

Divine Savior Board of Trustees

Minutes

March 23, 2010

(Approved Minutes)

I) Welcome & Prayer

- A) Attendance –Larry Konetzke, Joe Zenk, Bill Gaedke, Karin Wille, Dan Meyer, Christy Schmitz, Bonnie Hebl, Mary Klotz, Tammy Wagner and Sandy Winkel.
- B) Approval of Minutes - The minutes of the regular meeting held on February 23rd were reviewed and approved with spelling corrections. The minutes of the special meeting held on March 10 were approved as presented.
- C) Review Financial Statements – A recommendation was made to Larry on how to approach the families who are currently behind in their tuition payments. Larry is to call or meet personally with the families to ask what their plans are to fulfill their tuition commitment on time.
- D) Correspondence – An article from the *Compass*, the diocesan newspaper, on the future of school funding was shared.

II) Pastor/Parish Director Report

- A) Parish Council meeting attendance – The question was asked if the BOT members should continue to attend the monthly parish council meetings. Concerns are that the BOT members have so many committees to report to and possible new committees to form that it is hard to add another meeting to the month. Joe reminded everyone that the BOT is not a separate entity; however, he is open to discussion on different ways to communicate with each other. A suggestion was made to possibly create a summary to present to the councils each month.
- B) Administrator Update – Joe heard from Br. Steve of CPES that he met with the Archdiocese and a contract for the new administrator will be drawn up through them and DS will pay 50% of the costs back to CPES.

III) Administrator Report

- 1) Registrations are currently at 34 of a possible 100 students. It was suggested to Larry that a separate flier be put in this week's newsletter to remind everyone of the April 1 deadline.
- 2) Protective Behaviors presentations held at both campuses.
- 3) Child Development Days at Zielanis Elementary in Kiel will be attended by Mrs. Volland.
- 4) The 2010-2011 calendar is being worked on.
- 5) MAPS testing will take place in April at the NH Campus for grades 5-8.
- 6) Divine Savior Art display will take place at the Kiel Public Library in April.
- 7) Accreditation Team Visit is scheduled for April. The site team will want to talk to some of the BOT members. If available, email Larry. Christy volunteered to supply beverages and snacks for the team. Standard 3 and 5 were reviewed.
- 8) April calendar was reviewed.
- 9) Reconciliation for students during Lent is being planned.
- 10) A Seder Meal will take place at both campuses.
- 11) Tables and chairs were purchased from Heus Manufacturing for use in the computer lab.
- 12) The security camera monitor does not work at the NH Campus. Approval was given to purchase a new one for approximately \$700. The funds will come from a donation.

IV) Religion

- A) The board reviewed "Characteristics of an Effective Board". A lot of the information in this pamphlet was discussed when Holly Rottier from the Diocese met with us last month.

V) Old Business

- A) Budget – Joe and Sandy will be meeting to work on the Administrative package for the budget.

- B) Timeline – the approval of salaries needs to take place before April 15 when contracts need to be issued. Also, the parishes need to submit their subsidy amounts to DS to complete the budget.
- C) A sub-committee needs to be developed for Finance.

VI) Policy

- A) A sub-committee needs to be developed for Policy. Suggestions for representation on the committee are administrator, teacher, one or two BOT members, and parishioners. This committee would be a one year commitment. Bonnie volunteered to be a BOT representative.
- B) Scrip Policy – second reading.
- C) Teacher Substitute Policy – Procedures for teachers substitutes exists in the handbook. A policy needs to be created.
- D) Suggestions for policies needed before Administrator change: graduation location, 8<sup>th</sup> grade trip, lunch program.
- E) Develop Plan for Annually Reviewing Policy

VII) Strategic Planning

- A) Develop Committee – The BOT shared possible parishioners to be contacted to serve on this committee. The committee plans to meet two times per month the first two months and monthly after that. Tammy shared an outline of the committee’s plan.
- B) Short Term, Administrator Transition Planning Before Next School Year – What changes can we make before the new administrator?
- C) Long Range Planning – A possible staff member be on the Development Committee.

VIII) Administrator Hiring and Review Committee Update – Joe has been working with Fr. Harry to put together a hiring committee. Divine Savior and CPES will both have four representatives in addition to the priests/parish director. The deadline for resumes is April 15. Joe gave an outline of the timeline of the hiring process.

IX) New Business

- A) Ron Reese has volunteered to be the Athletic Director for the 2010-2011 school year.
- B) Action Required by Trustees – none
- C) Executive Session – none
- D) Meeting Evaluation –Evaluate Meetings Effectiveness: moved very smoothly, members seemed more prepared, stayed on task.
- E) Closing Prayer.
- F) Adjournment.

Submitted by Sandy Winkel, Secretary