



## **SMCS Board of Trustees Meeting Minutes**

Wednesday, January 18, 2017 - 6:30 pm

**Present:** Dan Engelhard, Helen Englebert, Nancy Braatz, Lori Vegso, Pam Seidl, Paul Seveska, Pat Breen, Gary Elmer, Kathleen Healy Osland, Dustin McClone, Chris Hartrich, Fr. Seidl, Kristen Bergstrom and Mary Krueger

**Absent/Excused:** Fr. Ingold, Fr. Paider, and Fr. Seidl

**Guest:** Pat Batey

**Opening Prayer:** Ms. Braatz began the meeting at 6:31 pm and led the opening prayer.

There were no guests for open forum.

Mr. Braatz called attention to the meeting minutes from the December 21, 2016 meeting. The following corrections were made: Ms. Bergstrom was present; Mr. Seveska was not present. Ms. Seidl presented the Governance Report. Motion by Ms. Seidl to approve the minutes with the corrections. Second by Mr. Hartrich. Motion passed.

Ms. Braatz called attention to the meeting agenda. No changes were proposed.

**Report from the Strategic Plan Initiative - Academic Excellence by Ms. Healy Osland and Ms. Bergstrom.** The committee for Academic Excellence is comprised of Mr. Pat Batey, Ms. Jeannine Leege, Ms. Eleanor Healy, Mr. Mike Zuleger, Ms. Jill Ahles, Ms. Kristina Fairweather, Ms. Christina Turner, Ms. Kristen Bergstrom, Ms. Kathleen Healy Osland and Ms. Helen Englebert. The committee has been meeting since Spring 2016. The first objective of the committee was to solicit input from both teachers and parents. To that end, much of the time over the summer was dedicated to writing two surveys to those two groups. Two teacher surveys were taken by 78 and 51 participants, respectively. The parent survey was sent to all system families. Over 300 families participated in responded to the survey. Summarized results of the parent survey were provided to the board. The committee is meeting to summarize the next steps based on the results of the first teacher survey. This will be provided at the February Board meeting. The committee will also discuss the method for providing the results of the surveys to the teachers and parents.

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

**Curriculum and Professional Development:** James Schueller from the Diocesan Department of Education has put together a task force to begin looking at grading and assessment. We are in the process of developing a Diocesan Grading Statement. This group will continue to meet and work toward standards-based grading. Principals have reviewed summer offerings, mostly program related. It was agreed to offer tuition assistance with "for credit" classes for families who are currently qualified through our financial aid program.

**Aquinas Gifted and Talented Program:** Principals Eleanor Healy and Jill Ahles continue with their visits to schools to look at their gifted and talented curriculum. A teaching position for our gifted and talented program has been posted.

**Enrollment:** Early Registration ends on January 31<sup>st</sup>. There are currently 544 registered. The Director of Admissions and principals are working on follow-up to those current students not yet registered. Four "Pastries

with the Principal" sessions were recently hosted. The goal was to connect the elementary and middle school principals with current grade school families and do the same for middle school families with the middle school and high school principals. Attendance was better than in past years.

**Staffing:** As mentioned, the gifted and talented teacher position has been posted. A .5 business teacher search is underway. We have received inquiries about the Mental Health Counselor job description posted for the current year.

**Fine Arts:** Choir Teacher Spencer Jones has been working on the Clash of the Choir that takes place on January 28<sup>th</sup>. Director Hayden Kraus has cast the show Little Shop of Horrors for the spring high school musical and rehearsals are underway. A professional puppet for the "plant" has been rented which is a new opportunity to put high school students to work with professional stage props. PAC judges will be reviewing the show and giving our students and director constructive feedback. The show takes place March 10<sup>th</sup> through March 12<sup>th</sup>. Director Kathleen McCurdy has selected Godspell for the middle school musical that will take place April 21<sup>st</sup> through April 23<sup>rd</sup>.

**Business Services:** A top priority for the technology group is finding solutions for the new technology and demands of PLTW. Lynn Graves is responsible for winning 1 out of 3 national prizes which included a \$16,000 piece of equipment for St. Margaret Mary's. With respect to tuition, we are preparing the calendar year end statements for parents for tax purposes.

**Fund Development:** Jumbo Gumbo is being replaced by a new and exciting event that will include Zephyr Alumni. This is set to be held November 11<sup>th</sup> at Waverly Beach. A committee has been formed to brainstorm the details. Year to date, the annual fund has raised \$116,000. A phone-a-thon is scheduled for February and a second appeal is set for March.

**Executive Committee Report:** Notes were provided for the report. The Executive Committee discussed the major gifts policy, the gifted and talented program and the requirements for the Corporate Board meeting on March 15<sup>th</sup> at 10:00 a.m. The committee also discussed the state of the schools presentation. A short discussion was held regarding the best way to communicate information to our families and the history of the state of the schools presentation.

**Athletics:** Mr. Breen indicated there will be no report this month.

**Building/Grounds:** Ms. Vegso provided the report. The STEM building heating and A/C project will be finished later this month. A donation has been received to provide updates to the Chapel at the high school. Updates will include lighter walls, new carpet, and new chairs with kneelers. This will start on February 13<sup>th</sup> and will be finished in time for Ash Wednesday. The committee continues to work on the five year plan for the facilities.

**Catholic Identity:** Ms. Braatz indicated the committee will meet next week and there is no report this month.

**Finance:** Mr. Elmer provided the report. There was no finance committee meeting in January. The Board previously received the financials. Motion to approve the financial statements as presented by Ms. Seidl. Second by Mr. Seveska. Motion carries. Mr. Elmer moved to use the Miller gift funds to pay off the line of credit to save interest. Second by Chris Hartrich. Ms. Bergstrom requested an amendment that all funds used to pay the line of credit will be returned to the Miller gift account. Mr. Elmer agreed to the amendment to his motion and second by Ms. Bergstrom. Motion carries.

**Fund Development:** Mr. McClone presented the report. Jumbo Gumbo will be a new event for 2017 with a broader alumni audience. Name and scope of the event has yet to be determined. Annual fund is on the same track as last year (\$3,000 ahead of where we were at this time last year). The committee is looking into whether there is

a way to streamline fundraising events and also whether the name of the annual fund and timing should be adjusted.

**Governance:** Mr. Seveska provided the report. Two significant projects are in the works. The committee recognizes that the school year, fiscal year and diocesan year occur at three separate times leading to inconsistent periods for evaluations. For example, the goals set by the Board for the President are set in September, approved in October and evaluated for the Corporate Board by February. Discussion was held about options for reporting. Secondly, Ms. Seidl will be sending out a survey monkey request to Board members to complete the assessment necessary for the report to the Corporate Board.

**Strategic Plan Initiatives Update:**

**Catholic Identity:** Ms. Braatz indicated the committee is meeting next week, so no update this month.

**Recruitment/Retention:** Ms. Seidl provided the report. The first semester mid-year retention report will be presented in February. The admissions department is expected to identify where help may be needed in the retention initiative.

**Academic Excellence:** Ms. Healy Osland provided the report at the beginning of the meeting.

**Student Experience:** Ms. Vegso indicated there is no report this month. Mr. Batey discussed a video that was created by high school staff as a gift to students for Catholic Schools Week.

**Financial Model:** Mr. Engelhard provided the report. The groups working on this initiative have been broken into two teams: the Steering Team and the Working Team. The Working team is comprised of Michelle Dejno, Laura Guy and Dan Engelhard. The Steering Team is comprised of the Working Team plus Helen Englebert, Nancy Braatz, Gary Elmer, Dick Bergstrom, Jeanne Lee and Chris Hartrich. The groups are looking at what legal documents would be necessary to establish a foundation and the cost for those documents. The group plans to come back to the Board at the March meeting to request approval before proceeding. Next steps include establishing a gift acceptance policy, conduct an RFP to optimize performance of funds; determine which funds are to be managed as part of a foundation; and determine what steps are necessary to transition to a foundation structure. Mr. Engelhard shared a partially redacted spreadsheet to show the number of fund accounts currently being managed.

A question was raised by Ms. Healy Osland regarding the priority of getting the funds invested. A discussion was held about the RFP process and it was determined the best course of action would be to start a sub-group to lead the RFP process.

**Old Business:** The Meitler Information Session has been scheduled by the Diocese on February 15<sup>th</sup>, the same time as the next meeting. Nancy will send out a doodle poll to see if the Board meeting should be moved.

**New Business:** None.

**Adjournment:** Ms. Braatz adjourned the meeting at 8:35 p.m. on a motion by Ms. Healy Osland. Second by Ms. Seidl. Motion passed.

**Next Meeting: February 15, 2017**

Respectfully submitted,

Kathleen Healy Osland