

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

Wednesday, May 16, 2018 - 6: 15 p.m.

**Present:** Helen Englebert, Nancy Braatz, Gary Elmer, Kathleen Healy Osland, Lori Vegso, Phil Kerwin, Kristen Bergstrom, Steve Pable, Pat Breen, Paul Seveska, Kim Massey and Dustin McClone

**Absent/Excused:** Fr. Paider Fr. Bergsbaken, Fr. Seidl, Dan Engelhard and Mary Krueger.

**Guest:** Mr. Pat Batey, Ms. Jeanne Lee, Ms. Kelly Beisenstein Weiss and Ms. Michelle Dejno.

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

**WPCP:** No guests were present for the WPCP Open Forum.

**Guest Speakers:** Ms. Beisenstein Weiss and Ms. Dejno presented to the Board regarding the marketing efforts for recruitment and retention. A question and answer session followed their presentation, primarily focusing on marketing plans for each school, what are the plans for the future and example marketing pieces, such as marketing for the Aquinas Program.

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

**Consent Agenda:** Consent Agenda items included the Board Minutes from April 18, 2018, Marketing Committee Minutes, Athletic Committee minutes, Finance committee reports. Motion to approve by Mr. Seveska. Second by Mr. Elmer. Motion passed.

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

**Staffing:** Teacher contracts were due on May 15<sup>th</sup>. There are 3 retirements and 4 teachers who did not return their contracts.

**Key Points of Focus:** The Servant Leadership attribute for May is Witness; SMCS faith leaders continued the Alpha Journey with a session on May 5<sup>th</sup>; work continues to develop class schedules and devise shared staffing models for next year; staff has been engaged in executing and future planning for school fundraisers; work on SMCS Foundation and Gift Acceptance policy continues to progress with legal and diocesan review and assistance; Final plans and building readiness in full gear for high school commons upgrade project; tours and visits with the local media along with development of marketing collateral and mailings to support efforts for recruitment; many May events are being held to recognize and celebrate the achievements of our students, staff and alumni.

**Admissions/Enrollment/Retention:** There are 44 currently registered for the summer program, with 11 additional kids scheduled to go on field trips on Wednesdays. 144 applications for vouchers were received with 143 of them verified. Our goal is 130 vouchers. 162 children from 95 families were given tuition assistance for next year totaling over \$350,000. Ten students qualified for the Aquinas program and 6 have accepted. Enrollment for next year is at 817 students.

**Fine Arts:** There are six different concerts between April 30 and May 10<sup>th</sup> in the FAEC. Auditions for Annie have been held for the summer Zephyr Community Players.

**Marketing:** The Annual Fund is at \$174,943.

**Strategic Plan:** Ms. Vegso provided a written copy of the updated strategic plan. Motion to Approve the Strategic Plan Refresh as presented by Mr. Seveska. Second by Mr. Pable. Motion passes.

A discussion was held regarding the involvement of the board members in the strategic task force work and board committee work. Members are asked to prayerfully consider their role on the Board for next year. Each member is asked to nominate themselves and others to specific board positions. Within 2 weeks, each person should e-mail the Board chair, Ms. Braatz, to identify which position they would like to fulfill for next year. If a member nominates an individual, a short, concise statement supporting the nomination shall be provided. The next meeting will be the vote for officers as well as the time to place board members in each of the positions on the committees and each strategic task force.

**Strategic Plan Committees:**

**Catholic Identity:** No update.

**Marketing/Recruitment:** No update.

**Academic Excellence:** No update.

**Community/Continuity:** No update.

**Financial Model:** No update.

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

**Athletics:** The report was included in the consent agenda.

**Finance:** Included in the consent agenda; However, a brief discussion was held regarding the additional expenses related to the snowstorm and audit fees and adjustments. It is anticipated, at this time, that we will finish the fiscal year within budget.

**Catholic Identity:** There is no report this month. Mr. Pable mentioned that he would like members to nominate individuals to serve on the committee.

**Governance:** Mr. Seveska provided the report. Mr. Kerwin provided a summary of current board terms. Mr. Seveska provided the report. Ms. Bergstrom accepted for her second term. There are two present vacancies, but the committee is recommending a third candidate be seated. Multiple candidates were talked to and considered. The committee is putting forth three names for consideration: Terry Jack, Ron Steffen and Bryan Rosiejka. Motion by Mr. Seveska to vote on Mr. Terry Jack, Mr. Ron Steffen and Mr. Bryan Rosiejka as Board Members for the term beginning in 2018. Second by Mr. Kerwin. A brief discussion was held regarding the number of Board members. Mr. Seveska amended his motion to approve the slate of candidates as proposed, pending compliance with the bylaws to have 18 on the board. Second by Mr. Kerwin. Motion passes.

**Marketing/Advancement:** Ms. Massey provided the report. At the recent meeting, a discussion was held questioning how many need to be on the marketing committee, and what is the diversity of the members on the committee, as well as the anticipated use to leverage a resource from Alumni Nations.

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

**Building and Grounds:** Ms. Vegso reported that a meeting will be held next week.

**Old Business:** Ms. Englebert provided an update on the foundation. The diocese indicated that a consent resolution from the Board of Directors would need to be sent to the Diocese. A form with the state is currently being processed with the Diocese and the Foundation to coordinate the reporting of acceptance of gifts as of July 1<sup>st</sup>.

**New Business:** Ms. Englebert indicated that a change needs to be made to the school calendar for next year. September 21<sup>st</sup> is a currently a day off for professional development and this is the "count" day for the DPI. The executive committee discussed moving September 21<sup>st</sup> to Monday, October 1<sup>st</sup>. The principal group did not raise an issue. Motion by Ms. Healy to move Sept 21<sup>st</sup> day to October 1<sup>st</sup>. Second by Ms. Bergstrom, Motion passed. This is a day off of school and a professional development day for staff.

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

**Adjournment:** Ms. Braatz adjourned the meeting at 8:18 p.m.

**Next Meeting: June 20, 2018 at 6:30 p.m.**

Respectfully submitted,

Kathleen Healy Osland