

**SMCS Board of Trustees' Meeting**  
 Wednesday, June 17<sup>th</sup>, 2020 - 6:30 p.m.

**Attendance:**

Pat Batey *	P	Kathleen Healy-Osland	P	Fr. Paul Paider	E
Fr. Dennis Bergsbaken	E	Terry Jack	V	Natalie Ripley	V
Kristen Bergstrom	P	Phillip Kerwin	P	Brian Rosiejka	V
Bill Bittner	V	Fr. Robert Kollath	P	Ron Schreier	P
Dave DeWitt	V	Mary Krueger	V	Paul Seveska	V
Dan Engelhard	V	Kim Massey		Ron Steffen	V
Helen Englebert *	V	Steve Pable	P	Lori Vegso	V

**P** for Present, **V** for present by electronic means, **E** for Excused -- \* Means non-voting member

**Guests:** Kelly Beisenstein-Weiss, Jamie Frink, Mark Snyder

Meeting began at 6:45 p.m.

**Opening Prayer** Ms. Healy-Osland led the group in opening prayer.

**Mission Statement and School Vision:**

Ms. Ripley reminded us to keep the school Mission Statement in mind.

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.”

**Motion for Meeting to be Held via Teleconference.**

Motion made to allow the June 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.

**Open Forum:** Mark Snyder spoke about the need for us to open our facilities. Our students need to get together for their mental health. Right now they are going other places to meet and prepare for fall sports. Our facilities would be better than the options currently being utilized.

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

- Minutes of June 5<sup>th</sup>, 2020 Executive Committee Meeting

- Minutes of May 20<sup>th</sup>, 2020 Board of Trustees Meeting.

Ms. Bergstrom asked that the May 20<sup>th</sup>, 2020 Board of Trustees minutes be amended to correct that the parish trustees were meeting, not that parish subsidy discussions were separately occurring.

Motion to approve the minutes as amended by Ms. Bergstrom. Motion made by Ms. Bergstrom, Motion seconded by Mr. Schrier. Motion passed unanimously.

**Circulated Minutes:** The following items were circulated for communication purposes prior to the meeting:

- Finance Committee Documents.
- June Marketing Committee Report
- June Athletic Committee Report
- Proposed Changes to the Constitution for the Board of Trustees.
- SMCS Strategic Plan and Strategic Dashboard updated as of 6/15/2020
- June President's Report

### **President's Report:**

#### **COVID-19 AND THE SCHOOL**

- The big question is will we be in school in fall? When will facilities be open? Currently SMCS is in Phase 1 with everything mostly closed.
- Phase 2 will begin after July 4<sup>th</sup> and extend until Labor Day. Facilities will start to open. The System is working on procedures and waivers. The Green Bay Diocese has asked us to not share any information until after July 3<sup>rd</sup>.
- There is a Covid task force currently in place. It is forming subgroups – Learning, Connectivity and Culture. Safety and Policy. There is another already in progress on reopening. Each group has tasks and are working on plans.
- The System is also waiting on guidance from Wisconsin DPI and the Green Bay Diocese.
- Mr. Jack asked why there is no general protocol/waiver from the Diocese. The Diocese has said they are currently not leaning towards a waiver. Ms. Englebert says that there may be a different approach for activities during summer and school year.
- Mr. Pable asked about any information about where DPI was heading. Ms. Englebert said that DPI will do big decisions but not details. June 22<sup>nd</sup> date for guidance document. Hopefully Diocese will follow suit.

#### **ASSESSMENT OF SPRING STAY-AT-HOME PROCESS**

- Survey sent out to gain information for students and teachers and families

#### **ZEPHYRFEST**

- Final Zephyrfest Number \$538,739. Greatly exceeded goal. Next year's date is April 24<sup>th</sup>, 2021 at the Fox Cities Convention Center. There will be a virtual component of the event as part of every fundraiser. Strong response to virtual component at Zephyrfest and the Alumnae Day of Giving.

Mr. Bittner asked about commitment for tuition assistance for next year. How does it compare to past years and is incremental money needed? The System had allocated all its funds with the 190+ families. That is a fairly typical number compared to the last couple years. The System received 185 awarded vouchers from the School Choice program which is greater than in the past. Tuition assistance does not go to voucher students. Not all will commit to SMCS. We do predict losing 5 to 10 of those families. So, combining these two numbers indicates that there is a net increase in people asking for assistance. Ms. Bergstrom asked do we know how many families transitioned from tuition assistance to School Choice. The System does not know. New vouchers included new families but would have to check how many.

The Annual Fund amount will increase by \$24000 due to a matching donor.

Ms. Vegso commented about Pat Batey retiring at end of June and thanked him for all his service to the System.

### **Committee and Task Force Dashboard and the Strategic Plan**

Ms. Vegso led a discussion about the Dashboard and Strategic Plan. There were three documents. They have combined to two. First document is the strategic plan. A leader is needed for financial sustainability. Someone in place to keep a long term, strategic vision. Would love to see this role filled.

Ms. Vegso discussed changes to strategic plan and taskforce and committee goals.

Goals will be approved in August meeting but look really good.

### **Committee Status:**

**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).**

**Old Business:**

**GIFT ACCEPTANCE POLICY**

Discussion resumed regarding gift acceptance policy. Focus of discussion was on unrestricted gifts over a certain amount. Motion to approve SMCS Gift Acceptance Policy as is. Motion made by Mr. Kerwin. Motion seconded by Mr. Pable. Ms. Bergstrom would like the amount of unrestricted fund left to discretion of school be lowered from \$50,000 to \$25,000. Mr. Kerwin asked if we should be looking at the discretion amount as being total rather than per gift. Father Kollath said previous parishes had a formula. Mr. Bittner likes \$25,000 and some percentage going to Foundation. Mr. Bittner asked about magnitude of these types of gifts. We are talking undesigned gifts. If donor is matched interest with need, the gift is not undesigned. The number of undesigned gifts over \$25,000 in last 2 years is zero but occasionally there is one and it is significant

Policy is amended to let \$25,000 be the unrestricted amount, not \$50,000, above which the System President needs to seek approval from the Board of Trustees. 25% of gifts in excess of \$25,000 goes automatically to the Foundation. Mr. Kerwin made a motion to pass the policy as amended. Amended motion seconded by Mr. Pable. Amended motion passed unanimously but for one abstention.

**New Business:**

Ms. Bergstrom and Ms. Englebert led us through financial snapshot of system including operational versus non-operational funds.

Initial goal is to set criteria for what constitutes operational versus non-operational funds.

Budget is approved in January. The final enrollment is determined the third Friday in September. That final enrollment number is used to determine a modified budget. The modified budget is presented at October board meeting.

There are certain amounts of money raised for specific activities. Those monies are budgeted outside our normal budget process. There was discussion about how to capture those amounts and what will be included in the Executive Summary. The System is working on including more material. Mr. Kerwin asked about co-curricular activities having budgets. Mr. Bittner asked about timelines.

The next step is compiling a better overall view of the school and investments. The goal is to have these ready for the August onboarding of trustees materials.

Ms. Bergstrom talked about needing to build endowment to cover Miller fund dollars. Parish investment and teacher salaries also need to be addressed. The System needs a long-term plan to address this. All our staff and teachers are underpaid relative to other options.

Mr. Englehart agreed that building a large foundation is the key to our long term success whether it be teacher salary, parish investment, academic excellence etc.

Mr. Seveska asked that any documents that may be discussed or referred to at meeting be sent out with more time for people to look at. There needs to be time for meaningful review. Ms. Healy-Osland accepted responsibility but commended all the work on financials by Ms. Frink, Ms. Englebert and Ms. Bergstrom.

Mr. Seveska led the Board on saying goodbye and thank you to Mr. Englebert, Ms. Healy-Osland and Ms. Massey.

## 2020-2021 BOARD OF TRUSTEES

Mr. Seveska nominated Ms. Elizabeth Knapinski as a new member of the Board of Trustees. Mr. Rosiejka seconded the nomination. Ms. Knapinski was unanimously elected to the Board.

The following nominations were made for officers for the Board for the 2020-2021 year:

Chairman – Mr. Pable was nominated for Chairman by Mr. Kerwin. Mr. Pable accepted the nomination.

Vice-Chairman – Mr. Kerwin was nominated for Vice-Chairman by Mr. Pable. Mr. Kerwin accepted.

Treasurer – Ms. Bergstrom was nominated for Treasurer by Mr. Kerwin. Ms. Bergstrom would exceed limits on how many consecutive years a trustee could hold a role on the Executive Committee. Mr. Kerwin moved for a one-year waiver to the restriction. Mr. Schrier seconded. Motion unanimously approved. Ms. Bergstrom accepted the nomination.

Secretary -- Mr. Rosiejka was nominated for Secretary by Mr. Seveska. Mr. Rosiejka accepted the nomination.

There were no other nominations.

Mr. Seveska made a motion to see if the Board was comfortable with a voice vote. Mr. Schrier seconded. Motion passed unanimously.

Ms. Vegso asked who else is on the Finance Committee. Mr. Jack and Ms. Ripley will be on the finance committee to provide continuity and succession planning.

Mr. Seveska motioned to approve the slate of nominated candidates. Mr. Schrier seconded. Motion passed unanimously.

Mr. Seveska praised Ms. Vegso for participation as at-large member of the Executive Committee.

Ms. Healy-Osland praised Mr. Batey for his service.

Mr. Engelhard expressed appreciation for working with SMCS Board and how special our community is. It isn't like this everywhere. Said thank you to all of us.

Constitution changes will be addressed in August meeting.

Father Bob talked about parish investment. Tuition break if you are a member of parish. There needs to be discussion amongst the parish leaders about what that should mean. Who rightly gets the parish member discount? There will be meetings amongst the parishes It is a matter of being equitable. Goal for implementation at 2021-2022 school year. SMCS gives list of students. Parish makes determination.

#### OTHER NEW BUSINESS

- Contract out to candidate for superintendent
- Questions about personnel.
- Mr. Seveska talked about recommendation of Athletic Committee to tie Miller Grants to meeting parent volunteer shift obligation. There was discussion that there needs to be a lot of gathering of information and tracking before deciding on any approaches on how to make sure people are performing their volunteer requirements.
- Mr. Kerwin talked about budgets including volunteer demands. Father Kollath said that if we don't have support, is it an indication of too many activities?
- Ms. Englebert said that we need the correct staff involved. Ms. Healy-Osland stressed that this first needs to be approved by the Board as an objective and then approve if policy.
- Mr. Seveska added that is why he sent out the report early and bringing it up because they know several areas are affected.
- Mr. Pable said that volunteers across all System schools need to be coordinated. Ms. Ripley asked how do we enforce if Miller Fund Grant not received?
- Ms. Bergstrom had question about meeting in July. There will be an executive committee meeting in July. Will decide at that meeting and will notify whether we will ask for July full Board Meeting.

Father Kollath led the Board in a Closing Prayer

**Executive Session:** none

**End of Meeting:** Motion was made to adjourn meeting by Ms. Bergstrom Motion seconded by Mr. Schreier. Meeting Adjourned at 8:57 p.m.

**Next Meeting:** July 15<sup>th</sup>, 2020 at 6:30 p.m. or August 19<sup>th</sup>, 2020 at 6:30 p.m.

Respectfully submitted,  
Phillip Kerwin