

SMCS BOARD OF TRUSTEES MEETING

October 19, 2016

St. Mary Catholic High School IMC

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

Absent/Excused: Dan Engelhard, Kathleen Healy-Osland, Fr. Mike Ingold, Dustin McClone, Fr. Paul Paider

Guests: Dale Glen, Jeanne Lee

Opening Prayer: Ms. Braatz called the meeting to order at 6:35 pm. Ms. Krueger led the group in an opening prayer.

Open Forum: No open forum guests.

Minutes: Ms. Krueger noted she was not present at the September meeting and asked that the minutes be corrected. Mr. Seveska made a motion to approve the September minutes with that change. Second by Mr. Elmer. Passed.

Audit Report: Mr. Dale Glen of Clifton, Larsen, Allen (CLA) provided a review of the annual audit conducted in compliance with the Wisconsin Parental Choice Program. He reviewed the management letter, audit results and Private School Choice Program Reserve Balance Report Year End 6-30-16. Mr. Glen commented that internal accounting practices had improved since the implementation of new accounting software and recommended the next step be thorough documentation of processes and procedures.

President's Report: Helen Englebert presented her President's Report, highlighting that Federal Fair Labor Standards Act reclassifications were complete and transitions were timed for compliance with the December 1st mandate. The full report, was provided in writing in advance to the Board.

Strategic Initiative Task Force Reports

Catholic Education as an Investment (Braatz): Ms. Braatz is meeting with Mr. Berg to transition the Board champion role. Group will meet at the end of the month.

Recruitment and Retention (Seidl): Ms. Seidl shared the metric dashboard results after the official third Friday in September enrollment count: Enrollment (Goal is 75 students per grade level) Current = 59.7; Retention Rate (Goal is 80% at transition grades) Current = 73%; Recruitment (Goal is 30 new students per year K-12) Current = 71. Ms. Seidl noted that the Recruitment & Retention Task Force will be refining metrics to ensure they support the end goal of growth. Metrics will be reported again at the start of the second semester. Spring metric reporting tends to give a false sense of reality since many students are double registered. The Task Force will also be working on common strategies with other Task Forces to ensure efforts are not duplicated.

Financially Sustainable Business Model (Engelhard): Ms. Braatz is working with the Finance Committee on evaluating the value of a 3-year budget vs. having a contingency plan.

Deliver Academic Excellence (Bergstrom): Ms. Bergstrom reported that three surveys are in the works. Faculty/Staff surveys on system and on professional development and academic excellence are out. A parent survey is imminent.

Delivering an Exceptional Student Experience: Ms. Englebert reported the Task Force has surveyed students on several fall activities including homecoming. The 4EverZephyr Fan Card is also being promoted and has been met with enthusiasm from students.

Committee Reports

Executive Committee (Braatz): Report and minutes were presented in advance.

Athletic Committee (Breen): No report. Committee meets November 2nd.

Building & Grounds (Vegso): Beginning a 5-year maintenance Capital Improvement Plan (CPI). Have a draft of projects that might need to be done and are getting estimates. Goal for completion of CPI timeline is January. Committee did a walkthrough of the weight room and are evaluating options for more space and better safety.

Catholic Identity (Braatz): Meeting at the end of the month.

Finance (Elmer): Mr. Elmer reviewed the Income Statement and Balance Sheet and reported that budget process is beginning. There was a question regarding Activities Fund Balances. Historically we had not accounted for in the past, but we do now as all club funds go through the Business Office. They are noted as a pre-paid liability.

A motion to approve the financial reports was made by Mr. Breen and seconded by Ms. Seidl. PASSED.

Fund Development: Covered in President's Report.

Marketing / Advancement (Seidl): Ms. Seidl shared the monthly Board talking points. Committee will have quarterly meeting in December.

Old Business: Committee leadership was discussed. Mr. Seveska has agreed to chair the Governance Committee. Ms. Vegso will serve on the Student Experience Task Force.

New Business: Those BOT members who participated in a meeting with Diocesan Education Staff and the Meitler Group consultants gave a brief overview of the discussion.

A motion to adjourn was made by Mr. Seveska and seconded by Ms. Bergstrom. The motion was approved. The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,
Pam Seidl