

SMCS Board of Trustees – Meeting Minutes

Meeting held October 20, 2021

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

Attendance:

Present: Daniel McKenna, Phil Kerwin, Bryan Rosiejka, Dr David DeWitt, William Bittner, Leila Mousai, Steve Pable, Lori Vegso, Terry Jack, Ron Schreier, Paul Seveska, Ron Steffen

Missing: Fr. Dennis Bergsbaken, Fr. Jude Egbuna, Fr Michael Lighter, Fr Bob Kollath

Guests: Jaime Frink, (Dale Glenn, Ben Lamers – auditors), Kristin Bergstrom, Chris Decker

AUDIT REPORT:

- Auditor's report:
 - A good letter this year. Two letters will be sent out; one to governance and one to management – recommendations; comment about preparation of financial statements, hard to segregate priorities, need to clean up old checks. Recommendation to add accounting staff to assist Jaime with her responsibilities

BOT MEETING START TIME: 6:31 PM

Opening Prayer: Phil Kerwin

MOTION:

Ron Steffen moved to allow the October meeting of the SMCS Board of Trustees to be conducted both in person and via video conference and teleconference, notwithstanding any provisions to the contrary contained in the Constitution or any By-Laws.

- Second by Ron Schreier
- Call to vote – unanimous
- Motion carried.

OPEN FORUM

- Chris Decker presented for annual fund. His mailings launched Oct 1st. So far well received and very exciting. Planning to get to 100 percent participation. Teachers given option to participate; 19 last year up to 72 this year. May get some more toward the end of fiscal year. Encouraging a 100% gift that fits your family. Trying to up participation versus monetary level. Encouragement to parents at 'Back to School Nights' were well received. In December we will receive a \$10,000 check from a new donor. Chris was also there to remind BOT to give to annual fund. Normally get 100% participation, so increase contributions for this year.

CONSENT RESOLUTION

- Final revisions to minutes were not completed in time for October meeting. September minutes will be approved in November.

FINANCE COMMITTEE

- One-page high level overview shared of updated 2021-2022 Budget.
 - Incorporates the latest head count
- Have a \$10,000 dollar deficit over budget
- Jaime, highlighted the increase in enrollment; 944 enrolled
- School choice increased
- Tuition numbers updated
- Have 12 international students, budgeted 0
 - Previous year \$10,400 and currently \$10,900 tuition for international. There is also a lower tuition for some international students
- Tuition did not increase but school choice grant did
- Parish investment went up and Building and Grounds budget went down
- Changing the way parish investment is being made
- Employment costs went up which affects the budget and new teachers' salaries have increased
 - How can we bridge the \$10,000 gap between public and private schools
 - Working to develop plan to grow enrollment and take care of staff better

SUPERINTENDANTS REPORT - Dan McKenna

- Currently in an 'employee market' making hiring difficult. Trying to build up salary but still short of public schools
 - Chelsea Kind and Dan McKenna worked together and found a way for Chelsea to remain at SMCS.
 - Leadership schooling available for staff. 10 teachers have signed up
 - Looking at how to offer the total package of a position at SMCS. Salary is a key part but so are development, culture, and student relations.
- Update on All-Aboard. Special night combining school events and Jumbo Gumbo. Replaced with one event, very high energy
 - First time event went really well
 - Good decision combining events. Much more money raised but more importantly, it was a fantastic community-building event. Approximately \$180,000 gross and \$160,000 net
 - Want to be seen as a system instead of separate schools/parishes
 - How do we also include alumni without Jumbo Gumbo
 - Overall, very successful, great incorporating high school as a ladder to see upper classmen achievements
- Covid update
 - Focus is on maintaining protocol to minimize impact of Covid while being nimble on our ability to react
 - Cases at 3rd grade at St Gabriel's. Made some changes to react
 - Most teachers are wearing masks
 - High school about half
 - Covid responses will usually be a reactive response but poised to react as needed
 - Concerned parent Emails have gone way down
 - Local counties are down on cases

- Keeping a straight line and keeping communication up helps to help to proactively address parents' concerns.
- Football team is undefeated and been doing really well
 - We are in the unique/new position of learning to graciously enjoy success.
- Kristen Bergstrom yard Mass was great
- Reviewing interactive white boards
 - Still focusing on how best to use this technology
 - May not need them all
 - Not being serviced anymore
- Position available in Jaime's group
 - Need to appropriately staff Jaime's team based on current workload
 - Removing technology from her current accountabilities to allow her to focus on more strategic financial initiatives
 - Should be top priority to fill the open position
- Looking for admission director position
 - Kelly is currently doing this and Beth is learning
 - Not to the busy admission season yet. Need to address
- Mustard seed men's group
 - First meeting went well
 - Looking at doing a middle school dad's Mass
- A question was asked about where we are at with accelerated learning program
 - Next meeting will have more info
- Bryan R congratulated Dan on great job
 - Dan has been putting our best face forward in his position

COMMITTEE REPORTS

- Dashboard
 - Board of trustee dashboard will be sent out to simplify monthly goals reporting process
 - Will continue to be a monthly process
 - Focus is to highlight the key updates in a simple format
 - The strategic plan will be in the BOT Manual so that we don't lose sight of it
 - ⊖ Goals approved and can be tweaked as long as it doesn't change the intent
- Athletic
 - Continuing to evaluate moving back to 11 man. This is a multi-year process if we choose to pursue this. We must evaluate our ability to compete as well as numbers.
 - Matt added some JV games to give all players more playing time

NEW BUSINESS

- There is a substantial donation that has moved through probate.
 - Staged payments to SMCS
 - Proposal will be made to board on where these funds should be allocated, including the Foundation
 - Reminder: Goal to have 1 million in foundation in 5 years

- Volunteer requirements was mentioned
 - No changes have been made yet, in order to properly implement, a review of all the extracurriculars needs to be done to understand the needs of each group.
 - Planning to use this year to group, track and plan for next year for all groups
 - Terry thinks we need to get something together sooner
- The Board should normally operate out of the weeds
 - Members should feel free to help out as individuals and get in the weeds if they wish

OLD BUSINESS

- No old business

MOTION

- Steve Pable moved to enter an Executive Session with Mr. McKenna as a guest
- 2nd – Dr David DeWitt
- Call to vote – unanimous
- Motion carried

EXECUTIVE COMMITTEE START TIME: 8:02 PM

MOTION

- Bryan Rosiejka moved to adjourn the Executive Session
- 2nd – Ron Schreier
- Call to vote – unanimous
- Motion carried

EXECUTIVE SESSION END TIME: 8:20 PM

Approved

- Ron Schreier moved to end the Board Meeting
- 2nd – Dr David DeWitt
- Call to vote – unanimous
- Motion carried

Closing Prayer: Phil Kerwin

BOT MEETING END TIME: 8:20 PM

Minutes submitted by: Ron Steffen – Secretary, Board of Trustees