

TCCES Board of Trustees

12-21-11

Members Present: Mike Sullivan, Marvin Daniels, Jeff Berg, Pam Seidl, Michelle Dejno, Bob Andersen, Sara Widener-Brightwell, Meg Brew, Sue Pawlowski, Ann Rasmussen, Howard Healy, Stewart Koskinen

Members Excused: Fr. Paul Paider, Fr. Larry Seidl, Fr. Larry Abler, John Fuller

Opening Prayer: Mike Sullivan led the opening prayer.

Minutes from November – Approved with the revision that Fr. Mike Ingold was present at the November meeting. The motion to accept the amended minutes was made by Michelle Dejno, second by Pam Seidl. Motion carried.

President's Report : Mike Sullivan

Registration – The early registration process for the transition grades will conclude at the end of the week of 12-19-12. The Advancement Department will have registration paperwork ready after the Christmas break, and registration will begin the week of 1/23/12.

State of Schools Presentations – Mike Sullivan will present the annual *State of the Schools* on 1/23 at St. Margaret Mary,. 1/24 at St. Gabriel, and 1/25 at St. Mary Elementary. The address will include information regarding the tuition increase, registration time lines, and the financial aid process for the 2012/13 school year. There will be some changes to application form for financial aid because TCCES needs more specific information on a family's need for financial assistance. Mike will also share information regarding the actual cost per student , and an explanation of the registration process. TCCES will have less dollars available for financial aid for the upcoming year. Mike encouraged all board members to attend at least one of the *State of the Schools* presentations.

January 2nd In-Service – All TCCES faculty will be required to attend an in-service session on Monday, January 2nd at St. Pats/Seton. The purpose of the day is to work by department (Science, Language Arts, Math) on curriculum. Regular classes will resume on Tuesday, January 3rd.

Fine Arts Center Project - Dave Voss has scheduled a meeting with the project architect for early January. A workshop will be held with the people who wish to have input into the design of the Fine Arts Center. The goal still is to break ground in the Spring of 2012. Fundraising efforts to date are encouraging, but we have ways to go to reach the ultimate fundraising goal. Further information on the status of the campaign will be given at the January board meeting. The plan is to mail another appeal letter in January.

Athletics Committee – Marvin Daniels- No formal report. The basketball season for boys and girls is underway.

Marketing / Advancement – Michelle Dejno

Zephyrfest - The Zephyrfest oral auction committee had their first meeting in early December. The group is off to a good start. The Key Club has been finalized and information will be available in early January. Save the date postcards will drop shortly after the holidays.

Annual Fund – The annual fund postcard dropped right after Thanksgiving and the annual fund donations continue to come in strong. Year to date total is \$87,023.00.

Governance – Stewart Koskinen – Stewart reported that the board self evaluations will be sent via e-mail and will need to be returned prior to the January board meeting.

Finance Committee – Howard Healy

The Finance and Facilities committee held a meeting on December 9th. The financial report for the period ending 11/30/11 was reviewed by the board. Most revenue and expense items continue trending as in past months. However, the following points were of special interest:

- The revenue from Jumbo Gumbo is expected to be around \$53,000.00.
- Medical insurance expenses are expected to exceed the budget projections.
- Utility expenses are running higher than expected, especially electricity costs. Mrs. Lee is working with WE Energy representatives to try to find the cause for unusual increases.
- Building maintenance had a large expense to repair the heating and air conditioning units at a cost of \$10,000.00

A recommendation was made by the finance committee to increase tuition by 3.5% for the 2012/13 school year. Howard Healy made a motion to approve the increase, second by Sara Widener-Brightwell. Motion carried.

Fund Raising – Meg Brew – No formal report. *St. Mary Winter Escape* and *St. Gabes Wines Around the World* fundraisers are upcoming – further information will be presented at the January meeting.

Executive Committee – Bob Andersen – A meeting was held on December 2nd with the Executive Committee and the pastors to open communication to begin to work in a collaborative basis to ensure a strong base of Catholic education in Neenah and Menasha in the future.

Phase one discussions have focused on managing through next year by utilizing enrollment and personnel management control.

Phase two will be to meet with pastors and existing committees to review the best options for the future and define what the future is.

Phase three will be to form a task force to establish a committee to review all options.

A motion was made by Meg Brew, second by Jeff Berg to move to executive session. The executive session concluded at 7:39, and the meeting adjourned at 7:40.

Minutes submitted by Jane Sturn – TCCES/SMC Administrative Assistant