

TCCES Board of Trustees Meeting  
08-17-11 6:30 PM at SMC

Members Present: Bob Andersen, Ann Rasmussen, John Fuller, Stewart Koskinen, Jeff Berg, Meg Brew, Michelle Dejno, Sara Weidener-Brightwell, Marvin Daniels, Howard Healy, Fr. Mike Ingold, Fr. Paul Paider, Fr. Larry Seidl

Members Excused: Pam Seidl, Fr. Larry Abler

Opening Prayer

Fr. Mike Ingold led the group with an opening prayer.

New board members Ann Rasmussen, Jeff Berg, and Fr. Larry Seidl were introduced to the board, followed by current board members introducing themselves to the new board members.

Approval of June Meeting Minutes

John Fuller made a motion to approve the June minutes, second by Sara Weidener-Brightwell. Motion carried.

A motion was made at 6:40 PM by John Fuller to move to executive session, second by Michelle Dejno. Motion carried. The executive session closed at 8:00 PM.

President's Report – Mike Sullivan

The beginning of the 2011/12 school year is approaching quickly. Some structural changes are in the process of being made at SMC. In the front office, a dividing wall has been constructed in the office that has been shared by Shelley Wautlet/Karen Glen and the SMC Office Assistant Jason Tursky. New Activities Director Scott Werfal will occupy Shelley's area, and the second office will be used as an SMC office. Shelley and Karen will move to the office currently occupied by Jennifer Miller and Ann Engelhard. The former computer lab is being converted into an office for the entire Advancement team. On the other side of the Advancement Office, a new area has been prepared for learning specialist Lisa Van Camp. This will make the classroom formerly used by Lisa into classroom space for SMC.

At St. Margaret Mary School, all of the bathrooms have been remodeled over the summer.

Staffing Update

Heather Fromell has been hired as a teacher for St. Margaret Mary.

Katie Nessbaum has been hired to teach pre-school at St. Mary.

Jeanine Leege is the new principal at St. Gabriel.

The following staff changes/additions will take place at SMC:

- Ken Wirtz has been hired as a part-time math teacher. Ken has been a regular substitute teacher at SMC for the past two years.
- Ping Cheg Champeau will teach Mandarin.
- Eric Siems taught some business education classes at SMC last year and will add some science course this school year.
- Caitlin Burazin will teach upper level Spanish at SMC in addition to teaching Spanish at the elementary schools. Because Caitlin is teaching some classes at SMC, she will no longer be the after school program coordinator at St. Gabriel.
- Scott Werfal is the new Athletic and Activities Director at SMC.
- Mike Heideman will remain at SMC in a part-time role as Assistant Principal.

Still to be hired are a Pre-K3 Aide and an After School Coordinator at St. Gabriel, and a Food Service employee for St. Margaret Mary. Mike is confident that these positions will be filled before the start of the school year.

All TCCES staff will meet the morning of August 25<sup>th</sup> at SMC. This is a change from previous years. Traditionally, the staff meets for an all day retreat at Homestead Meadows on the first contract day. However, Sr. Ann from the Green Bay Diocese was to be the scheduled speaker regarding the liturgical changes that are happening in the Catholic Church later this year and she is unavailable on August 25<sup>th</sup>. The retreat has been reschedule for October 27<sup>th</sup>, which is a staff in-service day.

The beginning of the school year TCCES Mass and picnic will be held on Sunday, August 28<sup>th</sup> at SMC. Mass will begin at 5:00 PM followed by the picnic. The SMC Booster Club will grill hamburgers and hot dogs.

Orientations will begin at all TCCES schools on August 29<sup>th</sup> with the first day of classes at all schools on Thursday, September 1<sup>st</sup>.

As of today's date, the enrollment numbers are:

St. Margaret Mary – 253  
 St. Gabriel – 166-170  
 St. Mary Elementary – 118  
 Seton – 154  
 SMC 244

This brings us to a total of about 935 for the TCCES school system.

Shelley Wautlet (Director of Tuition Services) gave birth to a daughter on August 2<sup>nd</sup> approximately six weeks early. Shelley and daughter Noelle are home and doing well. Shelley plans to be back in the business office by mid September.

Athletic Committee – Marvin Daniels

The new lights on the football field have been installed and tested. The fields are in good condition for fall sports. The athletic committee will have a formal report for the September board meeting.

There is a shortage of 7<sup>th</sup> and 8<sup>th</sup> grade boys that are signed up for football at Seton. At this point in time, only 11 boys have signed up. Recruitment efforts will continue in order to have enough boys to play middle school football.

Marketing & Advancement – Michelle Dejno

Members of the Advancement group attended the Notre Dame conference and obtained some valuable information.

The Advancement team will review their initiatives prior to the September board meeting and will present a written report for the board.

Governance Committee – Stewart Koskinen

On Monday, August 15<sup>th</sup>, Mike Sullivan, John Fuller, and Ann Englehart presented new board members Ann Rasmussen and Jeff Berg with a Board of Trustees orientation. New board member Pam Seidl was out of town on Monday, so her orientation will take place prior to the September board meeting.

Finance Committee – Howard Healy

The Finance Committee had a meeting on August 12<sup>th</sup>, 2011. The goals they have set:

- To review the long-term impact of subsidy changes and facility use
  - Develop a plan to lessen our line of credit
  - Explore and enhance fund raising at every school
  - Continue to set the goals for a balanced budget
- 
- The board members were given copies the income statement for the twelve months ending June 30, 2011 as well as the current balance sheet for review. There were no significant changes from the predictions made all year. Tuition collections were at about 97% of budget – down from the 98-99% in prior years. After-school fees were down over \$40,000.00 from budget. There was a slight shortage in the scholarship offset. Fund raising had a very good year and other revenue categories cam in according to budget. The expenses are remarkably close to budget.

Fund Raising/Events Liason – Meg Brew

The Seton event *Meet Me in the Middle* will be held on Saturday, September 24<sup>th</sup> at Miron Construction Co. Board members are encouraged to attend. The only all TCCES fundraising event, *Jumbo Gumbo* will be held at Waverly on Saturday, November 12<sup>th</sup>.

New Business - Board Goals /President's Goals

The revised Board Goals and President's goals will be reviewed at the next board meeting. The committee sheet that was given to board members will be corrected and given to the board members at the September meeting.

At 8:30 PM, Sara Weidener-Brightwell made a motion to adjourn, second by Michelle Dejno. Motion carried.

The next board meeting will be held on Wednesday, September 21<sup>st</sup> at SMC at 6:30 PM.

Board minutes prepared by Jane M. Sturn  
SMC/TCCES Administrative Assistant