

**SMCS Board of Trustees Meeting
October 21, 2015
Minutes**

Present: Dan Engelhard, Kathleen Healy Osland, Father Larry Seidl, Gary Elmer, Pat Breen, Helen Englebert, Mary Krueger, Dustin MClone, Ann Rasmussen, Nancy Braatz, Chris Hartrich, Stew Koskinen, Kristin Bergstrom,

Excused: Father Mike Ingold, Father Paul Paider, Sue Pawlowski, Pam Seidl, Jeff Berg

Guests: Jeanne Lee, Pat Batey

Meeting Start: The meeting was called to order at 6:36 p.m.

Opening Prayer: – Lead by Helen Englebert

Open Forum: – No Open Forum Guests

Approval of August 2015 Minutes: Motion by Gary Elmer, second by Dustin MClone, passed unanimously.

President's Report: – Complete written report handed out at meeting; summary includes:

Curriculum

- Revised report cards better aligned
- Middle school MAP testing went well and was web based.
- First professional development day held 9/25. Steve Tyink, guest presenter, focused on “creating the customer experience”.

Enrollment

- Presented updated counts as of 10/13/15
- Recently held information nights at all schools
- Offering early enrollment program again
- Presented enrollment study of 6th and 9th grade, by feeder school, including retention
 - Getting exposure beyond typical feeder schools
 - Have a lot of work to do to understand why retention isn't better and what we can do to improve it
 - Information will feed into our strategic planning process
 - Discussion about how to expand engagement with feeder schools

Staffing

- Interviewing for two FTE's for learning specialists
- Interviewing for one FTE for Accounting/Payroll Administrator

Fine Arts

- Production of Shrek
- Several outside revenue opportunities
- Marching band approved for Christmas parade

Business Services

- Audit nearly complete
- Dale Glen will assist with enrollment testing and internal controls review

Fund Development

- Annual fund ahead of last year
- Phone-a-thon will be held 11/19
- Brewfest and Jumbo Gumbo coming up soon

Committee Reports:

Executive – Ms. Braatz shared update on the Strategic Planning process. Next meeting 11/4.

Athletics – Mr. Breen shared that gym space is a concern. Looking to add members to committee. Discussion about coordinating gym space; scheduling is to be coordinated with staff at each school.

Facilities - No report yet.

Catholic Identities - No report yet.

Finance Budget – Mr. Elmer reported

- Committee charter being developed
- Final audit report forthcoming
- Over 60 reports being generated annually
- Shared new income statement and balance sheet reports
- Discussed changes in balance sheet YOY
- Discussed how we track and understand cash flow our financial position
- Committee will evaluate developing a report(s) to show if we are on track verses the budget – P&L and cash
- Need to understand what is net positive impact of the voucher program? Discussed concerns about what will happen if the program went away. What would the financial impact be if the program ended?

Fund Development – Addressed by Ms. Englebert in the presidents report.

Governance – No report

Marketing/Advancement – Talking points distributed.

Old Business:

Finance Committee has not discussed if we can define a specific financial goal figure. The Finance Committee will discuss further at November meeting. Chris Hartrich shared a recommendation around goal setting and tracking.

New Business:

- Men's group letter was sent to BOT. They requested a metric to track Catholic Identity. This will be managed by the Catholic Identities Committee. Discussed the importance of our faith in our children's lives.
- An invitation is extended to parents of the WPCP program to attend the BOT meetings on December 16, 2015 and May 18, 2016. An invitation will be sent to families at least 30 days prior to those dates.
- Next BOT meeting is planned for 6:00 November 18.

Motion to Adjourn – Motion by Fr Larry Seidl, second by Kathleen Healy – Meeting Adjourned 7:55pm. Minutes submitted by Dan Engelhard; approved by Board of Trustees on November 19, 2015