

Divine Savior Board of Trustees  
Minutes  
August 25, 2009

(Approved Minutes)

- I) Opening Prayer – led by the group.
- II) Attendance –Larry Konetzke, Bill Gaedke, Christy Schmitz, Dan Meyer, Sandy Winkel, Karin Wille Bonnie Hebl, Mary Klotz ,and Traci Hickey. Excused were Tammy Wagner, Fr. Harry and Joe Zenk. Special Guests were Barry Scholz, Karla Knauf and Lori Hess.
- III) Approval of Agenda – The agenda was approved as presented.
- IV) Approval of Minutes – The minutes from the June, 2009 meeting were approved as presented. The minutes of the July, 2009 meeting were approved with the spelling correction of two names.  
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- V) Correspondence – none.
- VI) Administrator's Report – The BOT reviewed Larry's report.
  - 1) Summer cleaning and projects completed. Hallway cubbies were installed at the NH campus for 6-8<sup>th</sup> graders.
  - 2) Teacher in service days are scheduled for August 24-27 with registration/orientation day scheduled for August 27<sup>th</sup> at both campuses.
  - 3) Enrollment numbers as of August 19<sup>th</sup> are PreK = 11 and K-8 = 101.
  - 4) Classroom supplies and books are in for the new school year.
  - 5) The Magazine Sale will run from Sept 3-18<sup>th</sup> with Mary Ann Kraus as the coordinator.
  - 6) The opening mass for all students is scheduled for Friday, September 4<sup>th</sup> @ Kiel Campus. The weekly masses will take place on Tuesday's in Kiel and Friday's in New Holstein.
  - 7) The shuttle busing will run the same as last year.
  - 8) Mr. Dan Witt has been hired to teach individual band lessons at the NH Campus. The fee will be covered by the parents at \$100 per student.
  - 9) The childcare program has hired some aides/helpers. Currently there is five before school children, four all day children and four after school children. The program is still receiving inquires from parents.
  - 10) Fr. Harry and Joe Zenk will visit the classrooms on Tuesdays.
  - 11) Charter Communications is no longer offering complimentary internet to schools; their cost is \$29.99/month per campus. Larry is currently investigating a reduced rate for DS. The technology fund will absorb these extra costs. There is a possibility of Holy Rosary and the Religious Education program help cover the cost at the NH campus since they also use the internet.
  - 12) MAPS testing will be implemented by the GB Diocese this year. Larry, Ms. Huether and Mrs. Kees will attend training at Silver Lake College.
  - 13) Eighth grade students from Kiel will be doing safety patrol both in the morning and the afternoon. The parents will need to provide transportation in the afternoon. The Washington DC trip is being planned with the Kiel Middle School.
  - 14) The accreditation visit by the WRISA team is scheduled for April 27-29<sup>th</sup>. Larry is still looking form members to do the DS self-study. The accreditation goals are: 1) facility study; 2) finalizing policies; 3) develop BOT new member training; and 4) strategic plan. The question arose on what if we don't get volunteers for the study. Larry shared that it could be assigned to the BOT and/or the staff. Also, the finance councils of the three parishes need to be involved.
  - 15) Larry attended a Strategic Planning meeting facilitated by Joe Bound. He is looking for 20 more members to comprise a committee from DS. The planning process will involve all aspects of school, RE, Adult Faith Formation, Youth Ministry, etc. The next meeting is scheduled for September 8<sup>th</sup>.
  - 16) The ten year old computer server at the Kiel Campus was not working properly over the summer. The cost to repair and retrieve data would be approximately \$150. It was recommended that we get bids on replacing the old server. It was also suggested that we look into getting one server to link both campuses. The BOT made a recommendation to Larry to seek quotes from local computer suppliers on a new server. The BOT will discuss his findings at their September meeting.
  - 17) The refrigerator used for our hot lunch program at the NH Campus died. A new one has been ordered at a cost of \$2400. DS is seeking help from Holy Rosary and their Christian Ladies to help with the cost. The hot lunch program will cover the remaining balance.

18) Mike Winter will be on vacation the first week of school. Holy Rosary Parish does not intend to have anyone available that week to do his work. It was suggested that we have our janitor do the cleaning of the gym floor and bill the parish for his time.

VII) Religion – no report.

VIII) Committee Reports:

a) Home & School

1. Barry Scholz, Lori Hess and Karla Knauf reported on the Back to School Splash that was planned for August 27.
2. The parades went well with good participation.
3. The Home & School officers are trying to convey a positive attitude amongst our parents.
4. The officers asked that a policy be set on using SCRIP when purchasing anything for school use. The tuition credit will get applied to the tuition assistance fund.
5. The first Home & School meeting of the year is scheduled for Tuesday, September 29<sup>th</sup> at 6:00 pm at the New Holstein Campus.
6. Teachers were presented a hat and t-shirt from the Home & School Association.

b) Athletics

1. A concern was shared on why all of the home volleyball games are being played at the Kiel Campus. The Athletic Committee decided to do this because it is the most convenient way to handle concessions. The basketball tournaments will be hosted at the New Holstein Campus.

c) Facilities – nothing to report.

d) Finance – The fiscal year end financial reports were reviewed. Two questions concerning these reports are: 1) why are teachers' salaries under-budget by \$6000 and 2) why did St. Ann not fulfill their budgeted amount for parish subsidy? Larry will take the questions back to Chris for clarification.

e) Fundraising – the committee's report was reviewed.

1. They are requesting that the BOT does not set a policy on mandatory fundraising.
2. Their goals are to improve the big fundraisers and drop the Kringle and Candy Bar fundraisers.
3. The committee shared that they were not involved in the Sleigh Ride event last year. Bill Hess is interested in doing it again this year. If he wants to move forward with this fundraiser he needs to go through the fundraising committee. If the event does happen we need to designate what it is for such as technology, tuition assistance, etc. The BOT recommends to the fundraising committee to move forward with the Sleigh Ride. Larry will contact Barry and Bill to get them on the same page for this fundraiser with proceeds earmarked for a new server and technology fund.
4. The BOT agreed that the staff can be politely invited to help with fundraisers with no obligation to do so.
5. If the fundraising committee meets their budget they can choose to forgo the candy bar sale and the kringle sale.
6. The fundraising committee was reminded that ALL families indicated on their registration form that they will partake in the fundraisers for DS.

f) Personnel – nothing to report.

g) Policies

1. The second reading of DS3021 Cash Handling took place. The following changes were made: Athletic Deposits – after each game day; remove name of bank and replace with DS banking institution.
2. Policies DS4090-4308 had their third reading with minor changes made. The policies passed.
3. Policies DS4050 had a first and second reading.
4. Policy DS4130 had a first and second reading with minor changes.
5. Policy DS4231 had a first and second reading with minor changes.
6. The third readings will take place at the September meeting.

h) Promotional/Marketing–

1. The marketing committee has offered assistance in the school self study.

- i) Technology – The information was covered in the Administrator’s report.

IX) Other Reports

- a) Parish Council – no reports.
- b) Pastor/Parish Director Report – no reports.

X) Old Business

- a) SPPS Finance Letter (continued) –
  - 1) Utilities savings at the Kiel Campus would be approximately \$6700 if the school would not be in operation. Gary Winkler is doing a report for the New Holstein Campus.
  - 2) Christy met with Tina to review the original PowerPoint presentation. Chris and Christy will be meeting in September to continue the process. They will present their report to the BOT at the September meeting.
  - 3) A Class Size Policy will not be created until there is a reason to do so

XI) New Business

- a) New member training – each member shared their personal challenge of the week. Who is planning new member training and how does the process work? The BOT needs to develop some sort of training or orientation for new members.
- b) Committee Assignments:
  - 1. Athletics – Bill and Dan
  - 2. Facilities – Bill
  - 3. Finance – Tammy and Sandy
  - 4. Fundraising – Bonnie
  - 5. Home & School – Christy
  - 6. Personnel – Christy and Karin
  - 7. Policies – Traci, Karin and Larry
  - 8. Promotional/Marketing – Mary and Dan
  - 9. Technology – Traci
- c) Long Range Planning – The BOT needs to start developing long term goals for DS. Once developed the BOT needs to prioritize these goals and track the progress of each goal. Karin volunteered to track the progress of each goal.
- d) Marketing Presentation – The presentation will be shared with the BOD at their September 3<sup>rd</sup> meeting. We are looking for approval to move forward with Phase I of the marketing plan.

XII) Announcements

- a) Next Meeting – Tuesday, September 22<sup>nd</sup> @ 6:30 p.m. at the New Holstein Campus.

XIII) Open Forum – nothing.

XIV) Executive Session –none.

XV) Adjournment – meeting was adjourned at 9:00 p.m.

XVI) Closing Prayer – was shared by all.

Submitted by Sandy Winkel, Secretary