

TCCES/SMC Board of Trustee's Meeting Minutes

Wednesday, May 18, 2011
6:00 PM at St. Mary Elementary

Attendees: Bob Andersen, Mike Sullivan, Lori Lepper, Howard Healy, Michelle Dejno, Sue Pawlowski, Marvin Daniels, Stewart Koskinen, Meg Brew, Peter Schmitz, Gary Elmer, Fr. Paul Paider

Excused: Father Richard Allen, Father Mike Ingold, Sara Widener-Brightwell, John Fuller, Rob Michel

Mike Sullivan led the group in an opening prayer.

At the conclusion of prayer, St. Mary Elementary principal Mike Buss gave the group a tour of the school. At the end of the school tour, board members went to Lyndsey Bergstrom's room for a presentation on *Smart Boards*. Kindergarten teacher Jessica Hawley gave a demonstration on the many uses of *Smart Boards* at the kindergarten level, from taking attendance to presenting classroom lessons. Lyndsey then showed the group an example of a geometry lesson using the *Smart Board* technology at the 5th grade level. At this point in time, SME has two classrooms with the entire *Smart Board* system installed and another system in the library. All classrooms have been equipped with projectors with the goal to eventually have *Smart Board* systems in every classroom.

At the conclusion of the presentation by Lyndsey and Jessica, the board convened in the conference room for the board meeting.

Agenda Approval

Lori Lepper made a motion to approve the April meeting minutes, second by Gary Elmer. Motion carried unanimously.

President's Report – Mike Sullivan

All board members received a copy of the *Catholic Schools Initiative* of the Diocese of Green Bay for May, 2011. Monthly updates on the initiative will be prepared by the consultant from the *Institute for School and Parish Development*, Frank Donaldson.

The long-range plan for Catholic schools in the Diocese of Green Bay continues to move forward with excellent input surrounding the six planning areas, which are:

- Planning Area A: Faith Integration
- Planning Area B: Finance
- Planning Area C: Marketing
- Planning Area D: Collaboration among all Catholic schools
- Planning Area E: Small community schools
- Planning Area F: Collaboration between parish, school and diocese.

In the Fall of 2010, steering committee members assembled core teams around each of the planning areas. Core team members came from administration, faculty, staff, parents, and alumni of Catholic schools throughout the Diocese. The core teams met created challenges for each area. These challenges were then introduced at eight different sites throughout the diocese. The information compiled from the regional listening sessions was brought to the steering committee meeting on April 1, 2011. Mike Sullivan and Ann Englehard are on the steering committee.

Throughout the process, the guiding principles continue to be the driving force. Bishop Ricken outlined these principles and they are shared with every group invited to provide input.

1. Catholic schools must continue.
2. Any and all financial and educational structures may be examined
3. The focus will be on what is best for Catholic schools as a whole.
4. Catholic schools should be affordable and accessible to all.
5. Improved accountability and communication between schools and the diocese must be examined and defined.
6. We must broaden the financial support for Catholic schools.
7. Our schools must continue to be rooted in a strong Catholic identity, academic excellence, safe environment, and mission to the world.
8. The Catholic Schools Initiative is a parallel process to the overall diocesan planning process.

In September of 2011, the steering committee will host a *School Congress* in which 1000 people from throughout this region will be invited to participate. Two words define the type of person who is invited to participate: Expertise and objectivity. Each attendee will serve in one planning area and offer solutions to the challenges that will be presented in that area.

Mike Sullivan provided a TCCES staffing update. All teacher contracts have been returned. Mary Jo Brown, principal at St. Gabriel, will retire at the end of this school year. Mike Sullivan, Gary Elmer, and Jeanne Lee have made the hiring of a new principal for St. Gabriel a priority with a goal to fill this position by the end of June. They will interview two very good candidates the week of 5-23-11. St. Margaret Mary third grade teacher Katie Weber is expecting her first child and will not return to SMM for the 2011/12 school year. There are two non-offers, one at SMC and one at SMM. There will be an opening at SMC for a part-time art teacher.

Mike Sullivan also announced that Mike Heideman is stepping down as Athletic Director at SMC and will assume a part-time position at SMC as Assistant Principal for the 2011/12 school year. Scott Werfal will assume the full-time Athletic Director position at SMC.

Mike stated that the Executive Committee will revise the board goals during the June and August Executive Committee meetings.

Mike told the group that Luke Knoedler will become the head of the SMC girl's basketball program. Coach Knoedler has been very involved throughout this school year, his first at SMC, as both a teacher and a coach. He coached SMC's freshmen boy's basketball team under the guidance of Coach Ziebell, SMC's varsity boy's basketball coach. Prior to joining the staff of St. Mary Central High School, he was a teacher and coach at St. John's NW Military Academy in Delafield, WI. He is a graduate of UW – Stevens Point and played basketball at UW- Marathon County.

Mike reported that the preliminary numbers from Zephyrfest show a net income of approximately \$351,000.00. It was felt that the event went very well and the help given by the multitude of volunteers was very much appreciated. The date for next year's Zephyrfest is May 5, 2012.

Athletic Committee – Marvin Daniels

Marvin reported that the insurance money to repair the damage to the athletic fields is coming in and the fields will be ready for the Fall football and soccer seasons. The two new light poles that we will receive are “up to code” and will be an upgrade from the fixtures that will be replaced.

Marketing & Advancement – Michelle Dejno

The annual fund is at 184,000.00 to date, with a goal of \$200,000.00. A third appeal mailing will go out the week of 5-23-11. A \$10,000.00 challenge grant will be announced in the letter. The department is working on an *Adopt a Student* mailing for July.

The Advancement Department is in the process of upgrading to a new version of our donor software and also Office 10.

A Scholarship Donor Breakfast was held on May 11th. It was very well received by the attendees. The two student speakers were great representatives of our school. A volunteer breakfast will be held in the IMC at SMC on May 25th.

Advancement is putting together a plan for summer efforts and they are still following up with perspective families and students.

Governance – Stewart Koskinen

Stewart said that the committee assignments will be confirmed at the June board meeting.

Sue Pawlowski made a motion to confirm Ann Rasmussen as a new board member, second by Stewart Koskinen. Motion carried unanimously.

The following slate of officers for the TCCES board was presented:

Chair – Bob Andersen

Vice President – Michelle Dejno

Treasurer – Howard Healy

Secretary – Sara Widener-Brightwell

Howard Healy made the motion to close the nominations, second by Marvin Daniels. Motion carried unanimously.

Howard Healy made the motion to approve the slate of officers, second by Gary Elmer. Motion carried unanimously.

Finance Committee – Howard Healy

The summary of the April 30 financials was given to the board. As projected, the line of credit was near its maximum in April due to the revenues from Zephyrfest coming in later because of a later date for the event this year. In all other areas, the financials continue to trend as expected. The new initiatives and the strong positive TCCES message through the Annual Fund campaigns are continuing to draw increasing revenues. Other revenue areas are on target to meet budget projections with the exception of tuition. These will probably come in lower than the budgeted number. Expenses are also on target. There will be an increase for medical insurance for the last three months of the year.

Fund Raising/Events Liason – Meg Brew

Meg reported that they are still working on wrapping up Zephyrfest. Overall, the event went very well and a few minor modifications will be made for next year's event.

At 8:10 PM, Marvin Daniels made a motion to adjourn, second by Lori Lepper. Motion carried.

Reminder: The June meeting will begin at 6:00 PM at SMC.