

SMCS Board of Trustees' Meeting

Wednesday, May 17, 2017 - 6:15 pm

Present: Helen Englebert, Nancy Braatz, Pat Breen, Gary Elmer, Kathleen Healy Osland, Chris Hartrich, Kristen Bergstrom, Mary Krueger, Fr. Paul Paider, Fr. Larry Seidl, Pam Seidl and Paul Seveska.

Absent/Excused: Fr. Mike Ingold, Lori Vegso, Dustin McClone, Dan Engelhard

Guest: Ms. Liz Uhlenbrauck, SMCS Director of Admissions

Opening Prayer: Ms. Braatz began the meeting at 6:17 pm and led the opening prayer.

There were no guests for the Wisconsin Parental Choice Voucher Program open forum.

Mr. Braatz called attention to the meeting minutes from the April 19, 2017 meeting. No changes were proposed. Motion to approve the minutes by Ms. Seidl. Second by Mr. Seveska . Motion passed.

Recruitment/Retention Report: Ms. Uhlenbrauck provided the report on the current registered students. This includes 83 at St Mary Elementary, 137 at St. Gabriel Elementary, 216 at St. Margaret Mary, 178 at St. Mary Catholic Middle School and 230 at St. Mary Catholic Middle School. Ms. Uhlenbrauck also provided information regarding the marketing for the Wisconsin Parental Choice Voucher Program Marketing (WPCP). We currently have 96 voucher students in the system. The system received 135 applications for the 2017-2018 school year and of those 128 were verified and qualified for a voucher.

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

Curriculum and Professional Development: The teachers received a review guide to use in order to help identify the pros and cons of the literacy programs. Teachers will be invited to evaluate and assist with a final recommendation. Additionally, the AdvancedED High School Accreditation site visit was completed in May. The visiting team recommended re-accreditation for our high school. Two improvements that are a priority: the school must develop a student assessment system that places an emphasis on formative and summative assessments and monitors using internal data with standardized assessments; and The Board of Trustees must revise its current efforts toward the creation of a strategic plan. The current plan missed the input of several important stakeholder groups. Additionally, the current plan addressed key goals, but lacks identifiable action steps and specific criteria that will allow the school to measure the plan's success. The strategic plan should guide all major decision making involving large school projects – both capital and curricular.

Aquinas Gifted and Talented Program: Despite significant efforts, the system was unable to secure an instructor to begin this initiative for the 2017-2018 school year. Administrators, independent consultants and SMS teachers will spend the next year developing the program.

Enrollment: A dashboard from the Recruitment and Retention task force was provided.

Staffing: There are several retirements: Eleanor Healy; Nancy Stevenson; Mary Bergman; Val Vancle and Sue O'Connell. Jess Ott and Karen Fahley will not return. Hayden Krause, Jill Ahles and Sue Peters will have expanded roles. There are interviews being conducted for the high school principal, human resource generalist and Zephyrfest coordinator.

Fine Arts: The SMCHS band performed at a WSMA concert festival and received first ratings. The SMCHS forensic team competed at the state meet in Madison.

Business Services: Employment letters for at will employees are being distributed this week. A technology plan is being updated and a technology fundraising campaign is being prepared.

Fund Development: Currently at \$170,000 with commitments. Campaign ends June 30th.

Strategic Plan Initiatives Update:

Catholic Identity: Ms. Braatz provided the report. At the June meeting, metrics in evaluating catholic education as an investment will be completed.

Recruitment/Retention: Ms. Seidl provided the report. Initial focus was high school. The next focus will be the middle school, which will hopefully trickle down to the elementary school. A recruitment activity calendar is being created so there is no overlap.

Academic Excellence: Ms. Bergstrom provided the report. Ms. Bergstrom will send out the report that was provided to the teachers at the last professional development day.

Student Experience: No report provided.

Financial Model: No report provided.

Executive Committee Report: No report provided.

Athletics: Mr. Breen provided a written report. The girls' basketball team is looking for a new coach. Fitness center should be completed for the first week of the new school year. The new softball field is working well. Girls soccer and boys baseball are having very successful seasons.

Building/Grounds: Mr. Elmer provided the report. A very comprehensive 5 year maintenance plan with costs was provided for the high school, middle school, grounds, parking lots, STEM center, athletic facilities and fine arts facilities. A discussion was held about the sources for funding and use of resources.

Finance: Mr. Elmer provided the report. Operational Income Statement summary was provided. Tuition receivables continues to be on track. Zephyrfest was very successful, but the net is not yet reported. Personnel expenses are in line with projections and they anticipate a year end balanced budget. At the finance committee, there was a discussion to waive the one year rule for an employee to get a tuition discount and it could be received year one. There was also a discussion of offering 50% of the employee benefit for contract employees. These changes would be for the fiscal year 2018-2019. Motion to approve both items from Mr. Seveska. Second by Ms. Seidl. Motion carries. A question was raised about the Miller funds. A discussion was held regarding the funds that we have available for tuition assistance. The minutes from the meeting on May 12, 2017 were provided. Attorney Howard Healy resigned from the finance committee effective June, 2017 after more than 30 years of service to the finance committee.

Fund Development: This information was provided in the President's report.

Governance: The nominees for the Board of Trustees for next year were presented to the Board. A discussion was held regarding the bylaws and options presented by the Governance subcommittee. Mr. Elmer moved to endorse the recommendation of the subcommittee, which is to elect Erica Johnson to fulfill Mr. Hartrich's term (2018) and would be eligible to serve another 3 year term, and elect for a three year term Kelly Beisenstein-Weiss, Phil Kerwin, Kim Massey, and Steve Pable. Second by Ms. Braatz. Motion carries.

Marketing/Advancement: Good news/talking points were provided to the BOT members. The marketing committee will meet in June regarding providing support to the Director of Admissions in recruitment. A discussion was held to encourage board members and/or system representatives to go to the voucher listening

sessions that are occurring around the state. The marketing committee will also be focusing on providing information to respond to information in the community regarding voucher money and open enrollment.

Old Business: None.

New Business: The nominations for the officer positions are due to Ms. Seidl by the next meeting.

Adjournment: Ms. Braatz adjourned the meeting at 9:10 p.m. on a motion by Mr. Hartrich. Second by Mr. Seveska. Motion passed.

Next Meeting: June 21, 2017 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland