

Divine Savior Board of Trustees
Minutes
January 26, 2010

(Approved Minutes)

- I) Opening Prayer – led by Fr. Harry
- II) Attendance – Fr. Harry, Larry Konetzke, Joe Zenk, Bill Gaedtke, Karin Wille, Dan Meyer, Christy Schmitz, Bonnie Hebl, Tammy Wagner, Mary Klotz and Sandy Winkel. Guests: Marcy Keuler, Marketing Committee.
- III) Approval of Minutes – The December minutes were approved with one correction to change #7 to read: Policies should be reviewed annually. The January minutes from the special BOT meeting were approved with the correction of the adjournment time to 6:45 p.m.
- IV) Correspondence – none.
 - A. Presentation from DS Marketing Committee – Marcy Keuler shared a PowerPoint presentation of the results of the survey taken by our parents for marketing analysis of DS. The survey covered areas of area demographics, census, strengths, weaknesses and organization. The Marketing Committee and the BOT will use this information to help improve and grow DS.
- V) Pastor/Parish Director Report – nothing to report.
- VI) Administrator Report – The BOT reviewed Larry’s report.
 - 1. Enrollment changes: One student withdrew and four students enrolled.
 - 2. The National Geographic spelling Bee final was held crowning Grace Schuette as champion. A photo and article will be in the local newspaper.
 - 3. Kindergarten screening is scheduled for February 18th. It will be advertised in the local newspaper.
 - 4. Catholic schools week events are planned with the opening Mass scheduled for Sunday, January 31st and the closing mass, Special Persons Day and the talent show scheduled for Friday, February 5th. Other events include Caps for Christ Day, Faith & Fund Day, Spirit Day and Olympics Day.
 - 5. DS received their Accreditation document for the 2009-2010 school year. A report will appear in the local newspaper.
 - 6. The Accreditation Self-Study continues for the April site visit. Standard 2, 7, 8, 9 and C need approval. Larry explained the accreditation process with the BOT. In reviewing the standards the following issues were discussed: a) the self-study makes reference to a core value document. Does this document exist? Larry will share the document with the BOT. b) Standard 7 states that we have the Accelerated Reading Program at both campuses. The BOT asked why it is not being used at the NH campus. c) Standard 7 refers to a technology coordinator at the Kiel campus. The BOT asked why no coordinator at the NH campus. After discussion it was recommended to remove sentence two in paragraph two.
 - 7. Registration and Tuition information for 2010-2011 were discussed. A motion was made to increase tuition to \$1640 per student for the upcoming school year. The registration and tuition agreement form will be sent home to parents the second week in February. A registration fee of \$50 per student, \$100 per family is due by April 1st. This fee will go toward next year’s tuition if paid by April 1.

8. Graduation will take place on Wednesday, June 2nd at 7 pm at Holy Rosary Parish. Joe recommended that the graduation ceremony take place within the mass. Also it was recommended that the students be recognized for their achievements at mass. Graduation fees will be taken into consideration in the general budget process for next year.
9. Stations of the Cross will take place at both campuses during Lent. Larry will work out the details with Fr. Harry.

VII) Religion – Pamphlets have been ordered for the next group discussion.

VIII) Old Business

- a. Review Accreditation Surveys - The BOT reviewed summaries of completed accreditation surveys from the students, teachers, parents and parishioners and created a list of strengths and weaknesses for each category.
- b. Strategic Plan – Karin shared some ideas of strategic plans from other schools. A recommendation was made to hire an outside consultant to help in creating a plan for DS. Joe Bound of the Green Bay Diocese initially helped Larry with the draft of what we have so far. Joe will consult with the diocese to inquire if they have any recommendations of firms that do strategic planning.

IX) New Business - none

X) Actions Required by the BOT: Reports were received from the following committees:

1. Marketing Committee – is looking for budget numbers in order to apply for grants. Sandy will contact Marcy on specifics.
 2. Fundraising Committee – Have been given approval to have a plant sale and a candy bar sale. The BOT wishes to clarify with the committee that no fundraising policy was drafted by the BOT. The draft was originally created by the fundraising committee. The BOT decided to include a clause in on the registration form instead of a policy.
 3. Home and School report was reviewed.
 4. Athletics report was reviewed.
- 2) Athletic Committee Approval of Budget – The athletic budget was approved as presented noting that athletic savings will need to be used to fulfill their budget for this year.

XI) Open Forum –

- a. A question was asked on the dates for teachers contracts. Contracts must be offered by April 15 and the teachers' must return their contract by May 15.

XII) Executive Session – none.

XIII) Adjournment – The meeting was adjourned at 9:15 p.m.

Next Meeting: Tuesday, February 23, 2010 @ 6:30 pm at Kiel.

Respectfully submitted by Sandy Winkel, Secretary