

SMCS Board of Trustees' Meeting

Wednesday, December 20, 2017 - 6:15 p.m.

Present: Helen Englebert, Nancy Braatz, Gary Elmer, Kathleen Healy Osland, Paul Seveska, Philip Kerwin, Lori Vegso, Kristen Bergstrom, Kim Massey, Dustin McClone, Mary Krueger, Fr. Seidl

Absent/Excused: Fr. Paider, Fr. Bergsbaken, Dan Engelhard, Pat Breen, Steve Pable

Guests: Mr. Pat Batey, Mr. Adam Bates

Opening Prayer: Ms. Braatz began the meeting at 6:15 p.m. and led the group in opening prayer.

Open Forum: There were no guests for the Wisconsin Parental Choice Program Open Forum. There were no guests for Open Forum.

Mr. Adam Bates, SMCS Athletic Director presented information to the Board regarding a potential change in our Athletic Conference. SMCS is currently in the Big East conference for most sports. After an analysis of travel time and miles, we are looking to move into the Central Wisconsin Conference, for the 2019-2020 school year. SMCS has received permission to move out of the current conference and are in the process of gaining approval from WIAA and CWC schools to move to the CWC conference. All sports would be included in the move, except tennis, which has its own conference, and soccer, which includes both girls and boys teams which are not both available in CWC.

A motion was made by Ms. Healy Osland to approve Mr. Adam Bates, Athletic Director, to continue the work to move SMCS to the new conference: CWC Athletic Conference. Second by Mr. Seveska. Motion passed unanimously.

Mr. Bates also provided an update on the possibility of a Football Co-op with Valley Christian School. SMCHS is intending to move forward with the Co-op for the 2018-2019 school year. Head Coach Ryan Pues went to Valley Christian to provide information to potential athletes and provide information about the potential merger for next year. The SMCS/Valley Christian team would operate together, but utilize SMCS facilities. Mr. Bates indicated that the paperwork must be submitted by February 1, 2018.

Consent Agenda: Consent agenda items include: Minutes from the November 15, 2017 Board meeting, Executive Committee Meeting minutes from December 13, 2017. Motion by Mr. Elmer. Second by Mr. McClone. Second by Motion passes.

Calendar for the 2018-19 School Year: The proposed schedule was provided for review. Discussion was held regarding the possibility of moving professional development to the first two days of Thanksgiving week and having that full week off, however that change is not included as it does not work with the timing of quarter-end. The administrative team recommends the calendar as proposed. Motion to approve the calendar as proposed by Mr. McClone. Second by Fr. Seidl. Motion passes.

Financial Report: Ms. Bergstrom provided the report to the Board. The Financial Statements were sent out in advance. The Budget Process is ongoing at the finance committee meetings. The committee has been working on the tuition increase recommendation. A full budget will be presented to the Board for

the 2018-2019 year at the January meeting. The subsidy is determined for the 2018-2019 school year. The tuition process included a review of comparison to Lourdes, Xavier and Green Bay Notre Dame tuition. The finance committee is recommending a tuition increase of a 3.5% increase for preschool – 2 day, 3.7 % increase for preschool – 3 day, 3.7% increase for 4-K, a 3.72 % increase K-5, a 3.53% increase for middle school and a 3.3% increase for high school. Motion by Mr. Seveska to accept the increases as proposed by the Finance Committee. Second by Mr. Kerwin. Motion passes.

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

Key Points of Focus: Continued involvement in the Diocesan Meitler Planning committee; Finalization of the consent resolution for the creation of a Foundation; Completion of the WCPC audit; Work with enrollment task force; Further development of the Aquinas program and marketing plan; Student behavior issues at schools; Transition of Director of Communication roles; Preliminary work on budget; coverage for administrator on medical leave.

Curriculum and Professional Development: A scope and sequence document is being created across grade levels and subject areas by teachers.

Admissions/Enrollment: The early incentive for the transition grades finished November 30th. We have retained 84% of 5th to 6th grade and 77% from 8th to 9th grade. There will be an elementary showcase on January 16th. There is an advertising plan to make this different than previous open house nights. All three elementary schools will have an introduction to the Aquinas Program for grades 3-5, with the goal of enrolling 12-15 kids in a multi-grade level class. There will be more details provided on February 12th at an information session specific for the program. A discussion was held regarding the start-up of the Aquinas Program.

Staffing: The marketing and communications director position that was previously advertised has been changed. Molly Griffin will stay on for special projects, after her last full-time day next week. The part time marketing piece has been given to Marsha Britt, the Zephyrfest Coordinator, starting in January. We are still hiring for a Communications Coordinator position to primarily cover the calendar, website, social media, and newsletter tasks. This is a full time position.

Fund Development: As of December 18, 2018, the annual fund is at \$67,184. Z-Night profit estimate is \$51,000. SM Winter Escape is January 26th; Z-Cabaret is a new fundraiser for fine arts that is set for February 9-10; SMM Wines Around the World is February 24th; Zephyrfest is April 21st.

President's Goals: This issue was tabled from prior meetings. At the January meeting, Helen will go through the goals and identify her progress toward meeting each goal. Following that meeting, the Governance Committee will send out a survey to all Board members to review the President position and progress toward goals. Mr. Elmer made the motion to approve the Presidents goals. Second by Mr. McClone. Motion passes. A discussion was held regarding the timing of the goals for next year and when they would be put forth to the Board. Board approval should be closer to when the goals are set early in the fiscal year.

Probation and Parole Building: WOW Logistics has notified us that they are not going to continue to pursue their objection to the probation and parole building. A discussion was held regarding the notification to parents for the new building. Mr. Kerwin will continue to work on the information that will be sent to the parents in a January newsletter.

Strategic Initiative Committees:

Strategic Plan Refresh: The goal is to complete the refresh by the end of the year. Work will still continue this school year on the goals that were established within each group.

Catholic Identity: Ms. Braatz provided the update. The committee will meet again in January.

Marketing/Recruitment: Ms. Massey provided the update. She met with Ms. Kelly Beisenstein-Weiss to discuss the plan for retention, recruitment and advertising. They are working together to narrow the scope and have a clear direction. She also mentioned another task force that had recently formed to help with enrollment that Ms. Englebert and Ms. Beisenstein-Weiss are involved with. All will need to work to support each group's efforts.

Academic Excellence: Ms. Bergstrom provided the report. The committee has met twice since the November meeting. Mr. Pat Batey (9-12) and Mrs. Eleanor Healy (pre-3-8) will be working together on combining the information from the last professional development meeting with the teachers. Purpose is to identify any gaps in curriculum or where there is accelerated curriculum to make sure it is documented and in a presentable format by curricular area and grade. Goal is to have it back to the teachers by the February professional development meeting. By the March professional development meeting, the teachers are going to address any gaps in resources to make sure the teachers have all the resources they need for their subjects. At the May 4th professional development meeting, the curricular development will be reviewed. They will review the next deep dive, after the literacy program, which will likely be the implementation of a new social studies curriculum by school year 2019-2020. It may require putting together a group of teachers to work on this over the summer. Ms. Bergstrom and Ms. Healy Osland will follow up on the survey to parents last year.

Community/Continuity: Ms. Bergstrom provided the report. The committee is working to put together a framework to identify non-academic programs that are available from pre-3 through 12. The purpose is to have consistency in programing and making sure programs follow through elementary, through middle school and high school. This will also include finding families to host new family parties/events at the beginning of each school year to build community within each school.

Financial Model: Ms. Vegso provided the report. Ms. Charlene Brumeloe will spearhead the effort to identify the risk management effort. Ms. Englebert provided an update on the foundation. The consent resolution is being signed to move forward with the creation of the Bylaws and structure for the foundation. This will still require approval at this Board when the structure is put in place.

Monthly Committee Reports Not Contained in the Consent Agenda:

Athletics: Ms. Healy Osland provided the report. The next meeting is January 4th.

Catholic Identity: Ms. Braatz provided the update. The next meeting is late January.

Fund Development: The update was given as part of the President's Report.

Marketing: SMCS Board of Trustee Talking Points were provided.

Governance: Mr. Seveska provided the report. He and Mr. Kerwin will work to put together the survey for the President's review. He reminded the Board members to continue looking for new Board members.

Building and Grounds: Ms. Vegso provided the update. The committee is going to meet quarterly and the next meeting is in January.

Old Business: None.

New Business: None.

Closed Session: There was a motion for a Closed Session at 8:20 p.m. by Ms. Bergstrom. Second by Ms. Massey. The Board came out of closed session at 8:46 p.m.

Motion to Adjourn by Mr. Seveska. Second by Mr. Elmer.

Adjournment: Ms. Braatz adjourned the meeting at 8:47 p.m.

Next Meeting: January 17, 2018 at 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland