**SMCS Board of Trustees’ Meeting**

Wednesday, May 17th, 2019 - 6:15 p.m.

**Present**: Nancy Braatz, Patrick Breen, Helen Englebert, Kathleen Healy-Osland, Terry Jack, Phil Kerwin, Mary Krueger, Brian Rosiejka, Fr. Larry Seidl, Paul Seveska, Ron Steffens and Lori Vegso.

**Guests:** Patrick Batey, Jeanne Lee, Natalie Ripley and Scott Sherwood

**Absent/Excused:** Kristen Bergstrom, Fr. Dennis Bergsbaken, Dan Engelhard, Kim Massey, Dustin McClone, Steve Pable and Father Paul Paider

Meeting Began at 6:15 p.m.

Meeting called to order at 6:20 p.m.

**Opening Prayer:** Ms. Krueger led the group in opening prayer.

**Consent Agenda:** Committee Dashboard, Strategic Plan Dashboard, 02/08/2019 Finance Committee Minutes and 03/31/2019 Income Statement included in the consent agenda. Motion to approve by Mr. Seveska. Motion seconded by Ms. Vegso. Motion passed unanimously.

**President’s Report:**

Ms. Englebert corrected her written report to indicate that the summer Community Theater Production will be Mary Poppins not Annie.

System Staffing – Two teachers have elected to retire. Two teachers have elected to stay at home with their families. Two teachers have elected to explore options outside of teaching. One teacher is moving. Michael Bailey will be leaving. Three new teachers have been hired, one each for the three elementary schools. Jeremy Clifton has been hired as the new football coach He will also be a high school teacher. Head coaching job was posted in early February. Applications stopped being accepted by March 8th. Almost 50 applications were received. 10 applicants were reviewed further. Four were asked to do an interview with a panel. One withdrew. Needed a full time position. SMCS was able to offer Mr. Clifton a part time high school/part time technology position. He will also be our strength and conditioning coach. Communication of hire will be done before the end of school year.

Update on enrollment. Numbers are up. Working on voucher and tuition assistance. Busy month. Ms. Beisenstein-Weiss is going to conference at the University of Notre Dame on how to better serve Latino populations. Mr. Breen asked if there was a particular draw in new enrollments. Some were attracted to fine arts but it was pretty varied. Ms. Englebert said the ability to do multiple things was also a positive. Ms. Englebert asked if Enrollment Scorecard is helpful. Many thought it was. Discussions ensued on why people who came came and why people who left left and what SMCS and the Board can do better. When people are thinking about leaving we try to let them know we care and have the best-suited people address any open issues, concerns and interests.

**Committee Status:**

Thank you to Ms. Vegso for putting the dashboard together. Need to bring committee goals to resolution.

Finance: Jeanne Lee discussed several items. Corporate Credit Card policy. Needed by DPI. Generally system tries to limit use of credit cards. Motion to approve proposed credit card policy by Mr. Seveska. Motion seconded by Mr. Jack. Motion passed unanimously.

A new food service collection policy was proposed. Proposal was that the system would give out only peanut butter and jelly sandwiches to children with accounts more than $25 in arrears. It was discussed that there needs to be several respectful requests and notifications to keep bills paid before the limit was reached. Balance notifications when low positive and when negative. Food shaming issue discussed. Active discussion both for and against. Some board members raised great concern about fear of shaming. All agreed in discussion that nothing should be done before communication systems using Power School are fixed. Mr. Steffens motioned to approve policy. Mr. Kerwin seconded. After discussion, Mr. Steffens amended motion to exclude elementary school. Question arose about when first notice is given. First notice given when balance falls below positive $10. There is still uncertainty about what sort of notification system can be implemented with Power School. Amended motion voted upon. 4 ayes, 6 nays. Motion fails.

Finance goal updates reviewed. Goal of cash flow report achieved. Goal of management of activity funds to show activity balances and manage them better was discussed. Each activity should use budget form developed, should use Greater Giving credit card processing to manage events and use best practices binder that is being developed.

SMCS investment accounts will start producing a report to the Board of Trustees prior to the annual Board of Directors meeting. Ms. Healy-Osland talked briefly about risk analysis.

Catholic Identity – Ms. Braatz discussed the committee’s performance against goals. Talked about each of them. It was discussed that recommendations from all committees need to be approved by full board. Father Larry talked that both parish and school system side need to work together for things like music in churches. Implementation may take time. Father Larry made positive note of prayer before SMCS musical as the only time it has been done in his experience.

Athletics – Mr. Breen. Confirmed hiring of head football coach and strength and conditioning coach. Confirmed we will have an 8 man football season of 9 games, 4 home and 5 away. All games are on Friday night. Coaches’ handbook has been on the agenda but has been deferred for more critical items. He is hopeful it will be addressed in June meeting. Mr. Jack asked when coach is coming Ms. Englebert said week after Memorial Day. Schedule being set up of meetings with coaches of other sports and players. Mr. Rosiejka asked motivation for coming. Both spouses are from small schools in Wisconsin and wanted to get back.

Fund Development – Ms. Healy Osland reported. We are at 75% of annual fund goal.

Buildings and Grounds – Ms. Vegso reviewed Building and Grounds goals

Technology Committee – Mr. Kerwin. Discussed goal of making sure fundraising for all STEM areas was coordinated. This led to a brief discussion about coordinating fundraising,

**Old Business:**

 **Vote on Brand Elements:**  We need to learn how to tell who we are, not change who we are. Update our identity as well. Motion to approve by Mr. Seveska. Motion seconded by Mr. Rosiejka. Ms. Braatz asked if all information included regardless of color on the handout. All included. Vote taken. Motion unanimously approved.

**Update on Transfer of Funds to Foundation:**  No update. Mr. Engelhardt is out of town on business. Should be an update for June meeting.

**New Business:**

Board invited to appreciation event prior to next Board Meeting. June 12th, prior to next meeting.

Next Board meeting advanced to the second Wednesday in June.

Mr. Seveska. Mentioned that baseball is offering a middle school program. American Legion is using our name and logo. They will have two teams. They will also be offering a skills program to middle school students.

Father Larry will be here for June 12th meeting before his retirement. Father Bob will also be invited. Father Larry said this is encouraged by Diocese. Ms. Vegso asked Father Larry to emphasize involvement with Father Bob and shared with Father Larry how appreciated and valued his involvement has been.

**Executive Session:** Mr. Seveska moved to enter executive session. Seconded by Mr. Kerwin. Motion unanimously approved. Meeting entered executive session at 8:00 p.m.

Mr. Seveska motioned to leave executive session at 8:40 p.m. Motion seconded by Ms. Vegso Executive session ended at 8:41 p.m.

**End of Meeting:** Mr. Seveska motioned to adjourn meeting. Motion seconded by Ms. Braatz Motion unanimously approved. Meeting Adjourned at 8:45 p.m.

**Next Meeting:** June 12th, 2019 at 6:30 p.m. There will be an appreciation event from 4:30 to 6:00 at the High School Commons.

Respectfully submitted,

Phillip Kerwin