

# **SMCS Board of Trustees' Meeting**

Wednesday, January 20, 2016 - 6:30pm

**Present:** Ann Rasmussen, Gary Elmer, Sue Pawlowski, Jeff Berg, Pat Breen, Nancy Braatz, Pat Breen, Mary Krueger, Kathleen Healy Osland, Stew Koskinen, Pam Seidl, Chris Hartrich, Kristin Bergstrom and Helen Englebert

**Absent/Excused:** Dustin McClone, Fr. Paider, Fr. Ingold, Fr. Seidl, Dan Engelhard.

**Guest:** Jeanne Lee, Molly Griffin, Pat Batey.

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

There were no guests for open forum.

Molly Griffin, the SMCS Director of Communications provided a presentation to the Board. Ms. Griffin began her employment with the system in 2003. In 2005, she was the grant writer for the system. In 2013, she began full time employment and is responsible for developing the message for the system. She works with the leadership team to determine how the message should be communicated both internally and externally. She is also responsible for the website, calendars, school blogs and press coverage, donor report and system newsletter. Ms. Griffin is also the Director of the Confucius Classroom. This program is a partnership with Chinese teachers at UW-Platteville and its purpose is to promote Chinese language and culture. This program has 3 components: curriculum cultural experience and community outreach. Ms. Griffin and Ms. Englebert were recently in China at the invitation of UW-Platteville for a conference and touring of school programs.

The November 18, 2015 meeting minutes were modified to correct a misspelling of Ms. Englebert's name, to include the adjourned time of 8:50 p.m. and to include the language that the 2016-2017 budget draft was distributed and discussed and Mr. Elmer passed out draft enrollment projections. Ms. Healy-Osland made a motion to approve the minutes with those changes. Second by Mr. Elmer. Motion carried.

The December 16, 2015 minutes were modified to add the name Christine Cedergren to the open forum. Ms. Healy-Osland made a motion to approve the minutes with those changes. Second by Ms. Pawlowski. Motion carried.

No changes were made to the meeting agenda.

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

**Enrollment:** Priority registration is almost over. The principals will connect with all current students who have not registered.

**New Hires:** Lisa Olson will start on Monday as the Administrative Assistant at the High School. Liz Uhlenbrauck will begin as Director of Admissions starting next Friday. This position is full time and was previously a position that was shared by two people. Letters of intent will be sent to contracted employees the first week in February.

**Technology:** Small laptops will be rolled out to St. Gabriel and St. Mary as part of the technology plan. Mr. Patrick Hickey is interviewing principals to assess the technology needs for next year.

**Food Services:** Account Recognition Implementation and Integration is going well. Ms. Jeanne Lee noted that children are getting through the line faster and accuracy is much improved.

**Fund Development:** Ms. Englebert and Ms. Michelle Dejno recently attended a seminar on endowments and restricted funds. There has been a recent financial bequest to the system that will be partially used for the following restricted funds: emerging educators; technology; athletics; fine arts. The annual fund drive is currently at \$113,900. Meet Me in the Middle raised \$19,000; Brew Fest raised \$19,000; Jumbo Gumbo raised \$52,000.

### **Remaining Committee Reports**

**Executive Committee:** Ms. Seidl previously provided minutes from the last Executive Committee meeting. Ms. Seidl passed out the current draft of the Strategic Plan. She noted that each initiative has been assigned a Board “Champion” to drive the initiative, but there will be many more stakeholders involved in accomplishing the initiative. The metrics of each objective will be established by the stakeholders. The timeline established by the plan is aggressive, but things need to move forward, especially in the financial area. Periodic reports will be required by the Board, on an ongoing basis. Mr. Koskinen and Ms. Rasmussen with co-champion the strategic initiative to deliver an exceptional student experience. By February, each task force should be formed and be representative of a cross section of the schools. Ms. Bergstrom proposed an amendment to the current draft to identify the metrics on the document as “suggested metrics.” The words “student learning objective” were removed from the Effectiveness Project section. Ms. Healy Osland moved to accept the strategic plan with those changes. Second by Ms. Braatz. Motion carried. Ms. Braatz thanked Ms. Seidl for her work on pursuing the strategic plan.

**Athletics:** Mr. Breen identified that the Athletic Committee is working on a formal concussion protocol, specifically how to assess and how to make sure athletes are getting back on the playing field in the appropriate amount of time.

**Catholic Identity Committee:** Mr. Berg reported that the committee met this month to focus on the information from the WRISA Accreditation Committee.

**Facilities Committee:** Ms. Healy Osland reported that the members have been recruited and agreed to serve on the committee.

**Finance:** Mr. Elmer highlighted the lower balance on the line of credit. The profit and loss statement provided shows a higher amount of scholarships awarded which is a result of the assistance from the parishes. The Athletic admission dollars are up considerably. Revenue is still projected to be positive in the amount of \$5,100. Mr. Hartrich inquired about how to identify the difference in the actual line of credit and the current obligations owed. Ms. Englebert identified some of this would be paid from a bequest. Ms. Healy Osland requested a clarification of a resolution on unrestricted gifts. Mr. Elmer and Mr. Berg recalled the resolution, but did not recall if it was currently applicable. Ms. Healy Osland offered to look at past minutes to determine the specifics of the resolution. Ms. Healy Osland questioned whether the tuition receivables are projected to be within the variance allowed for in the budget. Ms. Lee answered yes.

The 2016-2017 budget was not voted on at the committee level, but the committee did make a decision to carry it forward to the Board. There was a discussion held about a letter provided by Mr. Howard Healy to the board regarding the proposed budget. A discussion was held on the renewed focus of the Board to address the financial concerns raised in the letter and the use of the Strategic Plan in developing strategies. Ms. Englebert noted a need for more long range planning. Mr. Elmer noted that the current budget contains real (accurate) numbers, as opposed to projections. Ms. Englebert noted a number of places in the budget that may allow for a cushion when the final numbers are known. The budget will be up for a vote at the February 17, 2016 Board meeting.

**Fund Development:** Ms. Pawlowski requested 100% participation from the Board in the annual fund and reminded the Board there are still two weeks to have donations matched for the middle school.

**Governance Committee:** Mr. Koskinen is going to form a nomination committee of the individuals serving on their last year on the Board. They will be charged with reviewing board candidates. The group will also communicate to prospective members when the meetings are held and the committee expectations. Ms. Seidl mentioned that there is a goal of consistency of information getting to new and prospective Board members. Board evaluations are due February 12, 2016. Evaluations for Ms. Englebert will be sent out as well.

**Marketing/Advancement Committee:** Talking points were provided.

**Old Business:** Ms. Englebert presented the 2016-2017 school calendar that was modified slightly as noted by the Executive Committee minutes. Ms. Healy Osland moved to approve the calendar as modified. Second by Mr. Koskinen.

**New Business:** Ms. Seidl noted that if any committee had not yet written or adopted a charter, to do so by the next meeting on February 17, 2016.

**Adjournment:** Ms. Seidl adjourned the meeting at 8:50 p.m. on a motion by Ms. Healy Osland. Second by Mr. Elmer.

**Next Meeting: February 17, 2016 at 6:30 PM.**

Respectfully submitted,

Kathleen Healy Osland