

Divine Savior Board of Trustees
Minutes
May 25, 2010

(Approved Minutes)

- I) Opening Prayer – Fr. Harry
- II) Attendance – Joe Zenk, Bill Gaedke, Karin Wille, Dan Meyer, Bonnie Hebl, Tammy Wagner, Fr. Harry, Christy Schmitz and Sandy Winkel. Excused: Larry Konetzke. Guests: Kevin Volland, Kim Ertl, Kris Tarnowski, Joan Nisler and Gary Stapanek.
- III) Approval of Minutes – Changes to unapproved minutes 1) IX) Policy - #4 Tuition Policy should read DS 3041 and 2) spelling correction to Kris Tarnowski's name. Motion was made and carried to approve the April minutes with the changes.
- IV) Review Monthly Financial Statements – the financial statements were reviewed. The BOT was reminded that payroll for July and August will need to be accrued before the end of the fiscal year.
- V) Correspondence:
 - 1. A letter was shared from Janice Hannon stating that she is interested in teaching at the elementary level next year.
- VI) Pastor/Parish Director Report
 - 1. BOT new member recruitment and selection
 - a. Sts. Peter and Paul Parish have three parishioners who have volunteered to go thru the discernment process to fill the one position open for their parish. Holy Rosary is working on filling their two positions. Joe invited Holy Rosary to be a part of the discernment process on June 1st. Dan and Karin volunteered to be the BOT representative for the process.
 - b. Working towards not more than 30% parents on BOT – We continue to work towards having more non-parent representation on the BOT.
 - 2. Delinquent Tuition letter – The topic is being moved to executive session.
 - 3. Speaker Policy – Fr. Harry shared a letter from the Bishop concerning a new policy pertaining to when both schools and/or parishes have speakers come into their facility.
 - 4. Fr. Harry shared a copy of Xavier School “Buzz” newsletter that our marketing committee might be interested in. This particular newsletter is shared with all of the parishes that support Xavier.
- VII) Administrator Report
 - 1. Registration for 2010 was reviewed. K-8 currently has 86 registered with 9 of those being verbal registrations with no fee paid.
 - 2. The spring music program went well.
 - 3. Twelve teachers have signed and returned their contracts. Two teachers, Mrs. Hannon and Mrs. Jacobsen, did not return their contracts and will not be returning.
 - 4. The Accreditation Team Self Study Areas of Improvement was presented. It is suggested that these areas of improvement be used to develop a long range/strategic plan.
 - 5. Safety barriers have been added at the Kiel campus at both ends of the alleyways with approval from the Kiel police chief. A more permanent solution should be researched.
 - 6. The idea of possibly combining PK-4 and K for 2010-2011 school year is still undecided. Joan Nisler shared her concerns with combining the two classes and the possibility of losing families if we do so. Currently 7-8 children are enrolled in PK-4 and five children are enrolled in Kindergarten. The BOT tabled the issue until their June meeting when more accurate numbers will be available.

7. A copy of the approved 2010-2011 DS calendar was presented. Two and one half snow days have been built into the calendar.
 8. MAPS Testing – A question was asked why we have not received results of the last MAPS testing. Apparently there is a problem with the MAPS software. Kris volunteered to follow up with Larry on when the results will be available.
- VIII) Strategic Planning
1. The committee continues to meet twice a month. They look for approval on the following: 1) Foundation statements, 2) Communication and Community Relationship, and 3) Leadership and Governance. After reviewing the reports the BOT approved all three sections.
 2. Jerry Kiel has resigned from the committee and Patty Jaeckels has joined the committee.
- IX) Policy –
1. Faculty Parish Participation DS Code 1060 – second reading approved.
 2. Substitute Teachers DS Code 4095 – third reading approved.
 3. Tuition Policy DS 3041 Revision – second reading approved.
 4. Cellular Telephone Policy DS 4136 – first reading approved.
 5. Graduation Policy DS 5030 – first reading approved.
 6. Karin suggested that an annual review of policies be done by dividing policies up over 11 months.
 7. A jump drive with all of the DS policies was distributed to all of the BOT members.
- X) Actions required of the BOT
1. None.
- XI) Religion –
1. Joe reviewed with the BOT a pamphlet called “Building a Board on a Strong Foundation”. Next month the group will discuss “Perils and Pitfalls of a Catholic Education Boards Part I”.
- XII) BOT 2010-2011 –
1. A discussion took place on if the BOT should continue with co-presidents or go to a president, vice-president system. It was the consensus of the group to go with a President and Vice-President.
 2. Orientation of new members will take place in July before the regularly scheduled July BOT meeting. As soon as we know who the new members are a date needs to be set for the orientation. A suggestion was made to invite Holly Rottier from the diocese to help with the orientation. Dan also shared that the diocese has an orientation day for new BOT members.
 3. Election of officers will take place at the July BOT meeting.
- XIII) Child Care Issues –
1. Kevin Voland explained the concern issued by the bookkeeper on soliciting donations from Christian Women and Knights of Columbus. He also stated that grants have been applied for to help fund the child care program.
 2. Kevin shared issues with a new employee not going thru the proper procedures for background check and diocesan training before being hired. A BOT member asked who is responsible for making sure all new hires have a background check and go through VIRTUS training per the Diocese of Green Bay. No one knew who the LOSEC (Local Safe Environment Coordinator) is for DS.
- XIV) Executive Session - The BOT moved into executive session at 8:07 pm. The BOT moved out of executive session at 8:30 pm.
- XV) Closing Prayer and Adjournment at 8:35 p.m.
Next Meeting – Tuesday, June 22 @ 6 pm at Sts. Peter & Paul, Kiel.
- XVI) Submitted by Sandy Winkel, Secretary