

SMCS Board of Trustees' Meeting
Monday, March 23rd, 2020 - 6:30 p.m.

Present: Patrick Batey, Kristen Bergstrom, William Bittner, David DeWitt, Dan Engelhard, Helen Englebert, Kathleen Healy-Osland, Terry Jack, Fr. Robert Kollath, Phil Kerwin, Mary Krueger, Kim Massey, Steve Pable, Natalie Ripley, Brian Rosiejka, Ron Schreier, Paul Seveska and Ron Steffens.

Guests: Kelly Beisenstein-Weiss, Jamie Frink

Absent/Excused: Fr. Dennis Bergsbaken, Fr. Paul Paider and Lori Vegso.

Meeting began at 6:34 p.m.

Opening Prayer Mr. Bittner led the group in opening prayer.

Mission Statement and School Vision: To aid in the Board discussions, the meeting started with a reference to the Mission Statement and School Vision.

Mission Statement: "Preparing and inspiring students to lead meaningful lives, rooted in the teachings of Christ and our Catholic tradition."

School Vision "To be celebrated as the school system where students discover and develop their God-given talents and experience success through learning, faith and service."

No one asked to speak at open forum.

Motion for Meeting to be Held via Teleconference.

Motion made to allow the March meeting of the SMCS Board of Trustees be conducted via teleconference notwithstanding any provisions to the contrary contained in the Constitution or any By-Laws due to the extraordinary circumstances presented by the Covid 19 outbreak. Motion to approve by Mr. Kerwin. Motion seconded by Mr. Schreier. Motion passed unanimously.

Consent Agenda: The following items were circulated prior to the meeting and were included in the consent agenda.

- Minutes of March 6th, 2020 Executive Committee Meeting
- Minutes of February 19, 2020 Board of Trustees Meeting

Motion to approve by Mr. Seveska, Motion seconded by Mr. Schreier. Motion passed unanimously.

President's Report:

Ms. Englebert discussed the following items from the President's Report.

CORPORATE BOARD MEETING

- Ms. Englebert led a summary report of the meeting of the SMCS Board of Directors, referred to as the Corporate Board. Overall sense was that the meeting went well.
- School and parish finances were discussed.
- Ms. Healy-Osland mentioned the Diocese intends to give the System access to a computer tool called Mission Insight. Mission Insight is a tool which geographically displays people who identify as Catholic. It could be a useful tool in recruiting.
- In next six months the Diocese hopes to roll out a variety of metrics pertaining to Catholic Schools. The metrics will include 3 years of rolling date and will hopefully allow like to like comparisons between schools, parishes, school systems, etc. One challenge is that the unique nature of each Catholic School system in the diocese may make like to like comparisons a little difficult.
- The Diocese is aware that the systems would like guidance with areas like Board, Principal and President performance reviews. They are working on providing such assistance soon.
- The 18% increase in insurance costs was discussed. The Diocese indicated that it is what it is. The Diocese believes that it sent out information about the increase in insurance earlier in the school year. SMCS went back to confirm that if it was sent it was never received by the System. Since to our knowledge no system in the Diocese budgeted for this increase it is unlikely they received the information either. The Diocese is committed to better communication about such issues in the future.
- The concept of the 5 Neenah-Menasha parishes and the System sharing services was mentioned. Diocese appeared to positively react to this idea and offered to help once the System and the Parishes had studied it a little more.
- The Diocese expressed concern about the System's reliance on donors. They are very aware of our financial numbers. They see this as a risk to the System. The System representatives indicated that we, too, are very aware of this. The System knows that it will be difficult if donor support erodes. Differentiation was made between one off donations and ongoing donations. Mr. Rosiejka asked if the Diocese offered an alternative. They did not.
- The new Manitowoc tuition plan (what you can afford versus a flat rate) and Manitowoc parish funding trial was discussed. The Diocese is monitoring to see how well it works. Learnings from this trial will be shared.
- Ms. Englebert noted that the new budget does not rely on specific donor funding to fund the salary for a specific position.

COVID 19

- The staff has been amazing
- The System Steering committee has been meeting regularly. Dr. Liza DeWitt has been giving guidance on medical situation.
- Mr. Batey said the System is showing that we are more than a school, we are a family. We are trying to turn this into a positive by showing how well we handle this.
- Mr. Batey led a discussion about the effect of the COVID-19 situation on the state of Wisconsin's hours of instruction requirement.
- Because we are part of School Choice, we have a different hours of instruction requirement than would apply had we remained not part of school choice. For the days off, the

Governor has given public schools a waiver from the hours of instruction requirement. Wisconsin DPI has stated they intend to use the same protocol for School Choice schools as that approved for the public schools. DPI believes the waiver will be extended to School Choice schools in the next “batch” of legislation sent to the Governor.

- System teachers are taking and recording attendance data
- Mr. Schreier asked when we will know about waiver. Mr. Batey said he doesn't know when but DPI has indicated that we are in next wave. The System plans to maintain the attendance data it is collecting to show the hours of instruction.
- Initially, every school in the System has been allowed to do attendance how it thinks is best. Best practices will be shared as the situation continues.
- The Diocese has said that the religious school accreditation group will petition to allow one motion for a waiver for all catholic schools as opposed to each school needing to apply individually.
- Mr. Rosiejka asked about confidence in all students knowing the process.
- Ms. Bergstrom said as a parent she couldn't be more pleased. Communication has been good.
- Mr. Batey talked about ACT testing. SMCS offers it to all our Junior students. The majority of our Juniors took it March 3rd. We have waived other tests in the past. The Federal Government waived testing requirement this year. This applies only to public schools not School Choice schools. But DPI is cancelling all tests so the intent is that we won't be required to do all tests.
- Mr. Batey planned with teachers originally through April 6th. That is Holy Week. As time to return is extended, materials that week will focus on Holy Week.
- Ms. Englebert talked about beyond Easter break. The original target for a date of return is April 6th, 2020 but the System is preparing to go longer. We have virtually shut down the 5 buildings. Everyone must sign in and out and only come to the buildings if necessary. Working remotely is working. Trying to minimize risks to everyone. There has been a little issue with families dropping in for tech support. Extra cleaning and sanitizing being done.
- Current staffing remains in place through April 6th and will get paid as if they were working. After Easter break it will be wait and see. Diocese has been non-committal on policy. Some of our programs are not receiving funds, namely Afterschool Care and Lunch. There was a little surplus in the budget that is being used. Employees appreciated it. Ms. Frink has been asked to run scenarios if this extends beyond April.
- Ms. Frink affirms System should have cash flow for April. Uncertainty makes May and June more difficult. We will have to make a decision about Afterschool Care and Lunch employees.
- There have been a few questions about will tuition be discounted. Our position is school is still in session. Mr. Pable suggested that questions may be driven by financial pressures due to the shutdown.
- Mr. Seveska asked Ms. Frink if there would be any savings due to the shutdown. There is no estimate at this time.
- Father Kollath asked where we are in school year. 3Q just finished and report cards are going out.
- We are on a wait and see with the WIAA about spring sports. We will need a strategy on how to handle spring sports and how we pay coaches and charge students. Right now we are not recognizing a bump either way.

- Mr. Bittner said that we should check with parishes about meeting subsidy in April.
- Father Kollath said that they could make April but after that it would be questionable.
- Ms. Frink said that Ms. Bergstrom had checked with parishes and felt ok about April but doubts in the future.
- Mr. Rosiejka asked what would happen to graduation if school cancelled. Right now everything in May has been kept on calendar. If the situation changes it will be addressed at that point.
- Based on discussion, Mr. Batey said that it makes sense to start having preliminary discussions about a plan.
- 8th grade trip to DC rescheduled to July.
- Band trip to Italy cancelled with hopes to move to 2021.
- Powerlifting nationals moved to summer.
- Preparing for increase in requests for tuition assistance.
- For next year, School Choice is talking about extending the application period.
- Shelley Wautlet has been following up with the families.
- Goal one is get all existing families signed up.
- Brief discussion of current enrollment numbers.
- Easter insert will have to go to parish web pages
- We can't do shadowing for prospective students but it was suggested that they could talk to existing students.
- We have a deadline for tuition applications but we do accept them at all the time. Our deadline is not a hard deadline.
- Zephyrfest has been cancelled in May and the event champions are looking to move it to Thursday, October 8th, 2020. There is a question of treatment of current Zephyrfest sponsorships in terms of budget treatment. We would still do Zephyrfest in spring of 2021 as well. Current raffles we can sell until the 2nd of May and then at the event.
- Mr. Bittner working with Chris Decker to start a phone campaign for the annual fund. Put on hold due to current environment.

Committee Status: - Not discussed this meeting.

Athletics (Terry Jack)

Buildings & Grounds (Ron Steffen)

Catholic Identity (Natalie Ripley)

Governance (Phillip Kerwin)

Executive (Kathleen Healy-Osland)

Finance (Kristen Bergstrom)

Fund Development (Bill Bittner)

Marketing (Lori Vegso)
Technology (Phillip Kerwin)

Strategic Plan/Task Force Status:

Parish Subsidy Discussion:

Strategic Task Force – Recruitment (Ms. Vegso).

Strategic Task Force – Financial Stability.

Strategic Task Force - Academic Excellence (Ms. Bergstrom).

Strategic Task Force - Community and Continuity (Ms. Bergstrom).

New Business:

IN-PARISH TUITION RATE

- Mr. Bittner talked about in-parish reduced tuition rate currently offered by the System.
- The timing of his plan to implement an examination of how the System applies the tuition rate will have to change due to the COVID 19 circumstances.
- Many board members had communicated to Mr. Bittner that the parishes should decide who belongs to their parish. He agrees.
- He feels that there should be a consistent policy across all 5 parishes.
- Tabled until future meeting.
- Mr. Bittner thinks the numbers involved are in the 6 figures. That may go to the parishes through increased collection or the System through increased tuition. Right now all that is being done is requiring that people are registered parishioners. The ultimate goal is family engagement in the parishes and the System.

Old Business:

- Two candidates interviewed for superintendent. Currently the process is on hold because of the COVID 19 situation.
- We have let other candidates know we are on hold. Position is still posted as open so applications are still being received.

Executive Session: None

Closing prayer by Father Kollath.

End of Meeting: Motion was made to adjourn meeting by Mr. Seveska. Motion seconded by Mr. Schreier. Meeting Adjourned at 8:00 p.m.

Next Meeting: April 22nd, 2020 at 6:30 p.m.

Respectfully submitted,

Phillip Kerwin