

SMCS Board of Trustees – Meeting Minutes

Meeting held: November 18, 2020

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

ATTENDANCE:

Present: Kristen Bergstrom, Bill Bittner, David DeWitt, Helen Englebert, Terry Jack, Beth Knapinski, Kathleen Healy Osland, Steve Pable, Fr. Paul Paider, Natalie Ripley, Bryan Rosiejka, Tim Schigur, Ron Schreier, Ron Steffen, Lori Vegso

Not Present: Fr. Dennis Bergsbaken, Phil Kerwin, Fr. Bob Kollath, Mary Krueger, Paul Seveska

Guests: Kelly Beisenstein-Weiss, Gary Elmer, Jaime Frink

START TIME: 6:35 PM

OPENING PRAYER: Steve Pable

REVIEW OF MISSION AND VISION – Steve Pable

MOTION

- Mr. Rosiejka motioned to allow the November meeting of the SMCS Board of Trustees to be conducted via video and audio conference notwithstanding any provisions to the contrary contained in the Constitution or any bylaws due to the extraordinary circumstances presented by the COVID-19 outbreak.
- 2nd – Mr. DeWitt
- Call to Vote – unanimous
- Motion carried.

OPEN FORUM

- No persons were present for Open Forum.

CONSENT RESOLUTION

- Mr. DeWitt motioned to approve the Minutes of the BOT Meeting held October 21, 2020 and the Minutes of the Executive Committee held November 6, 2020.
- 2nd – Ms. Vegso
- Call to Vote – unanimous
- Motion carried.

PRESIDENT’S REPORT – Helen Englebert

- The WPCP Financial audit was finalized and submitted to DPI on October 8.
- Kelly Beisenstein-Weiss and Jaime Frink have worked to purchase a 3-year contract for a new software system that will handle enrollment, tuition management, and accounting called Blackbaud.
 - The cost for the first year is \$34,250.⁰⁰, which is actually less expensive than the current software system.
 - Blackbaud is compatible with the Diocese system.
- All school systems are moving forward with their individual school fundraisers, including St. Margaret Mary’s WAW, St. Mary’s Winter Escape, St. Gabriel’s TASTE!, St. Mary Middle School’s Meet Me in the Middle, Zephyrs Gold Raffle and Zephyrfest.
 - Zephyrfest is currently scheduled for April 24, 2021.
- This has been a very busy quarter for staffing.
 - Some people have quit, broken contracts, etc.
 - H.R. continues to fill the open vacancies.
 - The substitute teacher pool has actually experienced a slight increase (5 new substitute teachers have been added to the pool).
 - Overall, Ms. Englebert feels good about the remainder of 2020; however, she expects the 2nd half of the school year (*i.e.*, 2021) to remain a bit challenging.

- September resulted in a slight decrease in enrollment.
 - However, the enrollment is still higher than the same period in 2019.
- 13 in-person students joined or returned to the SMCS family in November.
- The SMCS Foundation Board has approved the waiver of accrual fees for the next 2 years.

SUPERINTENDENT'S REPORT – Tim Schigur

- In-person learning continues to go well.
 - Teachers and students remain happy with the in-person format.
- 2 virtual teachers have been added to SMCS.
 - Maryann Slavinsky – Part-time Kindergarten
 - James Brown – Middle School
- SMCS also added an English Language Learners (“ELL”) position at St. Mary’s grade school.
- Substitute teacher availability continues to be a concern going into the 2021-half of the school year.
 - COVID and the good economy seem to be factors that are keeping substitute teacher availability a challenge.
- The COVID Screener continues to keep in touch with families.
- The COVID Dashboard continues to be updated.
 - Currently, there are 2 COVID-related cases (which were not transmitted in school)
 1. Someone tested positive at home, so the student must stay home according to protocols.
 2. 7 students participated in a sleep-over, so all 7 students must stay home according to protocols.
- An informational update video has been scheduled to be sent to families.
- Mr. Schigur is working on a calendar with the Diocese, BOT, etc. to decide how to handle returning to in-person school after the Thanksgiving and Christmas holidays.

- One intent is to not have a virtual day in December.
- Another intent is to maintain the in-person class format (except for December 21 & 22, which would be considered vacation days).
- The school continues to follow Health Department guidelines with respect to the length of quarantine time.
- Despite a potential ending of the mask mandate in the state of Wisconsin, the Diocese has mandated the wearing of masks for all schools.
- Mr. Schigur and Matt Schoultz (A.D.) met with the Big East athletic conference.
 - The Big East voted 13 to 1 to move forward with the Basketball season.
 - The players must wear masks.
 - Each player will be allowed 2 spectators to attend the events.
- Mr. Schigur and Jaime Frink are reviewing budgetary items with an intent to become more efficient with respect to technology (particularly with instructional items).
- Mr. Schigur and the Catholic Identity Committee met with the new Director of Campus Ministry and Fr. Mark Mleziva to ensure SMCS is on the right path with respect to Catholic Identity.
- Middle School Night was very successful.
 - 15 families attended.
 - The student presentations were excellent.
- Mr. Schigur is working with Hayden Krause to tweak the current technology for the Arts/Theater Department to ensure it is ideal.

DASHBOARD – Lori Vegso

- Many items are being postponed due to COVID, so please update the Dashboard with revised dates.

ATHLETIC COMMITTEE – Terry Jack

- The WIAA slowed-down SMCS's current conference change process.
 - The WIAA informed SMCS that they are only addressing Football conference changes this year.

- However, the SMCS conference change could theoretically still be addressed this year, but only if every school in both the old and new conferences voted for it (currently the vote is not unanimous).
- Some major changes are occurring in the Neenah youth-15 year old Baseball program that will negatively impact SMCS.
 - Therefore, SMCS has decided to start a Middle School baseball team.

CATHOLIC IDENTITY – Natalie Ripley

- Eric Rudd has been hired as the new Director of Campus Ministry (full-time position).
 - It is believed he will be very impactful
 - Eric was recommended by Ziggy and endorsed by Fr. Mark Mleziva.
 - Eric will be based at the high school.
- Ms. Ripley noted that Fr. Mark continues to be very engaged and appears to be a great addition to SMCS.

ANNUAL APPEAL – Bill Bittner

- The Annual Appeal (formerly the Annual Fund) has been sent out.

FINANCIALS – Kristen Bergstrom, Jaime Frink

- The new “Analysis” handout has been well-received and is very helpful.
- SMCS is incorporating the new Blackbaud software.
- Ms. Bergstrom and Ms. Frink provided a PowerPoint presentation regarding tuition and defining the budget going forward.
- The Finance Committee discussed a potential increase in tuition and looked at varying percentages.
 - One goal is to keep teacher and staff salaries competitive.
 - Another goal is reduce the school’s dependence on the Parish subsidies.
- 20%-25% of students who leave SMCS indicate cost (tuition) as a factor for their departure.

- Ms. Bergstrom suspects that the number might actually be higher.
- Ms. Healy Osland commented that COVID has made an impact on families, and is therefore concerned whether a tuition increase can be appropriately justified. (Others agreed.)
- Mr. Rosiejka requested that some sort of model be developed to aid in understanding the effects of tuition vs. enrollment.
- Mr. Rosiejka also inquired whether an escalating discount could be offered to families with multiple students enrolled (*e.g.*, 3 students = 3% discount, 4 students = 4% discount, etc.).

OLD BUSINESS

- No Old Business.

NEW BUSINESS

- No New Business.

CLOSING PRAYER – Steve Pable

MOTION

- Mr. Schreier motioned to adjourn the general BOT meeting and to enter into an Executive Session, allowing Helen Englebert and Tim Schigur as a guest.
- 2nd – Ms. Bergstrom
- Call to Vote – unanimous
- Motion carried.

END TIME: 8:41 PM

EXECUTIVE SESSION START TIME: 8:48 PM

- Mr. Rosiejka motioned to end the Executive Session and adjourn.
- 2nd – Mr. Schreier
- Call to Vote – unanimous
- Motion carried.

EXECUTIVE SESSION END TIME: 9:51 PM