

**Annual Meetings of the Board of Directors**  
***Twin City Catholic Educational System, Inc.***  
***And St. Mary Central High School, Inc.***  
**March 26, 2010**

**Directors Present:** Bishop David Ricken, Deacon Timothy Reilly, Dr. Joseph Bound, Rev. Paul Radetski, Rev. Mike Ingold, Rev. Richard Allen, Sara Widener-Brightwell, David Mooney

**Directors Excused:** David Voss

**Others Present:** Michael Sullivan, Jeanne Lee, Howard Healy, Holly Rottier, Bob Andersen, Mike Buss, Eleanor Healy, Mary Jo Brown, Ann Engelhard

Bishop Ricken called the meetings of the TCCES and SMC Board of Directors to order at 1:00 p.m. Bishop Ricken led us in an opening prayer.

**Approval of Agenda:** Rev. Radetski made a motion to approve the agenda, second by Rev. Allen. MC unanimously.

**Approval of Minutes:** The Minutes of Annual Meeting of TCCES from the 3-18-09 were reviewed. Rev. Allen made a motion for acceptance, seconded by Dave Mooney. MC unanimously.

**Election of Directors:**

Fr. Mike Ingold – Secretary: TCCES  
Fr. Paul Radetski – Treasurer: TCCES

Bishop Ricken made a motion to accept the above, second by Deacon Reilly. MC unanimously.

Fr. Richard Allen – Secretary: SMC  
Dave Voss – Treasurer: SMC  
Sara Widener-Brightwell: TCCES – Board of Trustees Chair

Bishop Ricken made a motion to accept the above, second by Fr. Radetski. MC unanimously.

**Financial Report:** Jeanne Lee reviewed the TCCES Profit & Loss Statement and Balance Sheet for the period ending June 30, 2009. An SMC report as of June 30, 2009 was also provided. The cash loss for the year was (\$60,586.00).

A brief discussion took place regarding the fact that the TCCES uses a line of credit as part of its financial management system. It is re-negotiated every October. A motion was by Fr. Allen, second by Dr. Joe Bound to approve this line of credit. MC.

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Jeanne Lee also included a 2009-2010 Financial Aid/Scholarship Report. This report shows the scholarship and endowment income, sources, and how the funds were distributed by TCCES campus.

The financials for SMC were approved unanimously (Mooney/Rev. Radetski)  
The financials for TCCES were approved unanimously (Rev. Allen/Sara Widener-Brightwell)

**Foundation/Endowment/Scholarship Report:** Jeanne Lee provided a written report of the Annual Catholic School Endowment/Foundations as of 6/30/09. She reviewed the 6 endowments including distributions, gifts and investment income. Three of the endowments are for scholarship assistance at SMC. One endowment is to assist with teacher's salaries, another provides assistance for TCCES scholarships and the final endowment is for technology needs. A motion was made by Rev Allen, second by Rev. Sara Widener-Brightwell to accept the above report. MC

**Mission Statement/President's Report:** Copies of the mission statements for the Green Bay Diocese, the TCCES school system, and each of the five TCCES schools were included in the meeting packets. Mr. Sullivan believes that TCCES is truly a mission driven system.

Mr. Sullivan also presented examples of the many ways our schools have excelled, such as forensics, athletics, robotics, and fine arts.

The TCCES system has a mission to practice our Catholic identity and faith integration in everything that we do, and is lived and talked about on a daily basis. Catholic social teachings are also emphasized in all of our programs.

Our system also values the input of parents. Surveys were e-mailed to the parents and they were asked to rate our schools in five different categories. 60% of the parents returned these surveys. The results showed that our schools live our faith on a daily basis.

Mr. Sullivan also shared the results of the ACRE tests that are administered in grades 5, 8, and 11. The useful information that is extrapolated from this test is shared with our religion teachers to strengthen our religion program. Our scores were well above the national average.

The average ACT score for our students is 24.4, which is the second highest average in the Fox Cities. Our AP testing pass percentage has increased from 20% in 2004/05 to 70% in the Fall of 2009.

This year, our Advancement Department has focused on expanding our recruiting efforts, instituting a new marketing plan, and laying groundwork to establish an institutional advancement program. The team concentrated on enrollment growth and retention,

enhancing communication with parents and other constituencies, and developing and implementing the marketing plan. TCCES has seen very positive results from these initiatives, including:

- *Enrollment Growth and Retention.* TCCES enrollment increased for the fifth year in a row. Our system schools are sustaining a steady growth and increasing retention rates at the key transition years. This growth is most prominent in SMC's incoming class of 2014 where we have 85 students registered from eight different middle schools.
- *Increasing Communication with Constituents:* Through marketing research, it was determined that we needed to focus efforts on better and clearer communication with parents and other constituents. Increased communication is a large part of the new marketing plan.
- *Developing an Institutional Advancement Program:* This past fall, the TCCES Board commissioned a steering committee to draft a plan for replacing a tuition assistance grant that will expire in two years and paying down the existing line of credit. The board unanimously approved a recommendation from the steering committee to hire a consulting firm to work with TCCES.

A new strategic plan will be forthcoming. The new plan will have three primary categories:

1. Financial Stability
2. Catholic Identity
3. Academic Excellence

St. Mary Central will become a 1:1 laptop campus. The 2010 incoming freshman class will all receive a laptop. During the 2011/12 school year, all students will have a laptop. The parents will lease the laptop from TCCES. Much work has been done by the laptop committee. Faculty development has been in process during this school year, and will continue during the summer and the coming school year.

Human Resources is working on an updated personnel handbook. The Diocesan Administrative Handbook will be the core for the TCCES handbook.

**Proposed Budget/Budget Approval:** Mr. Sullivan and Mrs. Lee presented the proposed budget for 2010/11. Fr. Radetski made a motion, second by Fr. Allen to approve the proposed budget. MC.

**Formula for Determining Subsidy:** The Facilities Lease & Subsidy Agreement was submitted. Mr. Sullivan explained the proposal that was prepared by TCCES pastors, the TCCES Executive Council and Board. The goal is to adjust the subsidy so that parishes with elementary schools would pay 50% of a rolling 3-year average of envelope income. Other parishes would pay 45%. The report provides a 5 year transition to this goal along

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with the impact it would have on the school system. Fr. Radetski made a motion to accept the proposal, second by Fr. Ingold. MC.

**Health Insurance Plan:** Deacon Reilly explained some of the challenges of the state mandates regarding health plans. As of 4-1-11, ACES, TCCES, and schools and parishes in Oshkosh will all be required to become part of the diocesan health care plan.

**Comments from Bishop Ricken:** Bishop Ricken expressed his appreciation for the outstanding dedication and enthusiasm of the TCCES teachers, principals, and staff. He is very proud of the advances we have made, and some of the steps we are taking to insure the continuation of quality Catholic education. We who are a part of Catholic education need to continue to “be who we say we are” and be one of the saving factors in our society.

At 3:00 PM the meeting moved to an Executive Session.