

SMCS Board of Trustees' Meeting

Wednesday, February 20, 2018 - 6:30 pm

Present: Helen Englebert, Nancy Braatz, Gary Elmer, Kathleen Healy Osland, Lori Vegso, Kristen Bergstrom, Kim Massey, Steve Pable.

Absent/Excused: Fr. Paider Fr. Bergsbaken, Paul Seveska, Philip Kerwin, Pat Breen, Dan Engelhard, Fr. Seidl, Mary Krueger, Dustin McClone.

Guests: Mr. Pat Batey and Ms. Jeanne Lee.

Opening Prayer: Ms. Braatz began the meeting at 6:31 p.m. and led the group in opening prayer.

Open Forum: There were no guests for Open Forum.

Consent Agenda: There was not a quorum, so no vote on the Consent Agenda. Consent agenda items include: Minutes of the February executive committee meeting and Financial Sustainability Update.

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

Key Points of Focus: On January 25th, SMCS hosted Bishop Ricken's Livestream announcement of the Disciples on the Way; SMCS students engaged in Catholic School Week activities; New Board member for Board of Directors from St. John's parish recruited; SMCS Foundation structure work started; Central WI Conference denied request for SMCS to join conference; President held meeting with MJSD superintendent; Aquinas Program and WPCP information sessions held; Facilitated first ALPHA session for SMCS staff.

Curriculum and Professional Development: ALPHA Discipleship Program is part of the Disciples on the Way: A Missionary Journey into the New Evangelization of the Green Bay Diocese. All SMCS staff began the program training at the February 15th professional learning day. With respect to the Literacy Program, the elementary and middle school teachers worked together on February 15th to expand implementation and plan to work on training units scheduled for March 16th.

Admissions/Enrollment/Retention: Aquinas Program information session was held on February 12th and approximately 28 families attended. Freshman course selection night is set for February 28th. WPCP Information Open House is set for February 28th. 79 applications have been received for the April 20th WPCP deadline.

Staffing: Search for H.S. Principal continues; Sarah Pamer started February 7th as Communications Coordinator. Letters of intent went out to teachers and administrators; as of February 15th due date, only two indicated intent to retire. Katie Weber is returning as director of summer daycare. New SMCS Emergency Preparedness Plan guide will be ready in March.

Fine Arts: Z Cabaret was held on February 9th and 10th. Fine Arts Fruit Sale fundraiser ended February 9th. The H.S. Spring Musical is scheduled for March 9th, 10th and 11th.

Marketing: YTD the Annual Fund is at \$142,978. This number represents new gifts. Work is being done to prepare the Zephyr Gold Raffle Program for next year. Work is being done to explore the option of trademarking the Zephyr brand. SMCS foundation has started the process of drafting the Gift Acceptance Policy and Bylaws.

Strategic Initiative Committees:

Strategic Plan Committees: Ms. Braatz provided an update to the current Strategic Plan outline which includes work performed over the current school year and gives consideration to the Diocesan model for a strategic plan. The purpose of updating the document is for the Board of Director's meeting. A discussion was held regarding the content of the document that will be presented at the Board of Director's meeting.

Strategic Plan Refresh: Ms. Vegso provided an update on the refresh. The goal is to have the refresh completed by May, 2018 meeting for the Board to vote and approve. The initiatives and metrics need to be identified for the Community/Continuity and Marketing/Recruitment.

Catholic Identity Initiative and Committee: No update.

Marketing/Recruitment: No update.

Academic Excellence: No update.

Community/Continuity: No update.

Financial Model: No update. Summary included with meeting notice and agenda.

Monthly Committee Reports Not Contained in the Consent Agenda:

Athletics: Ms. Braatz provided the report on information from Mr. Breen. The committee met on 01/24 and discussed: 1.) potential adjustments to salaries for the coaches. Adam Bates has updated Helen on this. 2.) SMCS Athletics policy that will describe the vision and objectives of our athletic program. Adam and Pat are working on a draft.

Finance: Ms. Bergstrom provided the report. A Comparative Balance Sheet as of 12-31-2017, Balance Sheet Overview and Income Statement for the Six Months Ending 12-31-2017. Ms. Lee is going to go to the auditors to request a cash flow template for non-profits to help determine the specific reason(s) for our improvement in cash flow positions.

Governance: Ms. Braatz provided the report. Board self-evaluation needs to be completed by this Friday, February 23, 2018. Also, please consider recruiting members for the Board of Trustees.

Marketing/Advancement: Ms. Massey provided the report. Ms. Massey met with Ms. Dejno, Ms. Beisenstein-Weiss and Ms. Britt. They are meeting the first week in March as a strategic task force.

Fund Development: Ms. Englebert provided the information in the President's report.

Old Business: Parole office update. Mr. Kerwin provided a draft of the letter regarding the parole office update. Ms. Englebert will provide it to the Board to comment. It will then be provided to parents in the upcoming newsletter.

New Business: None.

Motion to go into closed session by Mr. Elmer. Second by Mr. Pable. Motion passes at 7:43. Executive Session ended at 8:57.

Motion to Adjourn by Mr. Elmer. Second by Ms. Bergstrom.

Adjournment: Ms. Braatz adjourned the meeting at 8:58 p.m.

Next Meeting: March 21, 2018 at 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland