



## **SMCS Board of Trustees' Meeting**

Wednesday, December 21, 2016 - 6:15 pm  
SMCHS IMC

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

**Absent/Excused:** Fr. Ingold, Gary Elmer, Fr. Paider, Dan Engelhard, and Paul Seveska

**Guest:** Jeanne Lee, Pat Batey

**Opening Prayer:** Ms. Braatz began the meeting at 6:22 pm and led the opening prayer.

The Board was available at 6:15 for any parent who may have questions regarding the WCPC program. No guests were present. There were no guests for open forum.

Mr. Braatz called attention to the meeting minutes from the November 16, 2016 meeting. Ms. Englebert corrected a misspelling of Mr. Engelhard's name; that the early registration deadline was open to January 31<sup>st</sup>; and that the transition grade incentive closed as of November 30<sup>th</sup>. Ms. Vegso identified that she should have been listed as the Student Experience representative. Motion by Ms. Seidl to approve the minutes with the corrections. Second by Ms. Krueger. Motion passed.

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

**Report from the Strategic Plan Initiative - Catholic Education as an Investment by Ms. Braatz.** The committee is comprised of Mary Lou Kalaus, Molly Griffin, Sue Simonsen and Nancy Braatz. The description of the committee has been modified slightly. The term "future catholic" has been replaced with "dynamic Catholic disciples." The committee is focused a number of initiatives: 1) when media releases are written, there will be an effort to identify student by parish; 2) engage parishes to support monthly Eucharistic adoration which takes place first Friday of the month during the school year; 3) coordinate designated service days for parishes; and 4) conquer misperceptions at the parish level regarding SMCS (i.e., schools are a financial burden, Faith Formation is the same as Catholic Education, etc.). Next steps include: 1) identifying local business partners/ benefactor organizations that have allowed the school system to thrive over the past 5-10 years; 2) Identify the key civic organizations that have strong alignment with our beliefs and support system; and 3) establish a business advisory group utilizing parishioners and system connected individuals that recognize the value of the system and the unique educational experience that we offer.

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

**Curriculum and Professional Development:** The December in-service day focused on literacy. The facilitator, Erin Loritz from CESA 6, taught and modeled several instructional strategies. Ms. Loritz also observed several elementary schools.

**Aquinas Gifted and Talented Program:** The administrators are in the process of developing a gifted and talented program that will operate as a school within a school. This would be a blended classroom of 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade student in a more challenging curriculum and project based learning. Students could come from within or outside the system. The specifics of eligibility criteria for the program will be forthcoming. A job description

has been created for the teacher. The location will be St. Mary Elementary School. All principals are excited to offer this program.

**School Calendar 2017-2018:** Ms. Englebert presented the proposed calendar for the 2017-2018 school year. A brief discussion was held about the dates. A modification was made to the proposed calendar that allowed for a day off on December 4<sup>th</sup>, rather than December 8<sup>th</sup>. Ms. Healy Osland moved to approve the proposed calendar with the modification. Second by Ms. Bergstrom. Motion carried.

**Enrollment:** There are currently 430 students registered for the 2017-2018 school year. The transition grade incentive has closed. There are 37 pre-K students registered for Kindergarten (out of 50 current), 47 6<sup>th</sup> graders registered (64 current in 5<sup>th</sup> grade) and 52 9<sup>th</sup> graders registered (54 current in 8<sup>th</sup> grade). 11 freshman registered are from outside the system.

**Staffing:** There were no transfers/changes/hires since the last meeting.

**Fine Arts:** The Christmas Concert series was a great success. This was the first opportunity to distribute the new Fine Arts program across the entire community of families at 5 schools. Mr. Rhex Arboleda led “3 Wise Men and a Baby.” Mr. Dave Sawall and Ms. Pamela Barnhill continue to grow the band program with 62 in middle school band and 47 in high school band. The HS/MS choir has seen a large increase in participation. Mr. Hayden Krause and Mr. Spencer Jones worked with students for Spotlight Night, an opportunity for students to perform in a casual setting. Mr. Mike Bailey worked with students to use video technology to introduce songs in a video as part of the band concerts.

**Business Services:** The Finance Committee continues to work on the 2017-2018 budget. The first audit of 2016-17 was completed and the report was sent to DPI in advance of the December 15<sup>th</sup> deadline.

**Fund Development:** The 2015-16 donor report was mailed at the end of November. It can be found on the website at smcatholicschools.org under the ABOUT US tab on the main page.

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

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

**Building/Grounds:** Ms. Vegso provided the report. Multiple bids were received for a new furnace and air conditioner unit for the STEM Center.

**Catholic Identity:** Ms. Braatz previously provided the report.

**Finance:** Ms. Lee provided the report. The October financial statements were provided prior the meeting and were reviewed. The 2017-2018 was provided with a recommendation from the finance committee for approval. A discussion was held regarding the net liabilities owed by the system and if this drop in the net liabilities lined up with the Board’s directive that \$200,000 should come off the line of credit. Ms. Seidl moved to approve the budget. Second by Fr. Larry. Motion passed.

**Fund Development:** Mr. McClone provided the report. The Annual Fund is at \$71,000. The committee is looking at way to increase the Annual Fund by tying it to another effort, perhaps a match or to create buckets to designate the direction of your annual fund gift or working with students to raise AF gifts. There is planned committee meeting on the modification of the Jumbo Gumbo event.

**Governance:** Ms. Seidl provided the report. There will need to be a Board Self-evaluation. Ms. Seidl is in the process of putting that together with Mr. Seveska.

**Strategic Plan Initiatives Update:**

**Catholic Identity:** Update provided earlier in the meeting.

**Recruitment/Retention:** Ms. Seidl identified there is no report this month.

**Academic Excellence:** Ms. Healy Osland provided the report. Ms. Bergstrom and Ms. Healy Osland will be meeting with the principals to discuss the survey results. The results will be presented to the Board at the January BOT meeting.

**Student Experience:** Helen Englebert provided the report. The “4Ever Zephyr” campaign has reached its completion. 63 students received a free t-shirt for handing in cards identifying they attended 5 school events. The school taped a Mannequin challenge. The video had 8,500 facebook views with 145 shares, 453 likes and 21 comments.

**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:** The gift acceptance policy remains in the works and will be forthcoming.

**New Business:** None.

**Adjournment:** Ms. Braatz adjourned the meeting at 8:50 p.m. on a motion by Ms. Healy Osland. Second by Ms. Seidl. Motion passed.

**Next Meeting: January 18, 2017**

Respectfully submitted,

Kathleen Healy Osland