year. The dates include: 9/20/17 at 6:00 p.m. (Auditors), 10/18/17 at 6:30 p.m., 11/15/17 at 6:30 p.m., 12/20/17 at 6:15 p.m. (WPCP parents), 1/17/18 at 6:30 p.m., 2/21/18 at 6:30 p.m., 3/21/18 at 6:30 p.m., 4/18/28 at 6:30 p.m., 5/16/18 at 6:15 p.m. (WPCP parents), and 6/20/18 at 6:30 p.m. The Board of Directors' meeting is scheduled for Thursday, March 8, 2018 at 10:00 am – noon.

Ms. Braatz reviewed the committee assignments and the Strategic Initiatives. Board members will elect to join committees and they will be finalized at a future meeting.

**President's Report:** Ms. Englebert presented her report to the board. Items covered included:

**Curriculum and Professional Development:** The Lucy Calkins Units of study reading and leveled books have been purchased, as well as the Fountas and Pinnell Word Study material for K-5 in the elementary schools. This investment of approximately \$70,000 to support our Literacy program will be funded through donations. Over 25 teachers attended a session in July to familiarize themselves with the materials.

The SMCHS administration proposed to alter the High School physical education credits: "High School students in grades 9-12, who participate (are rostered) in a varsity letter sport or activity may be eligible to earn .50 PE credits per membership per semester. The winter sports count toward the fall semester, up to 2 total credits toward graduation. Students may earn more than 2 PE varsity credits from sports or activities, but any credits in addition to 2 cannot count toward the 27 graduation requirements. In addition, only 1 PE varsity credit may be applied to the PE graduation requirement. Varsity credit may not replace the WI health credit requirements." The general consensus from the Board was favorable; some questions were raised pertaining to if credit would be granted if a student quit a sport. The Athletic Committee was asked to review and recommend to SMCHS administration how credit might apply under different scenarios.

**Admissions/Enrollment:** As of August 11<sup>th</sup>, the elementary schools have 446 students, the middle school has 176 students and the high school has 240 students, for a total of 862 students.

**Staffing:** New hires and changes include: Pamela Stark as SMCHS principal; Debra VanDerslice in food service; Heather Gruber as SMM PK teacher; Jeana Johnson as SMM 5<sup>th</sup> grade; Lori Probst as part-time HS business teacher; Ralph Norton as part-time HS intern and HS/MS mental health support counselor; Holly Bekkers as SMM P3 teacher; Lauren Jares as SG 5<sup>th</sup> grade teacher; Donna Liddy as SMM extended care; Judith Blaney as SM 5<sup>th</sup> grade; Stacy Sweetalla as SM 3<sup>rd</sup> grade transferred from SMM; Melissa Sirstins as HS art teachers; Maggie Knecht as HS Science; Kelly Beisenstein-Weiss as Director of Admissions/Fitness Center Manager. There are two open positions: Zephyrfest Coordinator and Elementary Reading Specialist.

**Business Services:** The 2016-2017 audit began on August 14<sup>th</sup>. A report will be presented to the Board at the September meeting. A technology fundraising campaign was launched to address additional server capacity.

**Fund Development:** The Annual Fund closed at just over \$187,000. Z-night, the replacement fundraiser from Jumbo Gumbo, is scheduled for November 11<sup>th</sup>. Zephyr Gold is a new raffle ticket program to generate additional revenue

Other items – a neighbor reported that there was some interest from the state to DOC build a probation/parole office near the high school. Ms. Englebert requested permission to raise her objection to the building site approval for a probation and parole office.

Aaron Rodgers is coming next Monday night for a VIP event in the gym of the middle school for all Neenah/Menasha High Schools and SMCS middle and high schools students. No media is allowed.

**Strategic Plan Initiatives Update:** A review of the strategic plan was provided by Ms. Braatz to the new board members.

**Catholic Identity:** No report this month.

**Recruitment/Retention:** No report this month.

**Academic Excellence:** No report this month.

**Exceptional Student Experience:** No report this month.

**Financial Model:** No report this month.

**Committee Reports:**

**Executive Committee Report:** No report this month.

**Athletics:** No report. Ms. Braatz indicated work is still being done to run our own powerlifting team.

**Building/Grounds:** No report this month.

**Catholic Identity:** No report this month.

**Finance:** Mr. Elmer has finished his term as finance chair.

**Fund Development:** No report.

**Governance:** Mr. Seveska completed a new member orientation for the three new members.

**Marketing/Advancement:** SMCS Board of Trustee Talking Points provided.

**Old Business:** None.

**New Business:** We will address Board goals at the September meeting. Auditors will present at the September Board meeting at 6:00. Finance Committee will be invited to attend.

**Adjournment:** Ms. Braatz adjourned the meeting at 8:36 p.m.

**Next Meeting: September 20, 2017 6:00 p.m.**

Respectfully submitted,

Kathleen Healy Osland