



SMCS Board of Trustees Meeting

Wednesday, June 15, 2016 - 6:30 p.m.

Fox Cities Stadium Board Room

Present: Gary Elmer, Jeff Berg, Fr. Larry Seidl, Ann Rasmussen, Sue Pawlowski, Pat Breen, Nancy Braatz, Kathleen Healy Osland, Stew Koskinen, Pam Seidl, Kristen Bergstrom and Helen Englebert

Absent/Excused: Dustin McClone, Fr. Paider, Fr. Ingold, Dan Engelhard, Chris Hartrich and Mary Krueger

Guest: Jeanne Lee

Opening Prayer: Ms. Seidl began the meeting at 6:37 p.m. and Fr. Larry led the opening prayer.

There were no guests for open forum.

Jeanne Lee provided a presentation to the Board regarding the Business Services Department. This encompasses Payroll Services, Food Services, Financial Services (tuition, accounts payable, accounts receivable), Technology and Scrip store. The business office is in constant contact with the customers of the system. This office also keeps track of the VIRTUS training for the system volunteers.

The May 18, 2016, Minutes did not require any modifications. Ms. Healy Osland made a motion to approve. Second by Mr. Koskinen. 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: The system was awarded 98 of 115 voucher applications from Round One of the school choice lottery. The school may be eligible for additional vouchers in Round Two. A discussion was held regarding the percentage of students retained from this year to next and what percentage numbers the Board should be reviewing. As of right now, the enrollment numbers show a drop in enrollment throughout the system of 28 kids. We expect to pick up a number of children over the summer, especially in the early childhood program.

New Hires: There will be interviews to fill the position of Alumni Coordinator, which will be vacated by Sue Simonsen's retirement in the end of July.

Fund Development: The Annual Fund is currently at \$162,000.

Remaining Committee Reports

Executive Committee: Ms. Seidl previously provided minutes from the last Executive Committee meeting.

Athletics: Mr. Breen indicated that the committee would be meeting next week.

Catholic Identity Committee: Update provided as part of the Strategic Plan update.

Facilities Committee: No update.

Finance: The year-end projections match the modified budget from September. The Finance Committee is working on a 3 year budget. The committee discussed tracking the income from the state voucher program on an accrual basis so the budget does not show such a significant variance between the payments. Ms. Pawlowski made a motion to accept the financial report. Second by Nancy Braatz. Motion passed.

Fund Development: Update on the Annual Fund provided as part of the President's Report. There was a recent Phone-a-thon that was successful.

Governance Committee: See Old Business.

Marketing/Advancement Committee: Talking points were provided. This committee is planning a joint meeting with the Recruitment and Retention committee to discuss how the Marketing committee can combine efforts to support retention.

Strategic Plan Initiatives

Catholic Identity: Molly Griffin will be asked to take on a leadership role with a Board member on the committee. Jeff Berg shared the charter for the committee and suggested metrics. The committee made recommendations that they will continue to work at starting or enhancing initiatives with the Parishes & Schools and business/civic/benefactor organizations. A brief discussion was held regarding the best practices for exploring the initiatives.

Recruitment and Retention: The discussion regarding the tracking of this committee was held during the enrollment portion of the President's report.

Financial: The committee is on track with goals. They will meet again next Wednesday to look at deliverables.

Exceptional Student Experience: No update.

Academic Excellence: No update.

Old Business: There are four board vacancies and two candidates presented for voting. Lori Vesgo was presented as a Board candidate. Ann Rasmussen moved to accept. Second by Sue Pawlowski. Motion passed. Paul Seveska was presented as a Board candidate. Nancy Braatz moved to accept. Second by Jeff Berg. Motion passed. Mr. Koskinen announced that he has spoken with a number of other potential candidates and hopes to have more nominations by the August Board meeting.

There were three proposed changes to the Bylaws presented by Mr. Koskinen: 1) Election of Officers shall be at the June meeting (which replaces language that says July and there is no July meeting); 2) Notice of Special Meetings can be done via e-mail (replaces language that allowed for fax or U.S. Mail); and 3) minutes can be posted on the school's website and available on the parish website (this replaces a requirement to physically post the minutes). Ms. Bergstrom moved to approve the changes. Second by Gary Elmer. Motion passed. These changes will be forwarded to the Corporate Board by Jeanne Lee for approval.

Officer Elections: Ms. Braatz was nominated for Chair, Pat Breen was nominated for Vice-Chair, Gary Elmer was nominated for Treasurer and Ms. Healy Osland was nominated for Secretary. Fr. Larry moved to accept the nominated individuals for each of the respective officer positions. Second by Ms. Bergstrom. Motion passed.

New Business: Ms. Seidl discussed a need for Board members to look at their current committee assignments and potentially fill the vacancies left by departing board members.

Board Retirements: Mr. Berg, Ms. Palowski and Mr. Koskinen have terms on the Board that have expired. Ms. Rasmussen will be leaving the Board. Ms. Seidl will remain on the Board as past chair. Each departing board

member was thanked for their commitment to SMCS. Ms. Seidl was thanked for her efforts in leading the strategic plan and presented with a small appreciation gift.

Adjournment: Ms. Seidl adjourned the meeting at 8:29 p.m. on a motion by Ms. Healy Osland. Second by Mr. Koskinen.

Next Meeting: August 17, 2016 at 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland