

**SMCS Board of Trustees' Meeting**  
Wednesday, September 18<sup>th</sup>, 2019 - 6:00 p.m.

**Present:** Kristen Bergstrom, William Bittner, David DeWitt, Helen Englebert, Kathleen Healy-Osland, Terry Jack, Phil Kerwin, Fr. Robert Kollath, Mary Krueger, Kim Massey, Steve Pable, Natalie Ripley, Brian Rosiejka, Ron Schreier, Ron Steffens.

**Guests:** Patrick Batey, Kelly Beisenstein-Weiss, Jamie Frank, Dale Glen (Clifton-Larsen), Jeanne Lee, Bob Mittelstaedt, Nancy Van De Hey, Robert Zuengler (Clifton-Larsen)

**Absent/Excused:** Father Dennis Bergsbaken Dan Engelhard, Fr. Paul Paider, Paul Seveska, and Lori Vegso.

Prior to the meeting there was a pre-meeting with representatives of the Archdiocese and the 5 sponsoring parishes to provide an introduction to how Parish Mission Planning will incorporate the System. Notes from this pre-meeting follow these notes.

Meeting Began at 6:12 p.m.

Dale Glen and Robert Zuengler from Clifton-Larsen, the System auditors, were here to give preliminary audit findings.

Mr. Zuengler reviewed the Governance Letter and the Internal Communications Letter Very similar to last year. Very ordinary for a system our size.

Mr. Bittner asked if there is anything from a best practices standpoint they would recommend.

Mr. Zuengler answered that most of the things they would recommend the System is already implementing.

Mr. Glen reviewed the Financial Statements.

- Net Assets: Last year we had three categories, temporary restricted, restricted and unrestricted. Under new guidelines, more detail is required. Footnotes should spell out restrictions. Receivables against pledges are also considered restricted. So numbers are similar but broken out a little differently.

- Net Assets released from restriction: Under new guidelines, now more detail is needed to describe the nature of what is released.

- Expenses: In the past they were split into three categories. Now more detail on how the costs are split between the 3 categories. Allows for better tracking from year to year. Tricky part is how to allocate between the three categories.

There was a question about bad debts. In the System's case it is unpaid tuition.

There was a question about Program Expenses. These are clubs, sports, activities and such. Salaries for coaches are in the staff salaries section. Question about did we really spend \$800,000 dollars on activities? Clifton-Larsen will provide more detail to the System as to what went

under Program Expenses and Miscellaneous Expenses and where the spending on curriculum went.

The new level of detail gives more information to donors and others looking at the statements.

Note 3: Liquidity and Availability: Mr. Glen reviewed this Note. The System Net Balance is \$83,000. Last year it was a deficit. Years before that it was a large deficit. At this time of year for a System like ours it should be at or above zero.

Mr. Glen reviewed the DPI School Choice Document. 16% of System students participate in School Choice. \$992,000 was received from DPI. System eligible costs were \$1.2 million. The difference becomes part of DPI Reserve. This Reserve is the cumulative amount of the difference in eligible costs versus payments received. The total Reserve is now approximately \$900,000. This amount could be used as an offset if there were years where money received from DPI exceeded eligible expenses.

Mr. Jack asked if any schools don't have DPI reserves. Small rural schools can have an issue here where they need to send money back to the state. DPI amount changes from year to year by state. Due to size, the System has a low likelihood of finding itself needing to send money back to state. Further discussion was had on the School Choice program, its impact on the System and questions about its future. In the System, the level of participation appears to be levelling off.

6:40 Executive Session with Auditors

6:50 Executive Session ends.

Mr. Glen, Mr. Zuengler, Ms. Frink and Ms. Lee leave.

Ms. Healy Osland calls the regular meeting of the Board of Trustees to order at 6:51 p.m.

**Opening Prayer:** Ms. Healy-Osland led the group in opening prayer.

**Mission Statement and School Vision:**

Mission Statement: "Preparing and inspiring students to lead meaningful lives, rooted in the teachings of Christ and our Catholic tradition."

School Vision "To be celebrated as the school system where students discover and develop their God-given talents and experience success through learning, faith and service."

No one asked to speak at open forum.

**Consent Agenda:** The following items were circulated prior to the meeting and were included in the consent agenda.

- Minutes of 09-06-19 Executive Committee Meeting
- Minutes of 08-21-19 Board of Trustees Meeting

- Minutes of 09-11-19 Building and Grounds Committee Meeting
- Minutes of 09-2019 Catholic Identity Committee Meeting
- Minutes of 09-2019 Athletic Committee Meeting
- Minutes of 09-13-2019 Finance Committee Meeting

Motion to approve by Mr. Rosiejka. Motion seconded by Mr. Steffens. Motion passed unanimously.

Prior to updates of the Strategic Task Force Initiative and review of Committee goals, Ms. Healy-Osland informed the Board that going forward those items would be addressed prior to the President's Report. Mr. Kerwin and Ms. Healy-Osland described a new method of presenting Strategic Task Force and Board Committee reports. Going forward, the leads of the Strategic Task Force Initiatives and Committees when giving reports will decide what is being shared for information purposes and what is being shared for discussion purposes. Feedback on items being shared for information will be received by the lead but not lead to an open Board discussion. Items shared for discussion will be put on the agenda if possible prior to the meeting. If something arises which needs full Board discussion it will be discussed at the next Board meeting unless the appropriate lead decides it needs to be discussed immediately.

#### **Strategic Plan/Task Force Status:**

##### **Strategic Task Force - Recruitment. (Lori Vegso)**

No update beyond what is in the dashboard. Question were asked about rolling out new marketing tagline and mission statement. The System is rolling them out as items come up for renewal and reprinting. They would appreciate input if you see the tag line and mission statement not rolled out somewhere it should be rolled out.

##### **Strategic Task Force – Financial Stability. ()**

No update beyond what is in the dashboard.

##### **Strategic Task Force - Academic Excellence. (Kristin Bergstrom)**

- Mr. Schreier has been on-boarded
- They are discussing changing the name of Academic Sustainability to Academic Delivery and Advancement Study to avoid the misconception that they are trying to make things static rather than evolving.

##### **Strategic Task Force - Community and Continuity. (Kristin Bergstrom)**

- Jennifer Miller will be getting the questionnaire about retention.

#### **Committee Status:**

Each committee's goals were reviewed.

##### **Athletics (Terry Jack)**

Mr. Jack mentioned that after conversations with the new Athletic Director that the timing of goal completion may be longer. Question about goal to find an intern and whether that position is paid or unpaid. It will not be a student teacher. The Athletic Committee is studying feasibility and whether it will be paid or unpaid. Discussion about whether the Board can find alternate funding for other positions in other areas. Question asked about whether AD will have oversight over non-athletic activities. The answer is yes. The activities mostly get coordinated with the AD through the school principals.

### **Buildings & Grounds (Ron Steffen)**

- No update beyond what is in dashboard and Committee meeting minutes.

### **Catholic Identity (Natalie Ripley)**

- Proposed change to goal 1. New goal is “Provide and ensure consistent prayer practices from Pre 3 through 12<sup>th</sup> grade (classroom and co-curricular) that aim to inspire and bring student’s closer to Christ.”

Mr. Rosiejka asked whether we had approved logo on clothing. Mr. Kerwin will check.

### **Governance (Phillip Kerwin)**

- After discussions with the Board, it was decided that more detail is needed in the goals. There was discussion about how much personnel type matters belong in Governance. The goals will be revised and resubmitted for approval.

### **Finance (Kristen Bergstrom)**

- No update beyond what is in dashboard and Committee minutes.

### **Fund Development (Bill Bittner)**

Mr. Bittner still in formative stage of taking over this committee. There are opportunities for crossover with Foundation. Mr. Engelhard has formulated a list of things in scope and out of scope for the Foundation. Need to find scope for the committee before committing to team and goals. Having some redundancy may be good. Delineate between Fund Development, Foundation, and Staff. Father Kollath said it would help if the priests new what funds/foundations were and what they did to give to people who came with that question at funerals or end of life planning. General agreement. Lots of opportunity with Baby Boomer wealth.

### **Marketing (Lori Vegso)**

- No update beyond what is in dashboard

### **Technology (Phillip Kerwin)**

- No update beyond what is in dashboard

Motion to approve goals as set forth in the dashboard provided that Catholic Identity goal #1 is modified as discussed above and Governance goals are not included. Motion made by Mr. Steffens. Motion seconded by Mr. Pable. Unanimously approved.

**President's Report:**

Ms. Englebert discussed the following items from the President's Report.

**Enrollment:**

Ms. Beisenstein-Weiss verified the enrollment scorecard was up to date as of today but there were a couple students that may still be coming or leaving. Ms. Englebert has been involved covering for both Development and Human Resources due to vacancy/absences. Human Resources is back now. The Development position is still open.

Improvement in feeder school and parish relationships has led to increased enrollment.

Question was asked is there a cap to class sizes in some of the schools. Not necessarily but increased numbers needs increases in resources in aides, learning specialists, etc.

It was discussed how population and needs of students is changing and will continue to change even over 10 years ago. What can we do to train teachers/administrators to handle these? How not to disrupt 19 students to attend to needs of 1 student.

The high school and middle school are designed for about 75 students per class.

Father Kollath asked who follows up with students/families that leave to find the why. Ms. Beisenstein-Weiss does that. If there is a trend it will be brought to attention of President and then Board.

Discussion of how the increase in students over the budget number will affect the budget.

In response to a question from the Board it was discussed how from time to time we do need to ask students to leave the System.

8<sup>th</sup> Grade visit day is on September 26<sup>th</sup>. Mr. Bittner asked about numbers for this year versus previous years. Ms. Beisenstein-Weiss answered that we should have more this year. When they attend, they will be asked where they are thinking of attending.

Mr. Pable asked about staff reaction to Diocesan events and initiatives. Generally well received and positive feeling. Alpha was very positive experience.

**New Business –**

Mr. Pable. Very preliminary comment. Will there be benefit/interest to having students have a role on the board or some of the committees. Ms. Bergstrom and Mr. Schreier talked about having a parent group or parent input meetings. If they work maybe extend something similar to students. Ms. Ripley mentioned that students would be welcome on Catholic Identity Committee.

**Old Business -**

None.

Father Bob Kollath led the closing prayer.

At 8:00 p.m. Ms. Bergstrom motioned for executive session. Mr. Schreier motion for executive session. Unanimously approved.

At 9:05 p.m., Dr. DeWitt motioned for the end of executive session. Mr. Schreier seconded. Unanimously approved.

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

**Next Meeting:** October 16<sup>t</sup>, 2019 at 6:30 p.m.

Respectfully submitted,

Phillip Kerwin

**SMCS Board of Trustees' Pre-Meeting**  
**Introduction to Parish Mission Planning Meeting**  
Wednesday, August 21<sup>st</sup>, 2019 - 5:00 p.m.

Barry Metzentine (Archdiocese), Todd Blahnik (Archdiocese), Steve Pable, Helen Englebort, Bill Walsh (St. Mary), Becky Castonia (St. John), Bill Biitner, Ron Schreier, Natalie Ripley, Sarah Van Frachen (St. Gabriel) Father Bob Kollath, Jeanine Leege, Father Dennis Bergsbaken, Mary Krueger, Pat Batey, Patti Fouts, Sandra Piotrowski, Ron Steffens, Brian Rosiejka, Phillip Kerwin, Kristin Bergstrom, and Kathleen Healy-Osland.

Meeting called to order by Mr. Pable at 6:03 p.m.

Purpose of meeting is for Todd Blahnik, Superintendent of Schools for the Archdiocese of Green Bay, and Barry Metzentine, Director of Parish Operations and Mission Planning for the Archdiocese of Green Bay, to introduce the Parish Mission Planning to the St. Mary Catholic School System and to discuss cooperation between the System and its 5 sponsoring parishes in Parish Mission Planning.

**Opening Prayer:** Mr. Metzentine and Mr. Blahnik led us in Jubilee Prayer of the Holy Spirit.

Introductions were made around the table

Mr. Metzentine distributed a 6 page hand out describing the Parish Mission Planning process, a summary of the roll-out to date and the goals set by St. Margaret Mary and St. Mary/St. John parishes who are substantially along in their planning.

Timeline of key events that led us to this point:

- Driven by Bishop Ricken upon his arrival in 2008.
- 2011 letter from Bishop calling for fully engaged, fully alive parishes.
- 2014 Teach My People to Pray program with its tag line "Disciples on the Way"
- 2016 Vision and Mission process begun
- 2018 Catholic Schools Strategic Mission Plan.

Mr. Blahnik spoke about roll out of Catholic Schools plan. The 4 main areas of the plan are: Schools of Discipleship, Leadership and Governance, Academic Excellence, Vitality. How can we grow our Catholic Schools? Last year was first time in 20 years we saw growth in Diocese Catholic Schools. Last year growth was 2%, this year it's 1.6%. The feeling is quality of leadership at all staff levels in a school drives the growth. We are seeing traction in partnerships. How do parish and parish, parish and schools and schools and schools work together?

Now time for Parish Mission Planning. Process was broken down into a Pilot group then three blocks. The Parish Mission Planning will be followed by Capital Campaign Blocks using the same Pilot Groups and 3 Blocks.

The emphasis is on Mission!

Mr. Metzentine discussed the use of a demographic tool in the Parish Mission Planning process. He then discussed some of the findings they have had from the Pilot and Block 1 groups.

The group discussed integrating schools and schools systems with parishes in the Parish Mission Planning. Any goals involving schools should also be included in the school's accreditation process.

Talked about Parishes working together on goals. Discussion that it needs to be driven from the top down.

Parishes and schools should be looking for opportunities to collaborate with each other. This may be a key for future growth.

Mr. Schreier asked what the Archdiocese expected to be similar and different in the goals set by individual parishes.

Mr. Metzentine responded. He discussed how we are introducing this new planning process. We need a unified approach to parishes and schools. How do we enable ourselves to evangelize? How are we deepening our own faith in discipleship to allow for evangelization? How are we becoming more relevant in our communities at large?

Mr. Schreier asked do we need to focus more on outreach. Concerned about moving from internal focus to becoming missionary disciples to those not currently part of our community.

Ms. Castonia says that recognition of the challenge will help lead to solution. Awareness that there things we do as "insiders" that people not on the inside may find scary or confusing

One goal for each parish should be community focused.

Question was asked for guidance on how best do we integrate system schools with parishes? Answer was that there are many different ways. Find what works for you. Remember that this is an ongoing process.

It was suggested that a steering committee of representatives of schools and parishes might be a good approach to handle this question. This was agreed and is the next step.

Meeting ended at 6:10 p.m.