

Divine Savior Board of Trustees
Minutes
April 27, 2010

(Approved Minutes)

- I) Opening Prayer
- II) Attendance –Larry Konetzke, Joe Zenk, Bill Gaedke, Karin Wille, Dan Meyer, Bonnie Hebl, Tammy Wagner, Fr. Harry and Sandy Winkel. Excused: Christy Schmitz. Guests: Diane Cherney, Kim Ertl, Judy Meyer, Kris Tarnowski and Joan Nisler.
- III) Approval of Minutes – A recommendation was made to make the following change to VI) Policy C) Teacher Substitute Policy – A Teacher Substitution Procedure exists in the handbook. An actual policy needs to be created. The minutes were approved with the above change and spelling corrections.
- IV) Review Monthly Financial Statements – the financial statements were reviewed.
- V) Correspondence:
 1. A letter was shared from Sts Peter & Paul Picnic Committee inviting anyone interested to have booths at the picnic. It was suggested that a copy of this letter be shared with fundraising and marketing.
 2. A thank you letter was received from a family that received a donation from the Winter Dance proceeds.
 3. Emails were shared from the 8th grade class.
 4. Fr. Harry read a letter from Mary Klotz stating that she has resigned from the BOT.
- VI) Administrator Report and Accreditation Visit
 1. Registrations – Larry updated the numbers that have registered with payment and without.
 2. Eight students attended the forensics meet at CACS in April.
 3. The 2010-2011 school calendar was presented. The BOT recommended that the half day on Holy Thursday be made a full day. The calendar was approved with this change.
 4. Divine Savior Art Display is at the Kiel Library in April.
 5. Third quarter Honor Roll was presented.
 6. A visitation letter was sent to the CACS sixth graders.
 7. Accreditation Team Visit is scheduled for Wednesday and Thursday April 28-29. Larry explained the process of the visit and who will be interviewed. The committee will do one of three things: 1) Recommend accreditation, 2) recommend accreditation with provisions or 3) not recommend accreditation.
 8. May/June calendar was presented.
 9. Security cameras installed at the NH Campus.
- VII) Pastor/Parish Director Report
 1. BOT new member recruitment and selection – Sts. Peter and Paul has decided to implement a discernment process in selecting members for their committees. Joe explained the process and asked a member of the BOT to represent the group by giving a short summary of what is expected of a BOT member. Joe also extended an invitation to Fr. Harry to join in the process.
 2. BOD Meeting Summary – Holly Rottier was a guest at the recent BOD meeting. The 2010-2011 budget draft was presented to the BOD. The BOD then decided on their subsidy for the upcoming school year.
 3. Parish Council Attendance – tabled.

- VIII) Budget
1. Sandy gave a summary of how the budget process went this year. Wages were frozen due to lack of student enrollment. We are budgeted for 85 students and we still have not met that number yet. In order for the budget to be in balance a recommendation was made to increase Fundraising and Athletics by \$400 each. **It was also recommended that teachers' salaries be revisited this summer after we have an exact count of students, know the exact amount of our portion of the Administrator package and know the actual outcome of the current fiscal year.** The 2010-2011 DS budget was approved with the changes noted above. Larry suggested that if there is savings from the year to start saving for the future.
 2. Early Childhood Budget – is needed. Larry will talk to Kathy about it.
- IX) Policy –
1. Scrip Policy DS 3050 – third reading approved.
 2. Substitute Policy DS 4095 – second reading.
 3. Faculty Parish Participation DS 1060 – first reading.
 4. Tuition Policy DS 3041 – first reading of revision, “full tuition less BOT approved discount”.
 5. Policy System – Karin suggested that we go with an electronic policy binder with all BOT members having a jump drive and are responsible for keeping it updated. Karin has also started tracking policies on a spreadsheet to reference changes, deletions, etc. Technology funds will be used to purchase the jump drives.
- X) Actions required of the BOT
1. Marketing Committee – requesting a meeting with all committee chairs, BOT and new administrator. It was suggested this take place during the June meeting, starting at 6 pm. Marketing will be advised to contact all chairpersons to invite them.
- XI) Religion –
1. Joe shared a handout called “The Board and Strategic Planning”. The BOT will review “Building a Board on a Strong Foundation” for discussion at the May meeting.
- XII) Executive Session – A motion was made to move into executive session at 7:55 pm.
1. Delinquent tuition and how to handle it was discussed. A motion was made to move out of executive session at 8:10 p.m.
- XIII) Strategic Planning –
1. Progress and next steps – Tammy presented a copy of a vision statement for review. The BOT approved the statement as written.
 2. Core Values – Strategic planning will address this issue in the future.
 3. The BOT agreed that the plan be presented in sections for approval.
- IX) Administrator Search Committee Update – Joe filled the BOT in on how the process was going.
- X) Meeting Evaluation – How have we worked towards achieving our schools mission statement tonight? A suggestion was made to keep our mission statement visible so we can continually refer to it.
- XI) Closing Prayer and Adjournment at 8:25 p.m.
- XII) Next Meeting – Tuesday, May 25th at HR Parish Center.

Submitted by Sandy Winkel, Secretary