

SMCS Board of Trustees – Meeting Minutes

Meeting held: August 19, 2020

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

ATTENDANCE: Kristen Bergstrom, Bill Bittner, David DeWitt, Helen Englebert, Terry Jack, Phil Kerwin, Beth Knapinski, Mary Krueger, Kathleen Healy Osland, Steve Pable, Natalie Ripley, Bryan Rosiejka, Tim Schigur, Ron Schreier, Paul Seveska, Ron Steffen, Lori Vegso

ABSENT: Fr. Dennis Bergsbaken, Fr. Bob Kollath, Fr. Paul Paider

GUESTS: Kelly Beisenstein-Weiss, Jaime Frink, Fr. Mark Mleziva

START TIME: 6:42 PM

OPENING PRAYER: Fr. Mark Mleziva

MOTION

- Mr. Kerwin made a motion to include telephonic media for the BOT meeting due to the COVID-19 pandemic.
- 2nd – Mr. Schreier
- Call to Vote – unanimous
- Motion carried.

OPEN FORUM

- No persons were present for Open Forum.

MOTION

- Mr. Seveska made a motion to approve the Minutes for the BOT Meeting held on 7/15/2020.
- 2nd – Kathleen Healy-Osland
- Call to Vote – unanimous
- Motion carried.

FATHER MARK MLEZIVA

- Fr. Mark Mleziva introduced himself to the BOT.
- Fr. Mark is the Vocation Director for the Green Bay Diocese.
- Fr. Mark will function as Chaplain for SMCS (formerly Chaplain for Roncalli) and will commute from Green Bay each Wednesday.

PRESIDENT AND SUPERINTENDENT'S REPORT – Helen Englebert, Tim Schigur

- Mr. Schigur stated that enrollment is pretty full, and that there are some potential space concerns, but such concerns are very limited.
- Mr. Rosiejka asked if SMCS has started receiving inquiries from parents of Appleton students since the announcement that Appleton was going 100% virtual.
 - Mr. Schigur responded that there have only been a few inquiries so far.
 - Ms. Englebert added that most inquiries have come from SMCS families.
- Mr. Schreier asked if enrollment numbers are set in stone.
 - Ms. Englebert responded that the numbers are not yet finalized.
- Mr. Bittner requested an update for high school attendance.
 - Ms. Englebert responded that two students have left; thus, enrollment is down from 248 to 246.
- Mr. Jack asked why people are leaving.
 - Mr. Schigur responded that some left for home schooling (but he anticipates that such students may return after experiencing home school).
 - Mr. Schigur added that students are not leaving to attend public school.
 - Mr. Schigur also stated that through the work of Kelly Beisenstein-Weiss, enrollment is actually up.

- Mr. Schigur asked if people who opt-out can come back, to ensure that virtual students are not behind.
 - Mr. Schigur stated that SMCS is recording the lessons, and teachers will personally reach-out to talk with the virtual students, so virtual students should remain on track with in-person students.
- Mr. Rosiejka stated that Mr. Schigur did a great job with the WFRV televised interview regarding “Return to School Safely”, and that Mr. Schigur represented the school very well.
 - Mr. Schigur explained the purpose of the interview to the BOT.
 - Ms. Englebert added that Kelly Beisenstein-Weiss is working with a video group for a project, and also preparing a virtual tour of the school.
 - Mr. Schigur also added that 1-2 minute videos are being prepared entitled “What’s Happening”.
- Mr. Schigur stated that he and the Staff are excited about the upcoming orientation and the start of school.
- Mr. Schigur expressed many thanks to the Staff for looking at all angles to keep kids safe and to provide high quality education.
- Ms. Englebert reminded the BOT about the upcoming Zephyrs Connect and dedication of the Zephyrs Field, and that 400 people have registered to attend so far.
- Mr. Pable stated that there have been a lot of new hires at SMCS, and that the Staff is doing a great job.
 - Mr. Schreier asked if all open positions have been filled.
 - Ms. Englebert responded that a few openings remain, and they have a plan to cover them.

DASHBOARD – Lori Vegso

- Ms. Vegso stated that everyone did a great job establishing quality goals.
- Ms. Vegso noted that items shown in red in the Dashboard require updating.
- Ms. Ripley discussed the Catholic Identity Committee and provided a handout.
 - Ms. Ripley informed the BOT that two members of the Committee have left.
 - Ms. Ripley noted that the Catholic Identity Committee is dedicated to prayer this year, which is in-line with the goals.
 - Ms. Ripley stated that the Catholic Identity Committee intends to specifically define what “Catholic Identity” means.

- Ms. Ripley stated that the Catholic Identity Committee desires to function as a consultant to other committees to incorporate our faith into our lives.

MOTION

- Ms. Vegso made a motion to approve the Strategic Plan with the goals as it stands.
- 2nd – Mr. Schreier
- Call to vote – unanimous
- Motion carried.

FINANCIALS – Kristen Bergstrom, Jaime Frink

- Ms. Bergstrom and Ms. Frink informed the BOT that the financial audit has not occurred yet, and noted that it is scheduled for the coming week.
- Ms. Bergstrom and Ms. Frink reviewed that Operational Income Statement with the BOT and noted that \$ 1.2 M will need to be capitalized for construction in progress, which is the only change that needs to be made.
- Ms. Bergstrom and Ms. Frink reviewed the Balance Sheet with the BOT, and also noted that if the PPP loan is forgiven, then the amount will be entered into the Balance Sheet.

COMMITTEE MEMBERSHIP, SCOPE AND RESPONSIBILITIES – Steve Pable, Phil Kerwin, Paul Seveska

- Mr. Pable stated that the BOT should have accurate rosters for each Committee and Task Force.
 - Please submit rosters to Mr. Pable.
- Mr. Seveska informed the BOT that the Governance Committee is working on Expectations for Trustees.
- Mr. Pable noted that each committee should consider the purpose of each committee.
 - Is the particular committee working?
 - Is it properly staffed?
 - Are there clear expectations?

- Ms. Ripley informed the BOT that there are some Diocese guidance materials available, and that she is working with Mr. Pable to obtain them.
 - Ms. Healy-Osland noted that the BOT utilized the Diocese guidance materials about two years ago, and that the Catholic Identity Committee was started as a result.
 - However, the materials have not been reviewed or updated since then.
- Mr. Bittner asked, to be clear, what is needed.
 - Mr. Pable responded with the following:
 - Is there a Chair?
 - Is there an additional Trustee on the committee?
 - Is there a Non-Trustee (*i.e.*, independent committee member) on the committee?
 - Mr. Schreier added: What is the purpose of the committee?
 - Mr. Pable added that each committee should have a Charter.
- Mr. Kerwin informed the BOT that Mr. Rosiejka has been added to the Governance Committee.
- Mr. Seveska informed that BOT that last year each committee had an opportunity to draft a new Charter, including mission, vision, how often the committee meets and a roster of members.
 - All committees (except the now-defunct Technology Committee) provided such items.
 - All Charters were unanimously approved by the BOT at that time.
 - At orientation, each BOT member receives a copy of all Charters.
- Mr. Seveska noted that a copy of all Charters should be sent to all BOT members once per year.
- Mr. Seveska also noted that a committee can change their Charter at any time and must then obtain BOT approval.

OLD BUSINESS

- No items.

NEW BUSINESS

- LEADERSHIP TRANSITION
 - The BOT had a discussion about leadership transition.
 - When such items are more defined, an announcement will be sent out.
 - Mr. Pable requested a goal of sending out an announcement by the end of September 2020.

MOTION

- Mr. Seveska made a motion to adjourn.
- 2nd – Mr. Schreier
- Call to Vote – unanimous
- Motion carried.

END TIME: 8:25 PM