

TCCES/SMC Board of Trustee's Meeting
December 16, 2009

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, Fr. Paul Radetski

Members Absent: Fr. Mike Ingold, Fr. Richard Allen, Beth Nemecek, Bob Andersen

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

Approval of November Meeting Minutes/Agenda Approval

John Fuller made a motion to approve the minutes from the November meeting and the agenda for the December meeting, second by Michelle Dejno. All voted to approve.

President's Report – Mike Sullivan

Mike presented information on the new TCCES teacher and staff awards. There will be three separate awards presented at the end of the school year TCCES staff gathering.

St. John Baptist de la Salle Outstanding Teacher Award – Will be presented to a current TCCES teacher who continually inspires and academically challenges his/her students to work to their highest potential and teaches them to set high self expectations and standards.

St. Frances Xavier Positive Influence Award – The Positive Influence Award will be presented to a current TCCES teacher or staff member who has made an exceptional difference in the lives of our students and their families. This person continually goes above and beyond to make sure that our students feel that school is a haven for learning and growing.

St. Anne Award for TCCES Spirit – The TCCES Spirit Award will be presented to a current teacher or staff member that has shown an outstanding commitment to presenting all TCCES schools in a positive manner and works to retain and recruit TCCES students and families to all of our schools.

Nominations will be sought from TCCES administration, faculty, staff, parents, students and alumni. The TCCES President, TCCES Director of Business Services, and TCCES Director of Advancement will choose the award recipients from the nominations.

Mike reported that all TCCES staff will gather for a Christmas social time on Monday, December 21 at 3:30 at Canovas in Neenah.

The TCCES calendar theme for December is prayer. All of the schools are participating in daily advent prayers. Prayer has also been incorporated into all classrooms. The SMC

community celebrated the Feast of the Immaculate Conception on December 8th with an all school liturgy. On December 16th, students and staff participated in a Reconciliation Service. The Seton students were prepped for the Sacrament with an examination of conscience, but their Reconciliation Service was cancelled because of the snow storm.

All schools have been busy preparing their Christmas concerts. Staff and students will begin the Christmas holiday vacation on Wednesday, December 23rd with teachers praying their traditional "Blessing Before Vacation" on the students before they are dismissed.

Teachers at all grade levels are working on their curriculum maps. At SMC, Mr. Batey has met with all departments to review current offerings, look for gaps, and propose minor changes in offerings.

Mike reported that the early enrollment opportunity for the SMC class of 2014 ended on December 15th with 76 students enrolled.

THE SMC robotics team *Syntax Error* won the Wildstang VEX Robotics tournament in Rolling Meadows Illinois on Saturday, December 5th. They also won the Programming Skills award for best programming design and the Excellence Award.

Athletic Committee – Marvin Daniels

Marvin reported that the Fall sports surveys have all been completed and the data is being compiled. The Athletic Committee is looking into ways to honor our athletes in the gyms and athletic fields with new signs. The trophy cases at SMC are being remodeled and expanded.

Advancement Report – Michelle Dejno for Beth Nemecek

Letters including a financial update have been sent to each of our scholarship donors. The donors will receive additional contact from the Advancement Committee in the coming months.

Representatives of eight families attended the SMC Thanksgiving Mass in memory of alumni and friends that passed away this year. During the procession, they lit and brought up a candle in memory of their loved one. 28 individuals were remembered.

An SMC alumni pick up basketball game is scheduled for January 2nd. It is also alumni night at the girls basketball game, where alumni will receive free admission and there will be price drawings.

A condensed version of the Zephyr Connection alumni newsletter will be going out to SMC alumni. It will include information about Zephyrfest Key Club and Hall of Fame award nomination forms.

Efforts are underway to increase enrollment at all TCCES schools. A banner is being made to hang over Racine St. in Menasha that will advertise registration specifically for St. Mary Elementary. All newly baptized children who belong to a Neenah/Menasha parish are being mailed a welcome/congratulatory letter along with the gift of a bib from the TCCES elementary schools. We are also calling upon current TCCES elementary parents to help recommend our schools to their friends. Postcards have been printed to give to parents to send out to family and friends. These postcards highlight our school's unique selling points and invite recipients to tour our schools. The postcards will be distributed in January.

Jumbo Gumbo was a huge success. Plans for Zephyrfest are well underway. The invitations are being created and personal and corporate invitations will be mailed in mid-January. PR for raffles will begin with stuffers in church bulletins in January.

The Advancement Committee is beginning to receive proposals from development consultants for the endowment campaign. The steering committee for the endowment campaign met the week of December 7th to determine criteria to use in the selection process for a consultant.

Governance Committee – Rob Michel

The Governance Committee has not had a formal meeting since the last TCCES board meeting. Rob reminded the committee that TCCES president evaluations and board evaluations are due on January 6th. He also asked the board to submit names of future board members to replace board members whose terms will expire in the spring of 2010.

Finance Committee – Howard Healy

Howard presented the TCCES summary of all units for the four months ending November 30, 2009 and the balance sheet for the same time frame. The tuition schedule for 2010-11 was presented to the board. A motion was made by Rob Michel, second by Fr. Paul to accept the tuition schedule. All voted to approve.

Old Business

SMC 1:1 Lap Top Initiative – Mike Sullivan

The 1:1 steering committee continues to meet on a regular basis. *Educational Collaborators* has been contracted to evaluate where our staff is at in their development in using the laptop program. Goals and objectives are being established. Workshops of 2-3 days will be held during the summer of 2010.

It was also reported that a few changes have been made to make Seton a more “wireless friendly” building.

New Business – Mike Sullivan

Registration Process for 2010-2011

The TCCES State of the Schools address and registration information for the 2010-2011 school year will be presented by Mike Sullivan on January 11th at St. Margaret Mary, January 12th at St. Gabriel, January 13th at SMC, and January 14th at St. Mary Elementary. The address will be from 6:30 to 7:30 PM. This is a change in schedule from what was printed on the TCCES calendar. The same address will be given at each school. Mr. Sullivan will discuss the steady progress of the TCCES schools, our growing enrollment and the new registration process. Families will be encouraged to attend and pick up their registration packed. Open registration begins on January 11 and ends of February 10.

Strategic Plan

The current strategic plan will be updated and refocused prior to the Corporate Board Meeting in March. The plan will be more goal specific, will have 3-4 major goals and will contain 2 year timelines.

At 8:35 PM, Marvin Daniels made a motion adjourn the meeting, second by Gary Elmer.. All present voted in favor to adjourn.

The next board meeting will be held on Wednesday, January 20th at 6:30 PM .