

TCCES Board of Trustees Meeting
3-16-11 – 6:30 PM at Seton Middle School

Members Present: Michelle Dejno, Sara Widener-Brightwell, Bob Andersen, Marvin Daniels, Mike Sullivan, Sue Pawlowski, Fr. Paul Paider, Stewart Koskinen, Gary Elmer, Fr. Mike Ingold, Rob Michel, Howard Healy, Fr. Richard Allen

Members Absent: Meg Brew, Lori Lepper, Peter Schmitz, John Fuller

Guests: Jeanne Lee, Monica Bausom

Opening Prayer – Led by Fr. Ingold

Mr. Sullivan welcomed Menasha parish's new pastor, Fr. Paul Paider, to the TCCES Board of Trustees.

Seton Presentation

Seton principal Monica Bausom was present as a guest to give an update on the middle school. Monica is in her 22nd year as Seton principal. The enrollment at Seton for the 2010/11 school year is 153 students. The teaching staff includes 14 full-time and 2 part time who teach a total of 57 classes.

Seton's curriculum includes a 25 minute advisory class where 10-14 students meet with an adult advisor. Catholic Faith Integration is a very important element of the Seton community in every classroom, every school day.

Monica is proud of the progress that has been made with technology integration at Seton. A donation of 24 computers to Seton increased the availability of computers for technology integration in the classroom. Students use the computers for word processing and internet research. The students can also earn the privilege to play educational computer games.

Seton has a "buddy program" where the students share their good news. They also have monthly collection for various charities including one global and one food pantry per school year. A student planned liturgy or prayer service is held weekly. Their faith curriculum includes 2 reconciliation services and 2 retreats and Advent and Lenten projects.

The Seton administration is looking into the possibility of using block scheduling next year. They are also looking into replacing their smart boards with the less expensive starboards.

Approval of March Meeting Minutes

There was one correction to the March meeting minutes. Marvin Daniels was not present at the March meeting, and therefore the Athletic Committee report was presented by Michelle Dejno. Sue Pawlowski made a motion to approve the amended minutes, second by Gary Elmer. Motion carried.

Budget 2011/12, Parish Subsidy, Salaries 2011/12 - Mike Sullivan/Howard Healy/
Jeanne Lee

Mr. Sullivan presented a proposal for a change in the parish subsidy. The original subsidy proposal included a net loss of \$56,555.00 for TCCES. The revised proposal offers a more gradual transition to that level with a net loss for TCCES for 2011/12 to \$14,709.00. The TCCES pastors have agreed to the revised proposal.

Ms. Lee and Mr. Sullivan told the board members that several different things have impacted the TCCES budget. There has been an increase as of April 1, 2011 to the health insurance rates for TCCES employees for the months of April, May and June. Tuition collection has been slower than previous years. Because of the later date for Zephyrfest this year, that income will be added later in the year to the account.

Two new employee benefits were presented to the board. The first new benefit offering is a life insurance and disability benefit, which has not been offered in the past. The cost to TCCES is minimal and Mr. Sullivan feels that it will be a good recruiting tool for new teachers.

The other proposed benefit is to include discounted tuition as a benefit for Pre-K children of TCCES/Parish employees. This would affect only about 3-4 employees per school year.

Fr. Paider made a motion, second by Michelle Dejno to accept the life insurance/disability benefit. Eleven members voted to accept, one abstention. Motion carried.

Howard Healy made a motion to approve the discounted tuition to Pre-K, second by Michelle Dejno. Motion carried unanimously.

Ms. Lee presented the budget planner for 2011/12 and stated that this budget contains realistic numbers toward the goal of a balanced budget. The budget includes a proposed 1.5% increase for TCCES staff. Sara Widener-Brightwell made a motion to approve the increase, second by Fr. Allen. Eleven votes were cast to approve, one abstention. Motion carried.

Rob Michel made a motion to approve the budget, second by Stewart Koskinen. Motion carried with eleven yes, one abstention.

President's Report – Mike Sullivan

Mike reminded everyone that the Corporate Board meeting will be held on Tuesday, March 29th at 2:00 PM at SMC. Board members were reminded that they will attend the meeting as guests and will be seated in chairs, not at the board table. There will not be an open forum; however Bishop Ricken may engage members in conversation.

The principals' reports were included in the board meeting materials, and Mr. Sullivan asked the board members to review the reports. These reports, as well as the 1:1 laptop surveys that were completed by 9th grade parents will also be included with the corporate board materials. These surveys provided much useful, insightful information. An additional survey will be sent out to grade 9th, 10th, and 11th grade parents at the end of the school year.

Mike stated that his review of the financial aid applications is nearly completed. The requests for financial aid have increased. Mike feels this is due to the struggles many families are facing with reduced income and changes to their health insurance plans that are reducing their net income.

Athletic Committee – Marvin Daniels

The football schedule has been released for the fall of 2011. The football season will have an early start with practices beginning on 8-1-11. SMC will have both a Freshman and Varsity team this Fall.

Marketing Committee – Michelle Dejno

Michelle reported that the TCCES facility assessments will continue with SMC to be done in April. The St. Margaret Mary and St. Gabriel assessments will be done in the Fall.

The redesigned preschool booklets will be distributed at the preschool open houses. The advancement team is creating an on-line preschool registration form. This will relieve the staff of the burden of manual input and will ease the process for end users.

The course selection night for incoming Freshmen was a successful with 50 families in attendance.

Jennifer Miller is beginning the application process for the SMC Ambassador Program taking place during the 2011-12 school year. Current 9th and 10th grade students may apply to assist admissions at school events.

The creation of the updated Sun-Sational Summer brochure has been completed and distributed. The SMC summer sports camp brochure is now available. Online registration is a new feature for this year's registration process.

Preparation for Zephyrfest continues for the event that will be held on Saturday, May 7th. This year's event is going to be spectacular with the Mandarin theme. Key Club information has been mailed and raffle responses are coming in.

Annual fund donations are still being received. Year to date, we are \$6,000.00 ahead of the best year we ever had (2008-2009). However, we continue to have larger gifts from fewer donors. It is expected that some smaller donations will be received from the 2nd appeal that has been mailed.

The appeal letter and application to the *Confucius Institute* for a Confucius Classroom at SMC has been Finalized for the Mandarin Language program.

Governance Committee – Rob Michel

The Executive Committee has completed Mike Sullivan's review and the recommendation will be made to the corporate board to renew Mike for 2011/2012.

Rob stated that the TCCES board needs three new members to replace the current members who will not return to the board. There are several good candidates. This will be an agenda for discussion at the April meeting. The vote for the new members will take place at the meeting in May, and the new members will be invited to the June meeting.

Executive Committee – Bob Andersen

The *Adopt a Student* program will move forward. Ann Englehard has been having meetings to develop a plan to launch program on a larger scale. Ann will be present at the April meeting to present the Advancement Department report.

Fundraising – Meg Brew

Meg reported that attendance was down for *Wines Around the World*. The organizational committee feels that this was due to several factors. There may be a bit of event "wear out" and it may be time for some new ideas. It also was the weekend of the Superbowl which may have stolen some of the spotlight from the event. Many families had made alternate plans and were out of town at the game. The profit from the event was approximately \$39,000.00. Monies raised are being used for technology upgrades at St. Margaret Mary school.

The profits for the *Winter Escape* event are approximately \$10,264.00, which is down about \$5,000.00 from last year. The profits will be used to purchase and install 3 SmartBoards. A grant that was received will be used to help with this purchase.

Sara Widener-Brightwell made a motion to adjourn at 8:10, second by Gary Elmer. Motion carried to adjourn.

The next meeting will be held on Wednesday, April 20th at SMC at 6:30 PM