

Divine Savior Board of Trustees
Minutes
February 26, 2008
Kiel Parish Center

(Approved 03/25/08 Minutes)

- I) Opening Prayer – Prayer written for CSW
- II) Attendance – Ron Reese, Ron Schmitz, Julie Kraus, Bill Gaedke, Sandy Winkel, Dan Meyer, Larry Konetzke, Fr. Loren, Fr. Harry, Tracy Schmitz
Excused: Barry Blatz
- III) Approval of Agenda: Motion to approve.
- IV) Approval of Minutes: Motion to approve with correction to the spelling of Julie Kraus' last name and the addition of the word "with" in #1 under Personnel.
- V) Correspondence: None.
- VI) Reports:
 - A) Administrator – Please refer to the Principal's Report.
 - 1) Update on pre-registrations for 2008-09:
 - a) Pre 3 = 3
 - b) Pre 4 = 1
 - c) K-8 = 82
 - d) Reminder going out in newsletter 02/27/08 to return forms.
 - 2) Parent-Student Handbook sent home on Wed., 02/20
 - 3) Kdg. screening: 8 out of present 14, screenings scheduled for general public but no appointments.
 - 4) Snow/cold day to be made up Tuesday, March 25, 2008.
 - 5) Bldg. security quotes still in progress.
 - 6) 8th Grade class trip tentatively set for June 2.
 - 7) 2008-09 school calendar being worked on.
 - 8) Donations to Divine Savior:
 - a) \$200 to Tuition Assistance
 - b) \$100 to each Technology, Library, and Music programs.
 - B) Athletics – Reviewed committee minutes from 01/16/08.
 - 1) 35 participants in intramural basketball program.
 - 2) NH campus tournament to begin 02/28/08.
 - C) Facilities – No report.
 - D) Finance – Please refer to updated Statement of Activity.
 - 1) Larry Konetzke to investigate 612002.02 – Unified Specials & Part-Time.
 - 2) \$2800 coming from HR for tuition assistance to clean up accounts.
 - 3) Will be reviewing percentages to determine appropriate charges for services rendered.
 - 4) Committee being created with representatives from St. Ann, HR, & SPPS to review and establish uniform guidelines.

- 5) Last year scrip credit from HR to be distributed to Divine Savior 02/26/08.
- 6) HR Parish undergoing an audit in March from the diocese.
- E) Fundraising
 - 1) Draft policy on mandatory fundraiser involvement to continue to keep tuition lower.
 - 2) Packer lead person needed – request sent home in newsletter.
- F) Home and School
 - 1) Review the constitution for the purpose of the committee.
- G) Personnel
 - 1) Administrator evaluations from staff received back and will be reviewed.
 - 2) Administrator evaluations will be e-mailed to the board and need to be completed by Monday, 03/04/08.
- H) Policies
 - 1) Handbook complete, waiting for returns from families, reminder will be in newsletter again this week.
 - 2) DS policies still being worked on.
- I) Promotional / Marketing – Please refer to committee meeting minutes.
 - 1) DS brochures are in place and being distributed.
 - 2) Website could use more information in regards to school and religious activities.
- J) Technology – No report.
- VII) Other Reports
 - A) Parish Council – No report.
 - B) Pastors Report – No report.
- VIII) Old Business
 - A) Parent/Student Handbook – complete.
 - B) Flow chart indicating the “Chain of Command” – First draft presented and revisions to be done.
 - C) New member search – next steps.
 - 1) Maintaining equal representation from each parish.
 - 2) Nominating and voting at the parish level.
 - 3) Tabled and will discuss at future meeting to prepare for departures.
- IX) New Business
 - A) Response to parent surveys – Board to review handout presented and letter will be drafted to school families.
 - B) Discuss idea of preschool at NH campus – tabled as there is no need.
 - C) Safety Patrol Trip – Discuss Status and Options
 - 1) Kiel Public will still be running the DC trip and Divine Savior will be joining.
 - 2) Donations will be received from Kiel Police Department for Kiel students to offset the cost as has been done in the past. NH students will be responsible for the entire cost as has been the case in the past.

- D) SSPP Church Ministry Fair – March 8 & 9
 - 1) Should be school representation present .
- X) Open Forum
 - A) 7th Grade Retreat cancelled due to our early dismissal.
 - B) Review of staffing needs for present and upcoming school year.
- XI) Announcements
 - A) Next meeting – March 25, 6:30 PM, Parish Life Center, New Holstein
 - B) March Parish Council Attendees – Barry (HR), Ron S (SSPP)
- XII) Executive Session – Not held.
- XIII) Adjournment – Motion approved.
- XIV) Closing Prayer – Fr. Loren