

SMCS Board of Trustees' Meeting

Wednesday, June 20, 2018 - 6:30 p.m.

Present: Helen Englebert, Nancy Braatz, Gary Elmer, Kathleen Healy Osland, Lori Vegso, Phil Kerwin, Kristen Bergstrom, Paul Seveska, Kim Massey, Dan Engelhard, Steve Pable and Dustin McClone

Absent/Excused: Fr. Paider Fr. Bergsbaken, Fr. Seidl, Pat Breen, and Mary Krueger.

Guest: Ms. Jeanne Lee, Mr. Tim Bergstrom.

Opening Prayer: Ms. Braatz began the meeting at 6:30 p.m. and led the group in opening prayer.

Open Forum: Mr. Tim Bergstrom appeared as a guest for Open Forum. Mr. Bergstrom provided a message of thank you and gratefulness, offering his observations of the employees, students and attributes of the system as well as the work of the Board of Trustees.

Consent Agenda: Consent Agenda items included the Board Minutes from May 16, 2018, Marketing Committee Minutes, Building and Grounds committee and financial reports. Motion to approve by Mr. Seveska. Second by Mr. McClone. Motion passed.

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

Staffing: All-Staff awards and recognition gathering took place on Friday, June 1st. The following winners were recognized: St. John Baptist de la Salle Outstanding Teacher Award to Judy Blaney; St. Frances Xavier Award for Position Influence to Anne Buss; St. Anne Award for SMCS spirit to Ron DuVernay; St. Isidore of Seville Award for Promising Innovation to Hayden Kraus. Rachel Brown won the SMCS Faculty and Staff Fitness Center incentive.

Staffing Changes include: Stacy Sweetala – Aquinas Teacher, Mary Ann Slavinsky – moving from SG EC to SG K, Heather Gruber from SMM EC to SMM K. Hires include: Cathy Solowicz, Tammy Oneacre (SM .5 to SM/SG learning support), Amanda Young (SG Teacher), Justine Plemon (MS Teacher), Melanie Andersen (SM teacher), Sandy Mader (food service), Patricia Collins-Fouts (HS principal), Sandra Piotrowski (HS learning specialist), Joe Roth (HS/MS director of building and grounds). Leaving: Kathy Kellermann (SMM Teacher), Kathy Lamecker (SG teacher), Anne Buss (SG teacher), Abbey Weggel (MS teacher), Crystal Lensmeyer (HS Learning Specialist), Debra Vanderslice (food service), John Schneider (food service), Anne Marie Schmitz (SMM aide), Mary Jo Sajdak (SMM Admin Asst.), Michelle Dejno (Advancement), Shannon DeShambo (Advancement), Mark Seif (HS maintenance – will still drive the bus), Mike Zuleger (MS Principal), Stephanie Hoernke (SM Teacher), Jason Tursky (HS Dean of Students). Current Openings: PK Teacher at SG, P3 Teacher at SG, PK Teacher at SMM, EC Aide at SMM, .5 School Counselor HS, Administrative Assistant SMM, Director of Advancement SMCS, Senior Accountant SMCS, Principal MS, Dean of Students HS.

Key Points of Focus: The Servant Leadership attribute for June is Celebration! High School commons upgrade began June 1st; Work continues on the Foundation with diocesan and SMCS Board of Directors approval recently obtained; Grants totaling \$140,000 were written and submitted for June deadlines;

planning work with volunteers is taking place for 2018-19 fundraisers; staffing work is in process with a high level of recruiting, interviews and contracts being offered and accepted.

Curriculum and Professional Development: S.

Admissions/Enrollment/Retention: Enrollment went from 817 last month to 843 this month with preschool and PreK still expected to rise and STS students not yet registered in HS. Fitness Center hours for summer are: Monday/Wednesday/Friday 10:00 a.m. to noon. Monday – Thursday 5:00 – 7:00 p.m. Current students (grades 7-12) staff and alumni are welcome to use the fitness center during summer open hours. Parents of current students are welcome to use the fitness center if their children are also using the facility.

Events: Saturday, June 23rd is the annual Blue Inn Dance at Smith Park. This is for alumni from Menasha and SMC that have recreated the infamous summer dance that was a weekly occurrence during the 50s and 60s.

New Board Members: We have 15 returning members with Mr. Gary Elmer leaving the Board. We voted on a slate of 3 new members, which puts us over our bylaws for next year, which indicates the size of the Board shall be not more than 17 qualified persons. A discussion was held regarding the definition of quorum in the bylaws (Article II, paragraph 2.1

Motion by Mr. McClone to amend to the Constitution of the Board of Trustees, Article II, paragraph 2.1, to increase to increase the maximum number of Board of Trustee members to 18. Second by Mr. Seveska. Motion passes unanimously.

Discussion held to consider amending the Constitution of the Board of Trustees, Article 5, paragraph 5.3, the definition of quorum. The proposed change that is being considered is for purpose of determining a quorum, with respect to the pastor or parish leader board members, while they retain full voting rights, their absence at a meeting will not be determinative for achieving quorum at a meeting. Motion to table the discussion to allow for input from the pastors and pastoral leaders by Mr. Seveska. Second by Ms. Bergstrom.

Motion by Mr. Seveska to approve Mr. Terry Jack, Mr. Ron Steffen and Mr. Bryan Rosiejka as Board Members for the term beginning in 2018 Second by Mr. Kerwin. No further discussion. Motion passes unanimously.

Officer Elections: Ms. Healy Osland accepted the nomination for Chair; Mr. Pable accepted nomination of Vice Chair; Mr. Kerwin accepted the nomination for Secretary and Ms. Bergstrom accepted the nomination for Treasurer. Motion by Mr. Seveska to accept the candidates as nominated. Second by Ms. Vegso. Motion passed unanimously.

Filling of Positions in the Strategic Plan Task Force:

<u>BOT Committees</u>	<u>Chair</u>	<u>Other Member</u>
Executive	Ms. Healy Osland	
Finance	Ms. Bergstrom	

Marketing	Ms. Massey	
Building & Grounds	Ms. Vegso	Joe Roth
Fund Development	Mr. McClone	New Advancement
Governance	Mr. Kerwin	Mr. Seveska
Athletic	Mr. Breen	Mr. Seveska
Catholic Identity	Ms. Braatz	
Technology	Mr. Kerwin	

Strategic Task Forces

BOT Lead

BOT Committees

Recruitment	Ms. Vegso	Marketing
Financially Stable	Mr. Englehard	Finance; Building & Grounds; Fund Dev. Technology
Academic Excellence	Ms. Bergstrom	Technology
Community & Continuity	Ms. Bergstrom Mr. Pable	Athletic, Catholic Identity Pastoral Leaders

Strategic Committees

Catholic Identity: No update.

Marketing/Recruitment: No update.

Academic Excellence: No update.

Community/Continuity: No update.

Financial Model: No update.

Monthly Committee Reports Not Contained in the Consent Agenda:

Athletics: No report.

Finance: Reports included in the consent agenda. There continues to be a belief that the budget will be positive. Zephyrfest numbers are almost finalized at \$525,000 gross and \$166,000 in expenses. Ms. Bergstrom noted that an effort will be made to identify expenses or revenue that is received or anticipated in the current fiscal year and not realized on the financials until the next fiscal year. The purpose of this is to determine the most realistic number for the line of credit. Net liabilities will be determined at the end of June. Discussion was held on the current Scrip Sales, which show an increase over the same reporting period (March-April) last year.

Catholic Identity: No report.

Governance: Mr. Seveska and Mr. Kerwin will take responsibility for the onboarding process for the new members, which will include the mandatory diocesan training.

Marketing/Advancement: Ms. Massey provided additional information regarding an early childhood marketing plan through 12th grade. Ms. Massey is forming a marketing committee to help set a strategy for the marketing overview.

Fund Development: Mr. McClone provided the report. The annual fund is at \$183,217 as of the beginning of June.

Building and Grounds: Ms. Vegso provided the report. Our school system placed a grant to be eligible to receive \$100,000 for our school safety at 3 of the 5 campus buildings. Special thanks to Lori Vegso for her work on this project.

Old Business: None.

New Business: Mr. Engelhard eloquently stated a big thank you to Mr. Elmer for his years of service on the Board and finance committees and to Ms. Nancy Braatz for her two years as chair.

Motion to Adjourn by Mr. Seveska. Second by Mr. Bergstrom.

Adjournment: Ms. Braatz adjourned the meeting at 8:48 p.m.

Next Meeting: August 15, 2018 at 6:30 p.m.

Respectfully submitted,

Kathleen Healy Osland