



## **TCCES Board of Trustees Meeting** Wednesday, September 21, 2016 - 6:30pm

**Present:** Paul Seveska, Pat Breen, Dan Engelhard, Lori Vegso, Pam Seidl, Gary Elmer, Nancy Braatz, Helen Englebert, Fr. Larry Seidl, Kathleen Healy Osland, Kristen Bergstrom

**Absent/Excused:** Mary Krueger, Dustin McClone, Chris Hartrich, Fr. Paider, Fr. Ingold

**Guests:** Jeanne Lee, Michelle Dejno, Laura Guy

**Opening Prayer:** Ms. Braatz began the meeting at 6:34 pm and led the opening prayer.

There were no guests for open forum.

Ms. Braatz called for approval of the August meeting minutes. Ms. Seidl moved to approve the minutes. Second by Mr. Elmer. Minutes approved.

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

An update regarding the Financial Model portion of the Strategic Plan was introduced by Mr. Engelhard. With the assistance of Ms. Guy and Ms. Dejno, a presentation was given regarding Major Gifts/Major Funds. The goals of this committee were reviewed, including: Establish a financial framework; Ensure agreement for operating surplus and reduce net liabilities; major gifts/planned gifts and define a system for financial contingencies. It is the major gifts/planned gifts portion of the committees' goals that was the focus for this meeting. The purpose of the presentation was to increase the awareness of the work of the committee, educate the Board of Trustees on the major funds already within the system, ensure alignment with other BOT objectives and ensure coordination with other strategic initiatives.

The scope of the work of this committee includes major gifts, estate gifts, endowed funds, capital campaigns, restricted gifts and unrestricted gifts. The challenges for the committee include: approximately 50 funds with small balances; allocation of funds and clarification of administrative process; fund management and performance; donor intent review; foundation structure complexity; and lack of endowment funds for operating expenses. Currently, the funds are primarily managed through the SMC foundation at the Diocese of Green Bay and Associated Bank.

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

**Enrollment:** The projected enrollment was not the reality. The system is down 27 students overall from the projection that was made to the Corporate Board. This creates a net tuition variance of \$35,000. 71 students were new to the system. Retention of students continues to be an issue. Personnel costs are down \$118,000 from the approved budget.

Ms. Englebert discussed the Meitler Consultant project that is being run by the Diocese. There will be an information session at St. Patrick's on September 29, 2016 from 2:30-4:00. The project consultants will be collecting data and completing site visits. Our site visit is scheduled for October 18<sup>th</sup>. The Board and Leadership Team will be invited to meet with the consultants.

Ms. Englebert provided a handout with President's goals. These include: Strategic Plan Ownership, Strategic Goal Attainment, Financial Oversight and Performance Management.

**Executive Committee Report:** Provided prior to the meeting.

**Athletics:** Mr. Breen provided the report. Fall sports participation numbers are increased. New practice field is being utilized. The work continues on the softball field. For winter sports, there will be 3 boys basketball teams and 2 girls basketball teams.

**Building/Grounds:** Ms. Vegso sent out a charter and requested feedback or approval. She has convened a committee and conducted a walk around the facilities. They are working on a 5 year plan for updates and improvements.

**Catholic Identity:** No report.

**Finance:** Mr. Elmer provided the report. There is a projected budget shortfall of \$94,912. This includes the budgeted \$100,000 reduction in the line of credit. The committee will begin on next year's budget, but will also look to make changes to the current budget based on the shortfall created by the projected versus actual enrollment. The committee attempted a three year budget, but it is difficult to create because of the contingencies that exist due to enrollment numbers that are unknown.

**Fund Development:** Covered in President's report.

**Governance:** Ms. Braatz provided the report. Focus for this year will be on Board review that has to be done in March of 2015 and Board nominations for next year.

**Strategic Plan Initiatives Update:**

**Catholic Identity:** No update.

**Recruitment/Retention:** Ms. Seidl provided the report. Much of the recruitment and retention initiatives are relevant to the Student Experience initiative. The committees are working together to combine goals and align their efforts.

**Academic Excellence:** Ms. Healy Osland provided the report. The committee worked to create a two part survey for teachers. Part one was sent and a large number of teachers provided responses. The second portion of the survey will be sent in October. Additionally, a parent survey is in the process of being finalized by the committee and will be sent to parents in October. The results of these surveys will be presented to the BOT at the November meeting.

**Student Experience:** Helen Englebert provided the report. This committee transitioned to Jennifer Miller who is in the process of establishing the parameters around what is the student experience that is trying to be created by the system.

**Old Business:** The Fund Development and Governance committees are looking for a board member to serve as Chair.

Board Goals were reviewed: The goals presented include

1. **Strategic Plan:** Continue implementation of the 2016 Strategic Plan for St. Mary Catholic School System. Complete implementation of plan elements by second half of 16/17 school year.
2. **Fund Development:** Support fund development efforts to achieve target non-subsidy funding for system. BOT support focus in areas of:
  - a. 100% participation in Annual Fund

- b. Attendance at system fundraisers
  - c. Identification of potential donors and/or outreach to those we “know”
3. **Role of the Board:** Act as the governing body of the system, following expectations outlined in the SMCS Board of Trustees Role Description.
  4. **Governance:** Continue structured process to assess board membership with the goal of meeting the spirit of the Diocesan guidelines and identifying BOT candidates who can advance the mission of the system.
  5. **Budget:** Develop contingency plans for addressing budget challenges. Focus on strategies for reducing line of credit and increase third source funding.
  6. **Communication:** Support the system President by communicating appropriate messages to those in the system, parish leadership and the general public.

Ms. Healy Osland moved to approve the goals. Second by Ms. Bergstrom. Motion passed.

**New Business:** None.

**Adjournment:** Ms. Braatz adjourned the meeting at 8:41 p.m. on a motion by Ms. Healy Osland. Second by Mr. Elmer.

**Next Meeting: October 19, 2016 at 6:30 PM. The auditors will be in attendance.**

Respectfully submitted,

Kathleen Healy Osland