



St. Mary Catholic Schools

Grades P3-12

SMCS Board of Trustees' Meeting

Wednesday, March 16, 2016 - 6:30pm
SMCHS IMC

Present: Ann Rasmussen, Gary Elmer, Sue Pawlowski, Nancy Braatz, Dan Engelhard, Mary Krueger, Kathleen Healy Osland, Pam Seidl, Chris Hartrich, Kristin Bergstrom and Helen Englebert

Absent/Excused: Dustin McClone, Pat Breen, Jeff Berg, Fr. Paider, Fr. Ingold, Fr. Seidl

Guests: Jeanne Lee, Liz Uhlenbrauck, Jennifer Miller, Pat Batey

Opening Prayer: Ms. Seidl began the meeting at 6:30 pm and led the opening prayer.

There were no guests for open forum.

Liz Uhlenbrauck and Jennifer Miller gave an update on the admissions and HR department.

Items they shared included:

- International student placement opportunities
- Working on a student ambassador program
- Enrollment is at 855 for 2016-2017 school year, Middle School is up 14 students, Kindergarten numbers are up but preschool is down which is common for this time of year.
- Developing employee handbook and onboarding, employee health and wellness incentives
- The preschool event that was held on March 15 was well attended with 12 to 15 families that are not currently in our system attending

Accept Minutes from February 17, 2016:

The February 17, 2016 meeting minutes were modified to correct a misspelling of Mary Krueger's name and also change the endowment total to \$100,900 (A donor has pledged \$283,000 to our operations fund. A total of \$100,000 of this amount will be distributed among four areas: fine arts, athletics, technology and emerging educators ("FATE")).

Ms. Healy-Osland made a motion to approve the minutes with those changes. Second by Mr. Elmer. Motion carried.

No changes were made to the meeting agenda.

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

Professional Development

This month all teachers, aides, and principals will complete sessions 4 & 5 of our morality class. After completing out of class time reading and written papers, we will have successfully completed the diocesan morality course requirements.

NWEA MAP Testing

Spring MAP testing for grades 1-8 begins in April. Work is in progress to prepare the class rosters and proctor assignments.

Effectiveness Project

Building principals are visiting classrooms for formal and informal observations which is part of our annual evaluation. The formal observations include a pre and post observation conference.

Project Lead the Way

We are continuing to work on our financial and integration planning for *Project Lead the Way* for 2016-17. Following is a brief summary from the PLTW web site.

“Project Lead the Way is a nonprofit organization that provides transformative learning experiences for K-12 students and teachers across the U.S. Through pathways in computer science, engineering, and biomedical science, students learn problem-solving strategies, critical and creative thinking, and how to communicate and collaborate.”

Enrollment

The application process is in process for the WPCP program. An information/open house was held at SMCS IMC on Wednesday, March 2. SMCS staff members from the business office, admissions, and administrative team were available to assist those who attended. As of that date, we had 84 applications verified, with additional applications pending verification.

Staffing

A long term sub solution for middle school Spanish has been worked out with current teacher Caitlin Fritsch and sub Diana Stadler.

Lisa Van Camp, Learning Specialist at SMCHS, has indicated that she is moving on to a different career and will be finishing up with her clinicals next year. We will post her position internally and externally. Based on responses from our letters of intent, there are no administrators or teachers planning on retiring at the end of the 2015-16 school year.

Administrator contracts went out this week. They are due back April 15, 2016.

Fine Arts - SMCS will be participating in the ArtsCore Colony at the Paine, a grant and partnership between the University of Wisconsin-Oshkosh ArtsCore and the Paine Art Center and Gardens. The program is designed primarily for early career teachers, who are interested in teaching in and through the arts, to participate in an upcoming professional development opportunity starting in August 2016. SMCS teachers enrolled in the ArtsCore Colony for 2016-17 school year are:

- Becky Bartow - Art Teacher – SMCS elementary schools
- Stacy Sweetalla - 3rd Grade Teacher – SMM
- Stephanie Hoernke - 3rd Grade Teacher – SM
- Rhex Arboleda - Music Teacher – SMCS elementary schools

Business Services: Technology-Finance-Food Service - A power surge that affected the central SMCS IT network room that houses Servers and various network switches was impacted on March 9th.

Endowments - Work completed on FATE funds. Michelle and Jeanne will be meeting with the Community Foundation late March to formally set up the endowed funds.

Remaining Committee Reports

Executive Committee: Friday, March 4, 2016 - 7:30 a.m.

- March BOT Agenda – Ms. Seidl reviewed the March BOT agenda with the committee.
- Corporate Board Preparation
- Strategic Plan Updates
- Other Task Forces are forming and beginning their work.

Other –

- Ms. Seidl and Ms. Englebert discussed communications with our pastoral leaders. Our bylaws state that the system president and Executive Committee will meet with pastoral leaders three times a year to provide updates on the system. Executive Committee is present at Board meetings and pastoral leaders serve on the Board and that has historically been the way we met the spirit of the bylaws. Ms. Englebert discussed the issue with the pastoral leaders. Their input was they are provided agendas and minutes of meetings and their business managers attend Finance Committee meetings, so information is being provided. They were not interested in having additional meetings. A suggestion was made that the system president and Board chair attend a pastoral leader meeting, as they are planning to meet regularly. Father Larry will be coordinating those meetings. Pastoral leaders could also be invited to Executive Committee meetings. Ms. Englebert will follow up with the pastoral leaders to discuss plans going forward.
- Ms. Englebert discussed a recent bequest for operations with the committee. Guidance on how large bequests are allocated would be welcome. Financial Model Task Force will include a process for large bequests in their plan. Ms. Englebert shared that Project Lead the Way has been identified by the principals as a program that would enhance our curriculum. Ms. Englebert would like to allocate funds from the bequest to initiating the program for next school year. Discussion followed on sustaining the program long term. Consensus was that Ms. Englebert would present a summary budget for implementing Project Lead the Way. All remaining funds from the bequest will be used for normal budget expenses, not additional expenses.

Athletics: No Report

Catholic Identity Committee: Jeff Berg submitted a report from the committee. (see attached)

Facilities Committee: No Report

Finance: The finance report was shared by Mr. Elmer. One question was do we have separate Power School cost and the answer is yes. Mrs. Braatz shared the budgeting process as well.

Fund Development: AF Update: -Total collected as of 3/15 = \$141,077.71
-AF Committee met last week and will be implementing a postcard and email campaign yet this spring, along with several alumni tactics.

Zephyr Fields of Dreams: - Press release has gone out to media, included in this week's SMCS email message, posted to SMCS website and will be shared on FB. The online giving page is live on the SMCS website to collect donations toward the Booster Club match of \$10,000.

Fundraising Event Success: Wines Around the World – Gross - \$85,900, Net and is still being finalized

Winter Escape – Gross -\$35,000, Net and is still being finalized

Zephyrfest – Mark your calendars and buy your tickets for May 7th event

Endowments: Work completed on FATE funds. Michelle and Jeanne will be meeting with the Community Foundation late March to formally set up the endowed funds.

ON TRACK: - April 5th will be the last in this year's series. Topic will be 'Parenting in the 21st Century: Social Media'. Jason Weber, Community Liaison from Town of Neenah Police Department. We will be working this spring to plan for next year's series.

Governance Committee: Please remember to get any potential BOT candidates to Stew K. We have 4 possible candidates that were brought to Stews attention.

Marketing/Advancement Committee: Talking points were provided.

Strategic Plan: Dan Engelhard shared a draft plan of the Sustainable Financial Model.

Old Business: None

New Business: None

Adjournment: Ms. Seidl adjourned the meeting at 8:30 p.m. on a motion by Ms. Pawlowski and second by Ms. Healy-Osland

Next Meeting: April 20, 2016 at 6:30 PM

Respectfully submitted,

Sue Pawlowski