



SMCS Board of Trustees' Meeting

Wednesday, November 16, 2016 - 6:30 p.m.

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

Absent/Excused: Nancy Braatz, Fr. Ingold, Fr. Seidl and Kristen Bergstrom

Guest: Jeanne Lee

Opening Prayer: Mr. Breen began the meeting at 6:34 p.m. Ms. Englebert led the opening prayer.

There were no guests for open forum.

Mr. Breen called attention to the meeting agenda. The Catholic Identity committee will not present this evening. This presentation will be on the agenda for the December, 2016 meeting. The Academic Excellence committee presentation will move from the agenda in December to the January meeting. No further changes were proposed. Mr. Engelhard moved to approve the agenda. Second by Mr. Elmer. Motion passed.

Mr. Breen called attention to the meeting minutes from the October 19, 2016 meeting. Mr. Seveska moved to approve the minutes as drafted. Second by Ms. Healy Osland. Motion passed.

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

Enrollment: The registration for the 2017-2018 school year has begun. There is a tuition incentive being offered for students registering for transition grades. This incentive closes November 30th. As of November 14th, 37 students of a total of 169 students in transition grades were signed up. 150 students total were registered by November 14th, which is within expectations for this time period. A plan is in place for follow up by principals or admission department to any families not registered.

Shadow days were offered at the middle and high schools in November. 20 students visited the middle school over 4 days. 21 8th graders visited the high school over four days from 6 different schools.

Staffing: Mrs. Mary Bergman has decided to retire mid-year. Jeana Johnson will remain as a long term substitute until the end of the year. Mrs. Bergman was part-time in the 4th grade at St. Margaret Mary elementary school.

Fine Arts: The Fine Arts Corporate and Friends sponsorship campaign was a huge success. Over \$30,000 donations were pledged. The signage for the FAEC theatre lobby and website are being updated to thank donors. Bylaws have been drafted for the Zephyr Fine Arts Boosters (Z-FAB). The recent performance of the Zephyr players (Murder Can Be Habit-Forming) was seen by multiple sold out audiences at the Miron Forensic Theatre.

Business Services: The Finance Committee continues to work on the 2017-2018 budget. The tuition increase has not yet been determined. A survey and needs request was conducted regarding document cameras for classrooms. A savings was realized in a bulk, rather than individualized order.

Fund Development: Meet Me in the Middle was \$27,200. This was an increase over last year's profit of \$19,000. The committee has agreed to hold the event again next year. Brewfest is holding a post-event evaluation tomorrow. The estimated profit is \$14,000. Jumbo Gumbo was held the Friday prior to the meeting. No financial information is available. Zephyrfest planning is in full swing. The Annual Fund year to date is at \$38,400. There are plans to prepare giving and spending guidelines that benefit the system. They are in the planning stages.

A brief discussion was held regarding the attendance at various fundraisers, whether Jumbo Gumbo will continue in its current form and making sure a plan is in place to receive this third source funding.

Executive Committee Report: Minutes were provided by Ms. Braatz prior to the meeting.

Athletics: Mr. Breen provided the report. Fall sports banquets were recently held. The softball field is nearing completion. Athletic Director Adam Bates is working on a plan for improvements to the weight room. Basketball teams have recently begun practicing.

Building/Grounds: Ms. Vegso provided the report. A 5 year plan for the facilities will be completed in early January. It will include options for low, medium and high needs. A known need right now is the heating and air conditioning unit in the STEM center needs to be upgraded.

Catholic Identity: No report this month.

Finance: Mr. Elmer provided the report. The Finance Committee is in the process of analyzing the tuition costs for next year. A recommendation for tuition for 2017-2018 will be presented at the December BOT meeting. A discussion was held regarding the cost per pupil at each school, the reasons for and against various increases at different grade levels and the costs of competing school districts. A copy of the parish subsidy agreement was provided. There are no changes to the subsidy agreement.

Fund Development: Ms. Seidl noted the update for the Annual Fund was provided as part of the President's Report. The goal for the year is \$220,000; the 2016-17 modified projection is \$200,000.

Governance: No report.

Strategic Plan Initiatives Update:

Catholic Identity: No update.

Recruitment/Retention: Ms. Seidl provided the report. There is no update since the last meeting. The committee is working with the Admission staff, who is focused on the early enrollment.

Academic Excellence: Ms. Healy Osland provided the report. Two surveys went to teachers and one survey was sent to parents. The response to all three surveys was considered a success. The teacher surveys had results of 78 and 51, respectively. 345 responses were received in the parent survey. The results of these surveys will be presented first to the principals and then at the January BOT meeting.

Student Experience: Ms. Vegso provided the report. This committee just finished the homecoming survey and is working on the "Forever Zephyr" program. The Zephynator costume was recently cleaned.

Financial Model: Mr. Engelhard provided the report. The committee believes the financial reporting the board is much improved. Ms. Braatz and Mr. Elmer are working on a report that can be presented at future board meetings to allow the board to determine whether the system is "on track" under the current budget. It is anticipated this update would be given quarterly. A discussion was held regarding the policies that the committee is working toward with respect to gifts received by the system, the Board's oversight and adopting of a policy statement both for gifts received by the system and endowed funds. Though not a specific Board directive, based on the

discussion, the committee will likely also discuss and proposed how the reporting of the General Endowed Funds could be completed in the future to allow for appropriate Board oversight.

Old Business: Further discussion was held regarding potential policies for the Board in the acceptance of gifts to the system.

New Business: None.

Adjournment: Mr. Breen adjourned the meeting at 8:20 p.m. on a motion by Ms. Krueger. Second by Ms. Seidl.

Next Meeting: December 21, 2016. This meeting will begin at 6:15, rather than the regularly scheduled time of 6:30.

Respectfully submitted,

Kathleen Healy Osland