

Divine Savior Board of Trustees
Minutes
March 25, 2006
Parish Life Center, New Holstein

(Approved Minutes 04/22/08)

- I) Opening Prayer: Stewardship Prayer
- II) Attendance: Ron Reese, Barry Blatz, Fr. Loren, Fr. Harry, Larry Konetzke, Sandy Winkel, Bill Gaedke, Ron Schmitz, Dan Meyer, Julie Kraus, Tracy Schmitz, Kim Driscoll, Tony Grybush
- III) Approval of Agenda: Motion to approve with the addition of an item after V. Correspondence: "Addition of New Member" and with the addition of #4 Possible Teacher / Staff tuition reduction for dependants to VII. Old Business.
- IV) Approval of Minutes: Motion to approve with the change to LY to read last year in Letter D, #5.
- V) Correspondence: None.
- VI) Addition of New Member: Tony Grybush presented himself on behalf of the DS Board of Trustee open position with a remaining one year term attached. It was reviewed from the meeting on 02/26/2008 that the Board of Directors preferred to continue to have equal representation from each parish. At this time the open position will need to be filled by a Holy Rosary parish member. In the fall there will be openings for two(2) Saints Peter and Paul parish members as well as one(1) Holy Rosary parish member. Ron Schmitz has agreed to extend his term by one(1) year to fill the current open position for Holy Rosary Parish.
- VII) Reports:
 - A) Administrator: Please refer to Principal's Report
 - 1) Updated on pre-registrations for 2008-09
 - a) Pre 3 = 3
 - b) Pre 4 = 4
 - c) K-8 = 97
 - 2) April calendar presented with an addendum to April 2 for athletic pictures.
 - 3) Proposed 2008-09 school calendar submitted for approval. Motion to approve 2008-09 school calendar.
 - 4) Proposed Tuition Assistance form provided, Board of Trustees to review and vote on approval of form at April's meeting.
 - 5) Proposed Church Contribution Verification form provided, Larry and Chris to prepare for Board of Trustees to approve at April's meeting. This form would be solely utilized by the book keeper.
 - 6) Larry will be recruiting for a preschool teacher for the upcoming year.
 - B) Athletics: Please refer to report
 - 1) Motion to approve current list of coaches and to verify their completed Virtus training.

- 2) Sports pictures scheduled for April 2nd.
- 3) Athletic Banquet planned for May 17th at Volland Hall following the 4 pm mass.
- 4) Financial Report:
 - a) Athletics will fulfill the requirement of \$5000 for the budget.
 - b) Athletics will fund \$2500 for shuttle bus expenses in 2008-09.
 - c) Athletics will purchase gym equipment as requested by teacher.
 - d) Athletics will be purchasing a new volleyball, two boys and two girl's basketballs for the programs.
 - e) Athletics will be saving \$700 for concession start up.
 - f) Athletics will be saving \$300 for volleyball referee fees.
 - g) Athletics will be sending out a survey to revisit the cheerleading interest.
 - h) Next meeting April 16th at the Kiel Campus.
 - i) Discussion of tournaments will be the main focus.
- C) Facilities: Nothing to report.
- D) Finance: Reminder that the Board of Trustees makes the budget and the Board of Directors approves the budget.
 - 1) Non-parish member tuition policy to be reviewed. Larry will review current status of non-parish members, their intentions for 2008-09, and report at next meeting.
 - 2) Ron Schmitz reported that Jon Berchem was appointed Chairman of the Holy Rosary Parish Finance Committee.
 - 3) Meeting set for April 9, 2008 for Board of Directors, Divine Savior Board of Trustees representatives, and each parish Finance Committee to review changes necessary for 2008-09 budget. Barry will contact all attendees.
 - 4) Motion to approve: Contracted teacher's salaries and benefits of the budgeted portion for distribution of contracts in a timely manner.
- E) Fundraising:
 - 1) Barry and Ron participating in meetings to provide guidance on the committees mission statement, plan for next school year, and review necessity for a fundraising policy.
 - 2) Board of Trustees granted request for Victoria Fischer to investigate daycare possibilities.
 - 3) Still in need of a Packer Fundraiser Chairperson.
 - 4) Recommendations of the Diocese were to eventually start building a savings under fundraising.
 - 5) Scrip update was provided. Profits have already met \$11,000 budget requirements. Special committee to review possible uniformity of Scrip programs between parishes as well as profits realizing a larger portion of upcoming school budget.
- F) Home and School: Next meeting April 8th.
 - 1) Questioned the timing due to the availability of sign up for Packer fundraiser, etc.

- 2) Possible end of year family social to celebrate the completion of our first year as Divine Savior.
- G) Personnel: Evaluations are completed. Objectives are being written.
- H) Policies:
 - 1) Proposed tuition/fundraising policy presented.
 - 2) Review of need for a delinquent payment policy – Larry will review necessity with Chris.
- I) Promotional / Marketing: Refer to Committee Minutes from 03/13/08
 - 1) Update on brochure availability, letterhead and note cards.
 - 2) Updating and compiling statistics for the school.
 - 3) Updated on Preschool screening.
 - 4) Next meeting April 10, 2008, Parish Center at 6:30 PM.
- J) Technology:
 - 1) Funds are available.
 - 2) Reviewing internet services for next year.
- VIII) Other Reports
 - A) Parish Council:
 - 1) Ron S. attended SPPS. Topics discussed were need for one trustee and one member, retirement of Fr. Loren, and the vote on April 15.
 - 2) Barry unable to attend HR.
 - B) Pastors Report: Nothing to report.
 - C) Board of Directors Report: Noting to report.
- IX) Old Business:
 - A) Updated flow chart indicating the “Chain of Command”
 - 1) Motion to approve and distribute.
 - 2) Dan will provide to Kim for distribution and Lori for the website.
 - B) Update of response to parent survey: Reviewed and revised letter, motion to approve and distribute.
 - C) Unified Specials – Clarify status and changes for next year. Larry reviewed the line item on the budget and it has been adjusted.
 - D) Review the Financial Update and provide feedback to Ron Reese within the next week to allow for proper distribution.
- X) New Business:
 - A) Need Board Member Requirements for parish nominations – supporting parish member and voted onto the Board of Trustees.
 - B) Discuss Board interest in investigating possibilities of day care – Board open to any opportunities or suggestions.
- XI) Open Forum:
 - A) Reminder of professionalism displayed by teachers.
- XII) Announcements:
 - A) Next Meeting – April 22, 2008, 6:30 PM Parish Center – Kiel Campus
 - B) April Parish Council Attendee: HR – Tracy, SPP – Julie
- XIII) Adjournment: Motion to adjourn.
- XIV) Closing Prayer