

TCCES Board of Trustees Meeting of 11-17-10

Members Present: Mike Sullivan, Stew Koskinen, John Fuller, Beth Nemecek, Michelle Dejno, Fr. Allen, Marvin Daniels, Rob Michel, Lori Lepper, Meg Brew, Sue Pawlowski, Bob Andersen

Members Absent: Fr. Mike Ingold, Howard Healy, Sara Widener-Brightwell, Peter Schmitz, Gary Elmer

Guests: Bill Schulze, Eric Siems, Jon Smith, Pat & Carol Hickey

Bob Andersen called the meeting to order at 6:30 PM. Fr. Allen led the opening prayer.

Technology Update

Bill Schulze – Bill reported that Seton was rewired in early 2010 and a wireless system was installed for laptops at Seton.

The data room at SMC has also been redone. Other projects that have been ongoing are:

- TCCES WAN speeds have been significantly increased
- Monitoring of all TCCES servers and network equipment
- Copying current systems backups outside the Fox Valley
- Public Wifi sites with wireless in place – SMC is complete, Seton to follow after the WAN update is completed.

Eric Siems

Major changes have been made over the past two years at the elementary schools, with St. Margaret Mary having the most dramatic changes made. The computer lab has been updated thanks to a donation and group fundraising. Jim Higgins installed the HP wireless network. Thirteen teachers received laptops. The teachers have attended Smart board training.

St. Mary Elementary has received newer, refurbished computers to “beef up” their computer lab. Faith Technologies has installed projection and sound systems at SME

St. Gabriel has received projectors and sound systems and document cameras have been installed.

Seton has received upgraded student and teacher computers from the *Meet Me in the Middle* funds.

Eric stated that the TCCES system will need to upgrade the *Microsoft Office Suite* because our current version is about 10 years behind. The newer version has advanced features, is more efficient, and is much more user friendly. This will be expensive, and

we may need to upgrade at one site at a time, beginning with SMC, then Seton, and finally the elementary schools. Faculty and staff training will be provided.

Eric emphasized that TCCES as a system needs reduce paper and ink costs. This will require everyone print less frequently.

Computer updates

Going forward, SMC will not need computer lab when all students have their laptops. The machines currently in the SMC computer lab will be available for use elsewhere in the TCCES system. A RAM upgrade will need to be made at a cost of \$22.00 per computer.

School office personnel's computers will be among the first to be upgraded. The Dell Optiplex machines that are currently in use crashing at a rapid rate. After the office computers are upgraded, the teacher and student computers will follow.

Moving forward

Three more smart boards will be installed at SMM, followed by training and integration for the teachers. Computers on wheels will be implemented.

SME will receive more projectors, smart boards, and laptops for teachers after the wireless system is installed.

SGE will promote the use of new technology. Projectors and document cameras will be more widely used as they eliminate the use of televisions.

Seton will implement the use of as many smart boards as can be afforded. They would like a second mobile lab.

Jon Smith

Jon's primary responsibility is IT at SMC. The laptop setup and deployment took approximately 180 work hours.

Jon is in the process of setting up the new help desk with better communication and tracking tools. Jon has been assisting teachers and staff set up the following:

- Mr. Harry's commercials and documentary
- Fine Arts - School musicals, band, chorus
- Player introductions for basketball games
- Science department - working heavily with video
- Working with language department to stymie cheating
- Working with Educational Collaborators

Jon continues to work with the staff to implement digital tools. He has worked with the faculty to help them better understand the basic concepts with training items that are specific to SMC.

Jon has been training student technicians who can assist with repairs and help other students. The student page is a work in progress with new educational tools and implementation of faith and prayer elements.

There was an issue with the student filtering system this school year. Parents were notified immediately of the issue via e-mail, and the problem was resolved next day. Jon stated that the average time for problem resolution is 4 hours.

The computer imaging process has been streamlined and simplified.

Approval of October Minutes - A motion was made by Stewart Koskinen to approve, second by Beth Nemecek. Motion carried.

President's Report - Mike Sullivan

Mike had asked the school principals to focus on technology in their report to the board. Specifically, what technological improvements were implemented in their buildings last year, new ways they are using technology this year, and what their wishes/needs are for the future.

Registration is starting for the 2011/12 school year. TCCES is extending an early enrollment incentive for all students in the transition grades (incoming K, 6, 9). Early enrollment will take place between November 17th and December 20th. This offer is being extended to both existing TCCES students and students new to the TCCES system. Early enrollment will guarantee placement in the school of choice for kindergarten and a tuition deduction of \$100.00 for kindergarten, \$150.00 for 6th grade, and \$200.00 for 9th grade. The registration fee will be applied to the tuition bill.

A pre-school and kindergarten open house was held on November 17th. A press release was issued for the *Twin Cities New Record* and the parishes.

The Annual Reports have been mailed. The top 300-400 donors received a letter signed by Mike Sullivan and Ann Engelhard. The work for the annual fund work now begins in earnest. The annual fund brochures will go out the week of November 22nd. The *Adopt a Student* program has been integrated into the program materials.

A joint meeting of the parishes St. Patrick, St. Mary, St. John joint meeting was held. Father Tom Long spoke to the group. A letter was sent to all Menasha parishioners explaining the situation regarding Father Paul. Fr. Larry Canovara was appointed as the temporary administrator until January of 2011 when a different administrator will be named until some time in the summer of 2011. No major changes will take place at the parishes until a new pastor is selected.

Committee Reports

Athletic Committee – Marvin Daniels

The fall athletic banquet was well attended. Fall sports evaluations were given to all athletes and are being returned to Mike Heideman. Mike will compile the results.

Marketing and Advancement – Michelle Dejno

The Development committee's next meeting to be held on 11/30. A priority of the meeting is evaluating the Seton assessment and establishing a priority of projects.

Michelle reported that the laptop reception that was held in October was very well received. A copy of the new SMC Prospectus was mailed to the top donors that were not able to attend the laptop reception.

Seton held their 5th grade visit day and open house on 10/21. The open house was attended by 64 prospective students. When they were asked where they were planning to attend 5th grade, 80% responded "Seton".

SMC held their 7th grade visit day and open house on 11/11 with 91 students in attendance. Students had the opportunity to use laptops during the sign-in process and during the science/math break out session. The feedback received from the students was positive and 50% of the students responded that they would definitely or probably attend SMC.

Group shadow days were completed on 11/16. Approximately 30 students have shadowed.

Jumbo Gumbo was a success. The community turned out to support our system and our schools. We received \$20,000.00 in sponsorships and sold more tickets than last year. A thorough report will be completed in the near future.

The planning for Zephyrfest 2011 has begun. Mark your calendars for May 7th.

Governance – Rob Michel

Rob provided the board members with the role description for the fund raising events liaison (Meg Brew). The liaison's efforts will focus primarily on TCCES system events, although the incumbent may also serve as a mentoring resource to the elementary, middle and high schools for their specific fund raisers.

The updated TCCES evaluations were provided to all board members. The evaluations will be further discussion at the December meeting.

Rob clarified that the purpose of the Board of Trustees evaluation is to obtain an individual self-assessment of the trustee's performance as a member of the board relative to established goals.

Executive – Bob Andersen

The Executive Committee members will personally contact top donors and thank them for their generous contributions.

Bob reported that the *Move to the Groove* CD is in the process of being produced and are selling very well.

Finance – Mike Sullivan for Howard Healy

Mike provided all board members with the TCCES summary of all units report for the four months ending on 10/31/10. Board members were also provided with the first draft of the TCCES budget for 2011/2012 to enable the members to have an idea of how the finance committee is able to develop a budget. They begin with the things that are known, estimate the enrollment, and plug in any facility changes.

New Business – Line of Credit Resolution

The Line of credit resolution was presented to the board, as follows:

Resolved that the Board of Trustees of TCCES approves the recommendation of the Finance Committee to increase the line of credit with First National Bank – Fox Valley from \$700,000.00 to \$850,000.00. The Board of Trustees further requests that the president of the system submit this resolution to Bishop Ricken and request that the Bishop and Corporate Board approve the resolution.

Rob Michel made the motion to approve the resolution, second by Marvin Daniels. Motion carried unanimously.

Stewart Koskinen, Michelle Dejno, and Ann Engelhardt attended a full day workshop for members of “boards”. The executive director of the Madison zoo presented this workshop. The people who attended thought that they received some valuable information regarding the orientation process for new board members.

Michelle handed out a short assessment for board members. Everyone present took a few minutes at the end of the meeting to fill out the assessment.

At 8:30 PM, Father Allen made a motion to adjourn the meeting, second by Michell Dejno. The motion carried, and the meeting was adjourned.