

TCCES/SMC Board of Trustee's Meeting
February 17, 2010

Members Present: Sara Widener-Brightwell, Gary Elmer, Lori Lepper, Michelle Dejno, Marvin Daniels, Michael Sullivan, John Fuller, Howard Healy, Rob Michel, Sue Pawlowski, Peter Schmitz, Beth Nemecek, Bob Andersen

Members Absent: Fr. Mike Ingold, Fr. Paul Radetski, Fr. Richard Allen

Sara Widener-Brightwell called the meeting to order at 6:30 PM
Mike Sullivan led the opening prayer.

Approval of January Meeting Minutes/Agenda Approval

Rob Michel made a motion to approve the minutes from the January meeting and the agenda for the February meeting, second by Gary Elmer. All voted to approve.

President's Report – Mike Sullivan

The board meeting packets included reports from all of the schools listing their Catholic Schools Week activities. All of the schools had a full week of meaningful activities. Mr. Sullivan stated that the all TCCES liturgy held on February 3rd at St. Margaret Mary Church was the highlight of Catholic Schools week and was a very positive experience for all who attended. Pat Batey had all of the SMC students answer two questions at the beginning of Catholic Schools Week – 1) *What dividend are you personally receiving by your attendance at SMC?* 2) *What dividend will you bring forward into your community in the future because of your attendance in Catholic schools and, in particular, at SMC?* There were many well thought out responses from the students, and these were read over the PA system during Catholic Schools Week.

Mr. Sullivan then presented the TCCES Enrollment & Comparisons reported. This report shows TCCES enrollment by campus, and by grade. It also contains prior year comparisons, beginning with the 05-06 school year and ending with the projected numbers for 2010-11. We have seen the numbers increase over the last two years. The enrollment for 2009-10 is at a total of 951 students with a projected number of about 970 for 2010-11. As of the date of the board meeting, registrations were at about 99% completed.

Mike also presented the TCCES retention rate charts, which show elementary to Seton and Seton to SMC retention rates. These numbers are also encouraging as we move forward with the goal of increased enrollment at all of our schools.

The parent surveys were returned at a rate between 50-60%, which is considered a very good return rate. Mike will share these results at the next board meeting.

The preliminary calendar for the 2010-11 school year was presented and briefly discussed. John Fuller made a motion to accept the proposed preliminary calendar, second by Gary Elmer. Motion carried.

The principal contracts for the 2010-11 school year will be presented on March 15, and the teacher contracts on April 15th.

Athletic Committee – Marvin Daniels

Marvin stated that the Athletic Committee has a meeting scheduled for the week of February 22nd. A formal report will follow at the next board meeting.

Advancement Report – Beth Nemecek

Mike Sullivan and Ann Engelhard attended a conference on Successful Strategies for Expanding Annual Support. It was a very informative workshop that generated many ideas that TCCES will implement.

The SMC Hall of Fame committee met on January 21st to select inductees into the SMC Hall of Fame. The names will be released in a few weeks.

The updated brochure for the Son-Sational Summer program is being worked on at this time. After surveying our current preschool families, it has been determined that there is a desire for a 3 & 4 year old program. We will implement this program M-W-F for three hours per day and it will be house at St. Gabriel.

The SMC summer sports camp brochure is also in the process of being prepared. One additional sport (softball) will be offered this summer.

Zephyrfest preparations are continuing. The reservation deadline is March 8th. A promotional video is being prepared to be shown at the beginning of Zephyrfest. The video will highlight the culture of SMC and the impact that Zephyrfest has on the school.

The Annual Fund Appeal was mailed to all TCCES parishioners in January. Advancement is preparing a second appeal to all constituencies and is working on a matching gift component to help drive donations.

Governance Committee – Rob Michel

Rob clarified which members of the board are coming to the end of their 3-year terms. He asked that those members make a decision on another term before the next board meeting.

Finance Committee – Howard Healy

Howard presented the Finance Committee recommendations report to the board. This report listed the budget recommendations for 2010/11 fiscal year, including salary and benefit recommendations. The report also has the Finance Committee recommending that the Funding Committee decide within a reasonable time the best strategies for reducing our dependency on our Line of Credit and long term fun raising particularly as it involves the hiring of a consultant or consulting firm. Marvin Daniels made a motion to accept the preliminary budget, second by Beth Nemecek. There was one abstention to the vote, the balance of members voted to accept.

Old Business

Funding Report/Recommendations – Michell Dejno/ /Laura Guy/Ann Engelhard

The TCCES Foundation Committee received approval from the TCCES Board of Education to research and report their findings on engaging an institutional advancement consultant for an endowment campaign. The principal purpose was to raise approximately \$2.7 million dollars to reduce operating debt and raise funds for the TCCES Forward Future Fund for tuition assistance to replace the funds that we currently receive from the Keller Foundation. A steering committee was formed and is composed of the following people:

Mike Sullivan – TCCES President
Ann Engelhard, Director of Advancement
Bob Andersen – TCCES Board Member
Michelle Dejno – TCCES Board Member
Laura Guy – Former TCCES Board Member and Foundation Member
B.J. Grassmann - TCCES Foundation Chair
Al Solowicz – Volunteer /Parent
Jeff Berg – Volunteer/ Parent
Shannon DeShambo – Volunteer/Parent
Kathleen Healy-Osland – Volunteer/Alumni/Parent
Steward Koskinen – Volunteer/Alumni
Pam Seidl – Volunteer/Parent

The steering committee's first meeting was held on October 25, 2009 to review goals and objectives of the committee, communicate the board's wishes and short-term goals of debt reduction and replacing the Keller gift.

A Request for Proposal draft was prepared asking each of 8 different consulting firm specialists specific questions. The committee members carefully reviewed each response and met to discuss on 1-6-10. From these deliberations, three firms were selected to make presentations to the Foundation Steering Committee to share their story.

Howard Healy made a motion, second by John Fuller, for the committee to continue the evaluation process and make a recommendation to the TCCES board in a timely manner. All voted to approve this motion.

At 8:15 PM, the meeting moved to Executive Session. The TCCES board will resume this meeting on Wednesday, March 3rd.

3-3-10

Members Present: Beth Nemecek, Bob Andersen, Gary Elmer, Howard Healy, Lori Lepper, Marvin Daniels, Michelle Dejno, Peter Schmitz, Rob Michel, Sara Widener-Brightwell, Michael Sullivan, Sue Pawlowski, John Fuller

Members Absent: Fr. Richard Allen, Fr. Paul Radetski, Fr. Mike Ingold

Guest Present: Michelle Jungbauer – 1:1 Laptop Committee

The meeting began at 6:30 PM with prayer led by Mike Sullivan.

SMC 1:1 Laptop – Mike Sullivan/Michelle Jungbauer

Mike Sullivan reported that Jon Smith has been hired as third Technology Dept. employee and will begin his TCCES employment on 3-15-10. Jon's main role will be working with the 1:1 laptop program.

Mike then introduced Michelle Jungbauer to the committee. Michelle is a science teacher at SMC and was present at the board meeting representing the 1:1 Laptop Committee.

Michelle reported that a committee of teachers has been formed to work on faculty development as we move forward with the laptop program. This committee meets weekly.

Nine teachers have attended the offerings at Xavier High School. These programs have included various types of technology, including wikis, blogs, Google tools, and other technology.

Six teachers have shadowed at St. Thomas More in Milwaukee. More teachers will go to St. Thomas More as schedules allow.

Eight SMC faculty members will go to Milwaukee on Saturday, March 13th for an all day seminar about teaching in the 21st Century. The people at St. Thomas More recommended this seminar.

On March 26th, the SMC teachers will have in-service sessions in their various departments discussing curriculum. One of the topics for the day will be integrating technology into their curriculum.

Educational Collaborators will present a 3-day session from June 28-30th to the SMC teachers. The laptop committee will be working with Educational Collaborators prior to the session to refine the program to meet the needs of our teachers.

Approximately 8 people will go to Memphis, TN for a 3-day conference about laptop curriculum from July 18-20th. Sessions on all different aspects of technology will be given.

About half of the SMC teachers have used the spare laptops in their classrooms. This has given the teachers an opportunity to see how students having their own computers might work in a classroom setting.

Eric Siems will teach a class about writing using online resources.

Plans are being worked on to use the time available at the beginning of the school year to put finishing touches on integrating the freshman curriculum with technology.

Strategic Plan – Mike Sullivan

Mike Sullivan stated that the current strategic plan has been in place for over two years, and much has been accomplished. The completion dates have been added to the existing report.

A new strategic plan will be forthcoming. The new plan will have three primary categories:

1. Financial Stability
2. Catholic Identity
3. Academic Excellence

The development of the new strategic plan is in a state of flux at this time pending the recommendations of the Foundation Steering Committee

Parent Surveys – Mike Sullivan

Mike reported that the average for all schools was 60% returned surveys. Mike shared the reports from each school with the board and indicated that the information compiled in the reports is very important. All of the comments and suggestions from parents are considered as we continually strive to improve our schools.

TCCES April Board Meeting

3/25/2010

6

Mike Sullivan reminded the board that the Corporate Board Meeting with Bishop Ricken will be held on Friday, March 26th at 1:00 PM.

At 8:10 PM, John Fuller made a motion to adjourn the meeting, second by Sue Pawlowski. All voted to adjourn.

The next meeting will be held on Wednesday, March 24th at **5:30 PM**.