**SMCS Board of Trustees’ Meeting**

Wednesday, June 12th, 2019 - 6:30 p.m.

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

**Guests:** Patrick Batey, Eleanor Healy, Jeanne Lee, Amee Pable, Natalie Ripley, Ryan Ripley, Mona Sherwood, Scott Sherwood,

**Absent/Excused:** Kim Massey, Dustin McClone, and Father Paul Paider

Meeting Began at 6:34 p.m.

**Opening Prayer:** Father Larry Seidl led the group in opening prayer.

No one asked to speak at open forum.

**Consent Agenda:** Minutes of 6-7-19 Executive Committee Meeting and Minutes of 4-17-19 and 5-15-19 Board of Trustees Meeting included in the consent agenda. Motion to approve by Mr. Seveska. Motion seconded by Ms. Braatz. Motion passed unanimously.

**President’s Report:**

Ms. Englebert discussed System compliance with requirements form Wisconsin DPI and the Green Bay Diocese.

There is currently a lot of focus on recruiting. There are a number of positions to fill. Teacher openings are the number one priority. They are being picked up quickly. Two openings. Football hired. Posted Campus Ministry. Director of Business Services. Some preschool. Several staff absent for a variety of causes.

Ms. Braatz asked about System staff awards. Awards were given to Miranda Nikolai 1st Grade St. Margaret Mary; Jubilee Lauterborn, Social Studies St. Mary Catholic High School; Patrisha Hoffman, 3rd grade St. Margaret Mary and Maryann Slavinsky., Kindergarten St. Gabriel.

Mr. Seveska asked about Zephyrfest numbers. $348,000 profit. This was more than was budgeted. It was slightly less than the previous year. This was anticipated. The space we use is expensive. Other options are being explored for next year’s Zephyrfest. Cost of space is great.

Mr. Seveska asked about Annual Fund. It is both behind goal and behind last year. This year there are more donors but less money. Discussion as to this being unexpected as there are no ongoing capital campaigns. There is no clear idea as to why the amount per donor is down. Contributions are accepted through June 30th. It will be closed by July 4th. Estimate we will be close to last year but not at the budgeted $200,000.

The budget was reviewed. As discussed above, the Annual Fund is below target. Snow plowing expenses were greater than expected by about $20,000.

**Committee Status:**

**Strategic Plan Status:**

At the May, 2019 Board Meeting committee goals were reviewed. This meeting will review Strategic Plan goals.

Ms. Vegso distributed a work sheet to assist in the revision of the Strategic Plan initiatives for 2019. The revised initiatives will be circulated at the August, 2019 Board Meeting for approval. This information will then feed into the Committee goals. The heads of task forces and committees will be contacted by Ms. Vegso.

Ms. Healy-Osland walked through each area of the Strategic Plan as to what is done and what needs to be done with suggestions. Emphasized that some will need a final report to mark off the list, some will have a recommendation to vote on. She also indicated that there may need to be two new initiatives: a Parish Subsidy discussion and a study of the elementary schools. The need to address these are based, at least in part, on Father Dan Felton’s comments at the Board of Directors meeting.

**Parish Subsidy Discussion**. Discussion regarding the Parish Subsidy formula have been led by Charlene Brumbeloe. There is a need for both Board of Trustees and non-Board personnel with expertise to look at subsidy. The Board discussed whether these discussion need to be split into separate working teams. The Parish business managers might be one of several working teams. The different issues which have arisen (subsidy formula, cost savings opportunities, etc.) might be better addressed by splitting them between these different working groups. Mr. Seveska made a motion to create a group to move forward with exploring possibilities regarding Parish investment and subsidy as part of the financial stability strategic task force. Motion was seconded by Ms. Bergstrom. Mr. Engelhard expressed concerns about this flowing through financial stability. Ms. Healy-Osland shared discussion at the executive committee meeting. There was general agreement that where this group would fit in the existing Strategic Task Force/Board Committees does need to be defined currently but no one wants to lose the entire summer. Mr. Engelhard pointed out that next year is his last year. The Board will need someone else to lead this initiative. This is especially true if Mr. Engelhard becomes head of the SMCS Charitable Foundation. Mr Seveska amended the motion to exclude newly formed group from necessarily being part of Strategic Task Force Financial Stability initiative. Ms. Bergstrom seconded the amended motion. Brief discussion about the urgency of this matter. Motion passed unanimously.

Ms. Vegso, based on discussions, said the old Strategic Task Force Initiatives and goals will remain the same for now but need to be reevaluated and new ones picked where necessary. Some of that will happen at this meeting and some at our meeting in August.

There was a motion made by Mr. Seveska to form a working group/exploratory committee on how the system delivers sustainable education which will report quarterly or more frequently. Language of motion above was the result of discussions regarding reporting frequency and goals of the working group. Ms. Bergstrom seconded the motion. Mr. Engelhard led discussion about where this group should report. For now it will be to the Executive Committee. Brief discussion also occurred at this time that the Strategic task Force Financial stability initiatives may be led by multiple people rather than one. Brief discussion that the committee will set objectives. Motion passed unanimously.

**Strategic Task Force - Academic Excellence.**

Ms. Bergstrom gave an update on Strategic Task Force - Academic Excellence.

- Dashboard updated and circulated

- Deep Dive Schedule Done

- Budget will need to be made to implement initiatives relating to materials and professional development. Need a full model. Ms. Brumbeloe working on model. Should be able to be shared by end of summer.

- Ms. Braatz pointed out that there is no specific budget item to fund these in next year’s budget

- Budget is a priority

- Group will work over summer.

The Task Force is finding curriculum continuity and consistency challenging. Grades 6 through 12 are doable as we have only one facility for each of these grade levels. Elementary grades are more difficult. There is room for a variety of timing and sequencing of concept introduction, especially in science and social studies. They will be moving to a “band” approach. Concepts will need to be introduced during certain “bands” of time. This allows school flexibility. New approach gives high degree of confidence this will be done quickly. Mr. Batey spoke and said that the Task Force is looking to expand their numbers. Going forward, this group should be forward looking at academic excellence, the Committee (with outside people) and staff groups working together.

**Strategic Task Force - Community and Continuity**

Ms. Bergstrom gave an update on Strategic Task Force – Community and Continuity.

- Learned a lot over the course of the year from family interviews

- List of ideas/issued amassed. Some outside of scope of committee.

- Some of the ideas need to be farmed out to existing committees and other Strategic Task Force initiatives.

- They will use this summer to reset.

- Parts will need to be parceled out. One challenge is the group did not have ability to effectuate change.

**Old Business**

Mr. Engelhard discussed the school study. He led year-long study in 2008 looking at facilities and would be happy to share with the group that is formed.

Mr. Pable asked who is in charge of the Foundation now that gift acceptance policy (GAS) has been passed.

Mr, Seveska wanted us to pause and reflect and be proud of how much we have accomplished in the last 12 months. The people in this room, the people on the committees and the people who have donated time talents and expertise. Future will be bright due to the foundation we have made. Ms. Vegso has done a great job keeping us on task with the strategic plan.

Mr. Jack reiterated comments on Athletic Committee taking a larger role in the Athletic program and mentoring the Athletic Director. A topic that has taken a large amount of time, is important and has opportunity for greater effectiveness. There needs to be cohesiveness through the whole system within each program and the system needs to be bold. There needs to be clarity about expectations around participation by students and involvement of parents. The Athletic Committee needs to be stronger and more active. There needs to be a revised and amended athletic charter. Mr. Jack would like to be head and would like to start now.

Motion to have the new athletic committee head take the lead in reviewing and offering revision of Athletic Charter. Motion made by Mr. Seveska. Motion seconded by Mr. Steffens. Ms. Englebert pointed it out that it may be premature to appoint committee head before elections. Motion was amended to be subject to elections. Motion unanimously approved.

Ms. Braatz presented Catholic Identity Goals. Motion to approve by Mr. Seveska, Motion seconded by Ms. Vegso. Mr. Kerwin expressed discomfort about some of the mandatory nature of the language. Father Larry shared thought that substance should be emphasized over form. Mr. Seveska said rollout is key. Motion was withdrawn. Motion was made to pass the bold topline items in each area. Motion by Mr. Seveska. Motion seconded by Ms. Braatz. Implementation to be worked with principals

Mr. Seveska amended 1 and 2 bold. Braatz seconded. Implementation worked with Ms. Englebert. Mr. Pable suggested we read job descriptions for Athletic Director and Campus Minister. Applicants need to know that they have committees to support them. They need to know they have support. Motion unanimously approved for items 1 and 2. 3 will be reworked. Items 1 and 2 are:

1. **St. Mary Catholic Schools will prioritize the practice of prayer throughout the school day.**
2. **St. Mary Catholic Schools will prioritize the practice of prayer at all co-curricular and extra-curricular activities that are connected to SMCS.**

**Presentation of thanks to Father Larry Seidl for all he has done for the System**

**Statement of thanks and appreciation to Ms. Braatz, Mr. Breen and Mr. McClone for their service.**

Ms. Vegso shared that the marketing brand elements were presented to major donors.  The donors were very supportive of the brand elements and had just one recommendation to change a word in the vision statement.  Lori proposed we accept this recommendation and amend the Vision statement by one word.  Additionally, the tagline is still being developed (led by Jennifer Miller) and a recommendation will be shared with the BOTs.  A survey was sent out for input to the tagline and 300 plus responses were received. Ms. Vegso moved to amend the brand elements for the one word change in the vision statement.  Ms. Bergstrom seconded the motion.  The motion unanimously passed.

**Executive Session:** Mr. Seveska moved to enter executive session. Seconded by Ms. Bergstrom. Motion unanimously approved. Meeting entered executive session at 8:25 p.m. Mr. Seveska motioned to exit executive session. Ms. Bergstrom seconded the motion. Motion unanimously approved. Executive session ended at 8:53 p.m.

Motion was made to amend constitution, if necessary, to allow up to 17 elected trustees in addition to the 4 parish representatives. Motion was made by Mr. Seveska. Motion seconded by Father Larry Seidl. Motion approved unanimously. Constitution will be amended if it is determined that current language does not permit this interpretation.

Upon the recommendation of the Governance Committee, Mr. Seveska made a Motion to elect Bill Bittner, David DeWitt, Natalie Ripley, and Ron Scheier to the Board of Trustees. Mr. Pable seconded. Motion passed unanimously. Mr. Bittner, Dr. DeWitt, Ms. Ripley and Mr. Scheier are elected to an initial 3 year term with one possible additional 3 year term.

Motion was made, seconded and unanimously approved to have the Executive Committee remain the same, namely:

President – Ms. Kathleen Healy-Osland

Vice President – Mr. Steve Pable

Treasurer – Ms. Kristen Bergstrom

Secretary – Mr. Phil Kerwin

At Large – Ms. Lori Vegso

Mr. Seveska made and Mr. Steffens seconded a Motion to have the following Board Committee Chairs.

Finance: -- Ms. Bergstrom

Marketing: - Ms. Vegso

Catholic Identity- Ms. Ripley

Athletics - Mr. Jack

Fund Development – Mr. Bittner

Buildings and Grounds – Mr. Steffens

Technology Committee – Mr. Kerwin

Governance – Mr. Kerwin (in his role as Board Secretary)

Board realizes in the fall it will need to confirm heads for the 4 Strategic Task Force Initiatives. Some of the initiatives may have different people heading different parts. These initiatives are:

Marketing

Recruitment

Academic Excellence

Community and Continuity

**Father Larry Seidl led the closing prayer.**

**End of Meeting:** Mr. Seveska motioned to adjourn meeting. Motion seconded by Ms. Bergstrom. Motion unanimously approved. Meeting Adjourned at 9:05 p.m.

**Next Meeting:** August 21st, 2019 at 6:30 p.m.

Respectfully submitted,

Phillip Kerwin