

St. Mary Catholic Schools Board of Trustees

Wednesday, March 21, 2018 - 6:30pm

SMCHS Room 135

Present: Nancy Braatz, Gary Elmer, Pat Breen, Dan Engelhard, Phil Kerwin, Lori Vegso, Kim Massey, Kristen Bergstrom, Steve Pable, Mary Krueger, Helen Englebert

Absent: Dustin McClone, Paul Seveska, Fr. Larry Seidl, Fr. Dennis Bergsbaken, Fr. Paul Paider, Kathleen Healy-Osland

1. Meeting began at 6:30pm Opened with a **prayer** by Nancy Braatz
2. No one present for **Open Forum**
3. **Presidents Report and BOD meeting Review:**
 - A. SMCS 2018-19 Calendar needs to be changed slightly due to event timing. Motion to approve: Kristen Bergstrom; Second: Phil Kerwin; Approved unanimously.
 - B. **Board of Directors Meeting Information:**
 - Board of Directors unanimously accepted the BOT unanimous recommendation to extend the President contract to Helen Englebert for the 2018-19 contract year.
 - Budget was approved. Helen indicated that the BOD likes the way that we do the budget process including the modified budget process. Positive feedback.
 - Subsidy Discussion: Discussions opened just prior to the BOD meeting with regard to subsidy. Discussion phase right now; Kristen Bergstrom took the initiative to gather a variety of representatives from the parishes (e.g. business managers and pastors/parish leaders). Not all were able to participate yet. Bishop asked if we were discussing the concept of subsidy amount or the formula. Fr. Larry Seidl affirmed that it is the formula that is under discussion, and that this is a local discussion with the parish and school stakeholders. The group was also able to get input from some of those who were involved in discussions from the last time around, like Howard Healy (St. Margaret Mary trustee) and Steve Siegel (former trustee and now business manager at St. Mary Parish)
 - Good feedback from the BOD meeting, including just the overall dynamic – more of a dialogue, Bishop Ricken took a few extra minutes to visit a couple of classrooms as he departed.

4. Consent Agenda: Includes: Minutes from Executive Committee meetings Feb and March; BOT January and February meetings; Technology Task Force update; Financial Sustainability Initiative update and Building & Grounds minutes. Correction made to a date; Motion to approve: Gary Elmer, Second: Kristen Bergstrom, unanimously approved.

5. Strategic Plan Initiative Committee Updates

- a) Catholic Education as an Investment
 - a. Nancy, Steve, & Mary Lou Kalas corresponded by email; no meeting or report yet, but some changes in development
- b) Recruitment and Retention (Kim Massey)
 - a. Had important discussion about the two priorities being joined, and determined that it makes more sense for them to be focused on separately.
 - b. Recruitment has overlap with marketing, and there will be further attention on the marketing plan going into April. There are gaps in how it is being conceived and implemented, especially given the dramatic changes in marketing overall in today's environment.
 - i. Some good successes to build on already

- ii. Had a brief sidebar on recruitment, enrollment, financial models, and how there need to be even greater urgency / priority especially in pre-school
 - iii. Helen indicated that at this stage, there are some positive things in enrollment (e.g. looks like growth in pre-school, better retention for Grades 5 to 6)
 - iv. Requested update on enrollment at the May 16 BOT meeting. Keep in mind that the pre-school registrations tend to come in at the last minute, which can be frustrating for projections. Dual registrations are also a factor.
 - v. Requested (probably for May) that the SMCS marketing staff come in to share more of their comprehensive strategies, and how we can support those efforts. (Not all strategies are in place, but would like to have a conversation about priorities, emphasize board support, etc.)
- c) Financial Model (Dan Engelhard)
- a. Newly updated task force members
 - b. Dan pointed to some good trends both in getting as accurate a picture as we can, as well as a generally more healthy financial picture
 - c. Strategy had been to create a surplus and use it to pay down the debt. However, there are a lot of other competing priorities. Updated approach is to make sure we fund the important priorities appropriately, and then place more emphasis on third source funding to help pay down debt.
 - d. Dan walked us through the email and attachments with regard to the Foundation
 - i. BOT had voted for the creation of the foundation almost a year ago, and then got approval through Diocese / Bishop with Unanimous Consent Approval
 - ii. Worked with committee as well as legal counsel to put together the foundation documents. (for incorporation, bylaws, would put everything in motion)
 - iii. Dan had also proposed a motion in his email that he expects to make in April, which will basically be an approval of the documents. He is seeking any feedback on that prior to April 6 if possible.
 - iv. After BOT approval, it would then go again to the Board of Directors.
 - v. Dan offered to stay for further clarifications (esp. for new BOT members)
 - e. Kristen raised a question in terms of the overall workload on the financial side, especially with the potential added responsibility of the Foundation. Brief discussion of Business office staffing.
- d) Academic Excellence
- a. Pat Batey was able to give a summary of some of the conversation between him, Eleanor Healy, Kristen Bergstrom in terms of gathering information about the curriculum material at different levels in the elementary schools.
 - b. Should help to be organized in such a way that material can be looked at by subject area as well as by grade.
 - c. The consistency across the schools is one big plus as this is being compiled.
- e) Community and Continuity (formerly Exceptional Student Experience)
- a. This committee has absorbed the Retention priority
 - b. Absolutely looking for leadership and participation on this, because it is important, and deserves having a dedicated BOT leader for it.

Committee Reports

- 6. **Athletic** – report sent by Pat Breen via email
- 7. **Finance** – Financial statements
 - a. Kristen Bergstrom gave a summary of income statement and other areas
 - i. Generally good stable news. Line of credit has remained pretty flat
 - ii. ZephyrFest outcome has a strong impact on year end financials.

iii. Be mindful that investment numbers are quarterly, so it's effectively a 12/31/17 number

8. Fund development

- a. Annual Fund is strong this year. Some good proactive things have helped and continue to help this number.
- b. Still seeking the last of the BOT members to contribute to Annual Fund.
- c. Promoting Key Club for ZephyrFest
- d. Discussion on Diocesan and regional planning initiative for parishes and schools. Key area of focus: How are we making a difference in our community? This should be a guiding question (This comes from Bishop Ricken and the Board of Directors meeting.)
 - i. Expect to see more alignment between parishes and schools; this is an expectation of the diocese.
 - ii. What will this process look like?

9. Governance / Policy / Nominating

- a. PLEASE be sure to get names of potential BOT members to Phil or Paul
- b. There is a desire to look at ways to help incorporate technology into our meeting participation – i.e. could members participate via phone, Skype or technology? This is an issue for our ongoing Quorum Quest that occasionally crops up.
 - i. Also a factor for the Foundation board?
 - ii. What technology would be easily usable and appropriate?
- c. Discussion of other possible nominees.
- d. What SKILLS or background are we looking for in new members?

10. Marketing – no other report.

Motion made by Kristen Bergstrom and seconded by Kim Massey to go into closed session.

Motion to adjourn made by Kristen Bergstrom, seconded by Pat Breen.

Meeting adjourned at 8:44 pm.

Minutes submitted by Steve Pable