

Divine Savior Board of Trustees
Minutes
June 22, 2010

(Approved Minutes)

- I) Opening Prayer – Fr. Harry
- II) Attendance – BOT Members: Bill Gaedke, Karin Wille, Dan Meyer, Bonnie Hebl, Tammy Wagner, Christy Schmitz and Sandy Winkel. Excused: Fr. Harry and Joe Zenk. Guests: Ken Turba, Becky Meyer, Marcy Keuler, Karla Knauf, Bill & Lori Hess, Jennifer Stephany, Ron Reese, Joan Nisler, Diane Cherney, Kathy Volland, and Jennifer Tienor.
- III) Introductions – All present introduced themselves to the group.
- IV) School Calendar – Marcy Keuler, representing the Marketing Committee, shared with the group a calendar of events and activities for the upcoming school year. The group went through the calendar month by month and filled in all of the meetings, activities, etc. that are scheduled. This master calendar will be updated continually and published on the school website. When new events or activities have been approved an email should be sent to Marcy to update the master calendar.
- V) Approval of Minutes – The minutes were approved with the following changes: Section IX Policy – change the word will to with; correct the numbering of agenda items.
- VI) Correspondence:
 - 1. A letter was received from the 8th grade class stating they have an overage of approximately \$600 from class fundraising. They are looking for suggestions on what to do with the overage. Gary will look into where there is a need for the money to be used as a donation from the class.
- VII) Financial Reports:
 - 1. Some of the members were unable to open the financial documents that were scanned in on the new copy machine. We will check with Chris to see if the default can be changed on the scanner.
 - 2. The financial summary from Chris was reviewed. The estimated year end will be approximately -\$1000. This does not include the outstanding tuition balance due from some families. If paid before June 30th we will realize a small profit.
 - 3. Chris will meet with Gary and the finance committee to work on the budget to reflect the changes to the 4K program.
- VIII) Pastor/Parish Director Report – Holy Rosary is still working on filling the two BOT positions.
- IX) Administrator Report – Larry's report was reviewed.
 - 1. All families with outstanding tuition were contacted.
 - 2. Textbooks have been ordered for the upcoming school year.
 - 3. Consumables and Supplementary materials have been ordered.
 - 4. The end of year WRISA report has been filed and the fee has been paid.
 - 5. Summer cleaning is taking place.
 - 6. Fourth quarter honor roll was presented and published in the paper.
 - 7. The server needs to be installed at the Kiel campus. Gary Bruckner and Phoenix PC will arrange to have access to the building for the install.
 - 8. MAPS testing results will be distributed before or with the October testing results due to computer problems.
 - 9. Roller Skating went well and has been scheduled for 2011.

10. Other – Larry thanked all for the opportunity to work with your children.

New Administrator Report – Gary shared that he has been working on the telephone systems. He has a meeting with representatives of the Green Bay and Milwaukee Diocese on July 9th.

- X) Strategic Planning
1. The committee is looking for approval on the following sections: 1) Environment for Teaching and Learning, 2) Human, Financial and Physical Resources, and 3) Learning and Teaching. After discussion of the sections the BOT moved to approve them as presented.
- XI) Policy – An updated Policy manual was received by all BOT members. Changes will be sent on a monthly basis if needed.
1. Tuition Policy DS 3041 revision – third reading – approved.
 2. Graduation Policy DS 5030 – second reading – approved.
 3. Acceptable Use for Cellular Telephones – DS 4136 – second reading – approved.
 4. Faculty Parish Participation – DS 1060 – third reading – approved.
- XII) Actions required of the BOT
1. Fundraising – More information is needed on the new upcoming spring talent auction fundraiser. Concerns were voiced on what is expected of each family for the fundraiser.
 2. Athletic Director – Policies need to be reviewed on what decision making the athletic director can make without going to the BOT. It will be revisited at the July meeting.
- XIII) Religion – Tabled until the July meeting.
- XIV) BOT 2010-2011 –
1. Orientation of New BOT Members – Karin is willing to help with an orientation for new members. The Diocese is willing to send someone down to help. Sandy will contact the diocese on dates of workshops they offer. It was decided to wait until Holy Rosary has filled their two positions on the BOT before we set a date for orientation. Karin will contact the new members to set a date in August. Dan will invite Holly Rottier to the regular August meeting.
 2. Year End Evaluation and Suggestion for BOT – Discussion took place on how the year went and how we can make it better. One suggestion made is to possibly having a staff member serve as secretary at the BOT meetings.
 3. Thank You to Departing Members – The BOT thanked the outgoing BOT members for their time and commitment.
- XV) Executive Session - The BOT moved into executive session at 7:52 pm. The BOT moved out of executive session at 8:50 pm.
- XVI) Closing Prayer and Adjournment at 8:52 p.m.
Next Meeting – Tuesday, July 27 @ 6:30 pm at Holy Rosary, New Holstein.

Respectfully Submitted by Sandy Winkel, Secretary.