

## **SMCS Board of Trustees' Meeting**

Wednesday, January 17, 2018 - 6:30 pm

**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, Steve Pable, Pat Breen and Dan Engelhard.

**Absent/Excused:** Fr. Paider and Fr. Bergsbaken.

**Guest:** Mr. Pat Batey and Ms. Jeanne Lee.

**Opening Prayer:** Ms. Braatz began the meeting at 6:32 p.m. and led the group in opening prayer.

**Open Forum:** There were no guests for Open Forum.

**Consent Agenda:** Consent agenda items include: Minutes from the December 20, 2017 Board meeting, and minutes of the Buildings and Grounds Committee. Motion by Mr. Seveska. Second by Ms. Bergstrom. Motion passes.

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

**Review of President's Goals:** Ms. Englebert went over the President's Goals passed by the Board for the year and her progress thus far. She discussed her efforts in the four key goals for the year. These include: Grow Enrollment through Recruitment and Retention; Financially Stable Business Model; Deliver Academic Excellence; and Advance Catholic Education. Ms. Englebert provided details on the progress on each goal and a discussion was held and questions answered on each topic.

**Key Points of Focus:** Completed Unanimous Consent Resolution for creation of SMCS Foundation; Final preparation of 2018-19 budget; received endorsement from Finance Committee; Continued work on enrollment task force engagement with small key stakeholder group; Finalization of Aquinas program and marketing plan; Team interviews for Communications Coordinator role; HS principal recruiting/screening; Re-vamping contracts for Maintenance/Housekeeping workers with Building Services Group; Supported process of high school conference movement to CWC; coverage for administrators out on leave and vacation; started remodeling process for HS commons; working on concept generation and scope of project; personally audited year end payroll; complications with new payroll service due to January 15 MLK holiday.

### **Curriculum and Professional Development:**

**Admissions/Enrollment:** Early registration closes of January 31; Ahead of targets; as of January 15, 2018, for 2018-19: SMCS retention from transition grades: Kindergarten from Pre4 – 46 of 59; 78%; 6<sup>th</sup> grade from 5<sup>th</sup> – 48 of 55 – 87% 9<sup>th</sup> grade from 8<sup>th</sup> – 53 of 66 – 80%. SMCS Retention for all grades: Elementary K-5 225 of 336 registered – 67%. MS: 111 of 167 registered – 66%; HS grades: 146 of 227 registered – 64%.

**Staffing:** Looking for sub teachers, food service aides, 4<sup>th</sup> grade teacher at St. Gabe's for .5, Communications Coordinator (four interviewed; offer extended), HS principal (one interview this week). Letters of intent are being prepared for February 1 distribution.

**Fine Arts:** Z-Cabaret fine arts fundraiser will feature SMCS alumni and fine arts supporters in a variety show as guests sit on stage to be held February 9 & 10. Clash of the Choirs is January 27<sup>th</sup> at FAEC Early Childhood Treasure Hunt at each elementary school campus is set for January 27<sup>th</sup>.

**Strategic Initiatives:**

**Strategic Plan Task Forces:** Each group will provide an update for the Board of Director's meeting in March. (Catholic Identity, Marketing/Recruitment, Academic Excellence, Community/Continuity, Financial Model).

**Catholic Identity:** No report.

**Marketing/Recruitment:** Ms. Massey provided the report. Currently, as a short term goal, the committee is trying to build a cohesive and solid view going forward along with marketing employees. The long term goal is to revisit community engagement/surveys sent to parents and teachers. Ms. Massey is working with a volunteer businessman from Alumni Nation who is assisting with a survey for our community perception and the connection with alumni.

**Academic Excellence:** No update.

**Community/Continuity:** No update.

**Financial Model:** Mr. Engelhard provided the report. With the Diocesan approval, the draft bylaws will be created.

**Monthly Committee Reports Not Contained in the Consent Agenda:**

**Athletics:** The meeting was re-scheduled to January 24<sup>th</sup>.

**Finance:** A budget worksheet was provided for the proposed budget for the 2018-2019 school year as proposed by the Finance Committee. A discussion was held regarding the budget as well as items and financial challenges not yet included in the budget. Motion to approve the proposed budget, by Fr. Larry Second by Mr. Kerwin. Motion passed. Motion by Mr. Engelhard for a resolution to acknowledge ongoing financial challenges with the inclusion of net liability improvement and further, as funds become available, not assigned to other purposes, that they be used to address the net liabilities. Second by Mr. McClone. Resolution passes.

A new subcommittee of the Finance Committee is the Technology Committee, which will be led by Mr. Kerwin.

**Catholic Identity:** Ms. Braatz provided the update. Meeting later in January.

**Fund Development:** The Annual Fund update was given as part of the President's Report. SMCS Board of Trustee Talking Points provided. Several school events are coming up Winter Escape on 1/26, Wines Around the World on 2/24, Zephyrfest on 4/21.

**Governance:** Mr. Seveska provided the report. The form for the president's evaluation is completed and will be distributed by the end of the month to the Board members.

**Building and Grounds:** The update was provided as part of the minutes in the consent agenda.

**Old Business:** None.

**New Business:** None.

Motion to Adjourn by Mr. Kerwin. Second by Mr. Engelhard.

**Adjournment:** Ms. Braatz adjourned the meeting at 9:03 p.m.

**Next Meeting: February 15, 2018 at 6:30 p.m.**

Respectfully submitted,

Kathleen Healy Osland