

SMCS Board of Trustees' Meeting

Wednesday, June 21, 2017 - 6:30 pm

Present: Helen Englebert, Nancy Braatz, Pat Breen, Gary Elmer, Kathleen Healy Osland, Pam Seidl, Paul Seveska, Lori Vegso, Dustin McClone, Dan Engelhard

Absent/Excused: Fr. Ingold, Pat Breen, Chris Hartrich, Kristen Bergstrom, Mary Krueger, Fr. Paider and Fr. Seidl.

Guests: Kelly Beisenstein-Weiss, Steve Pable

Opening Prayer: Ms. Braatz began the meeting at 6:37 pm and led the opening prayer.

There were no guests for open forum.

Mr. Braatz called attention to the meeting minutes from the May meeting. Approval of the minutes was postponed because there was not a quorum.

Ms. Braatz called attention to the meeting agenda.

New Board members, Kelly Beisenstein-Weiss and Steve Pable were present and introductions were completed.

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

Curriculum and Professional Development: The principal team, with teacher input, spent time over the school year reviewing instructional materials related to literacy. The Lucy Calkins program was decided upon for K-12. Recommendations for the 2017-2018 school year include: adding 200-400 new leveled books to the ones currently in classrooms; Fountas and Pinnell Word Study will be supplemented for reading, spelling, vocabulary and phonics for grades K-3; and the investment for the first year will be \$75,000 which will be met through donor and fundraising. The teacher training will be covered by title funds and the operating budget.

Admissions/Enrollment: We received 127 WCPC voucher awards, which is the total amount verified by the DPI. The admission department is in the process of working with families to determine their acceptance. Based on this process, 116 are anticipated to accept.

Staffing: There are several retirements: Eleanor Healy; Nancy Stevenson; Mary Bergman; Val Vancil and Sue O'Connell. Mr. Patrick Batey will transition from high school principal to a part-time position as director of educational services. Ms. Pamela Stark has been hired as the new high school principal. Ms. Kristina Fairweather will move from Assistant Principal to Principal at St. Margaret Mary and will also be responsible for the Early Childhood program. Ms. Jill Ahles will return to St. Mary Elementary as a teaching principal. Mr. Hayden Kraus will be the new director of Fine Arts. Sue Thelen is the new manager of administrative services at the high school and will coordinate the International Student program. Ms. Lisa Olson has transferred to St. Gabriel as the administrative assistant. Ms. Sue Peters will expand her role to include Alumni Relations and Events Coordinator. Departures not through retirement include Jess Ott, Karen Fahley, Christina Turner and Robin Gallucci.

Fine Arts: Z-Fab is going to fundraise 50% of the cost of a remodel of the band room and new storage area for fine arts. The total project cost is approximately \$36,000.

Business Services: Employment letters for early childhood and Instructional Aides were distributed May 15th.

Fund Development: Currently at \$176,091. Campaign ends June 30th.

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

Catholic Identity: Ms. Braatz indicated there was no meeting of this committee since the May meeting. This group will reconvene late summer.

Recruitment/Retention: Ms. Seidl provided the report. Ms. Seidl met with Ms. Uhlenbrauck with a focus on preschool, which tends to focus in on the summer. Ms. Uhlenbrauck will be sitting down with the marketing committee to try to get into the awareness building process with parents and to look how to build this into an action plan.

Academic Excellence: No report provided.

Exceptional Student Experience: Ms. Vegso provided the report and provided a brief overview of what the committee worked on over the last year. This group will reconvene and focus on the middle school in the hope that this trickles down over the elementary school. They will sync their activities with the Recruitment /Retention committee.

Financial Model: Mr. Engelhard provided the report. The committee met with a representative at St. Mary's Springs Academy to learn best practices and ideas from a system very similar to ours in student size, donor environment and financial assets. The next step is to meet with the Green Bay Diocese and receive approval.

Committee Reports:

Executive Committee Report: Ms. Braatz provided the report. The executive committee met within the last week as the final meeting of this year. Items included in the discussion are within other reports in the agenda.

Athletics: Ms. Englebert provided the report. The powerlifting team was a combination between Neenah High School students and SMCS students. Neenah announced that they would no longer have a combined team. Ms. Englebert is looking for more information about supporting our own program and what resources will be necessary to make this happen. The spring sports were very successful. Baseball team finished the season with a 49-1 record and were conference champions.

Building/Grounds: Ms. Vegso provided the report. There is a meeting scheduled for July.

Catholic Identity: Ms. Braatz provided an overview of the committee that works closely with the Catholic Education as an Investment strategic plan committee.

Finance: Mr. Elmer provided the report. The net income from Zephyrfest is not yet finalized, but it is estimated to come in above budget. The budget is on track. Personal expenses were in line with projections, tuition is coming in as anticipated and the Finance Committee is expecting a balanced budget by the end of the fiscal year.

Fund Development: Mr. McClone provided the report. With nine days to go, we are about \$20,000 under budget on the annual fund. There is a fundraising campaign underway to assist with fundraising for the technology needs within the system and hope to raise \$200,000 this summer.

Governance: The nominees for Officers for the Board of Trustees for next year were presented by Ms. Seidl. The nominee for Chair is Nancy Braatz; the nominee for Vice Chair to Lori Vegso; the nominee for Secretary is Kathleen Healy Osland; the nominee for Treasurer is Kristen Bergstrom. A vote could not occur because there was not a quorum.

Marketing/Advancement: Ms. Seidl provided the report. The good new talking points were provided to board members. It is important for people to go to the public listening sessions about vouchers to provide positive things.

Old Business: Investment update / Miller Gift update was provided by Ms. Healy Osland. There was a recent meeting with Associated Bank that included the investment team as well as the relationship manager for the SMCS account. Mr. Breen, Ms. Michelle Dejno, Ms. Englebert, Ms. Healy Osland and Mr. Hartrich met with representatives from Associated Bank regarding the investment policy statement that is being built with Associated. Details included the amount of annual distribution, the timing of the distributions, the category and nature of the potential investment and timing of when the Miller funds will be fully invested. Ms. Englebert provided details regarding how she is working to determine the amount of funds that should be removed from the invested amount on an annual basis. At this time, the information provided is to provide the Board a status and have a collective understanding of how the funds will be managed and used. An investment policy statement is anticipated in the coming months.

New Business: No new business.

Thank you to Pam Seidl, Chris Hartich and Fr. Ingold for their services to the Board.

Adjournment: Ms. Braatz adjourned the meeting at 8:04 p.m.

Next Meeting: August 16, 2017 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland