

Divine Savior Board of Trustees
Minutes
September 22, 2009

(Approved Minutes)

- I) Opening Prayer – led by the group.
- II) Attendance –Larry Konetzke, Bill Gaedke, Christy Schmitz, Dan Meyer, Sandy Winkel, Karin Wille, Bonnie Hebl, Mary Klotz, Tammy Wagner and Traci Hickey. Excused were Fr. Harry and Joe Zenk.
- III) Approval of Agenda – The agenda was approved with the addition of Direct Deposit.
- IV) Approval of Minutes – The minutes from the August, 2009 meeting were approved with the correction to VIII) Committee Reports, a) Home & School, #5 – the correct day is Tuesday.
- V) Correspondence – none.
- VI) Administrator's Report – The BOT reviewed Larry's report.
 - 1) The enrollment figures on the third Friday of the school year showed no change from the August meeting minutes.
 - 2) The questions concerning the year-end financial reports were answered.
 - 3) Mr. Witt began band lessons with the eleven fifth and sixth grade students who signed up.
 - 4) The magazine sale ended September 18th with the orders being tallied.
 - 5) Patriot Day (September 11) services were held at both campuses.
 - 6) Mass servers in grades 4 and 5 will be trained by Fr. Harry and Joe Zenk.
 - 7) The sleigh ride event is tentatively scheduled for December 15th. Bill Hess has contacted the fundraising committee regarding this event.
 - 8) Mrs. Kees is the Student Council advisor for the 2009-2010 school-year. The officers are: President, Megan Hickey, Vice President, Sara Winkel and Secretary, Melissa Meyer.
 - 9) Server Estimates are being obtained with the possibility of a used server being donated.
 - 10) MAPS testing information is being entered and downloaded and in-service is being conducted for the staff.
 - 11) Accreditation (WRISA) report is being compiled for submission by September 30.
 - 12) Fr. Harry and Joe Zenk Tuesday classroom visits have begun.
 - 13) Larry attended the Strategic Planning Meeting on September 8th in Hilbert. Tasks discussed at the meeting were establishing a timeframe and schedule, establish a mission statement for the committee, develop a "vision" for DS in three, five and ten years, review facilities, review curriculum, enrollment opportunities and financial independence. The next meeting is scheduled for September 29th in Hilbert. The information Larry needs to bring along to the meeting is as follows: list/identify DS internal and external strengths/weakness regarding financial resources, personnel, facilities, equipment, etc. All meetings will take place at St. Mary, Hilbert from 6-8 pm on the following dates: 9/29, 10/6, 10/13, 10/27, 11/2, 11/9, 11/16 and 11/30.
 - 14) Grant "wish list" thoughts from staff are computer servers at both campuses, Smart Boards, Elmos and Laptops.
 - 15) DS Business Office is being moved down the hall at the NH Campus.
 - 16) The lunchroom/kitchen refrigerator has been purchased and installed at the NH campus.
 - 17) The October calendar was presented.
 - 18) Other:
 - a. Donations – A \$1000 donation was received by Mary Hoerth in memory of her husband, Gene. The donation is to be used for the cost of the book cubicles at the NH Campus, construction of choral risers for the music department, teacher requests of dry erase boards and K-2 supplemental reading materials. Other donations recently received were \$200 towards Accelerated Reader program, construction paper and sketch books for art/classrooms and cases of toilet tissue for Kiel Campus
 - b. Leave of Absence – Anne Parker, secretary at the Kiel Campus, will be taking a 12 week leave of absence to care for her daughter.
 - c. Accreditation – It is urgent that we find help to complete the standards of the accreditation process. Sandy volunteered to help with the survey's needed to complete the Survey Standard.
- VII) Religion – The BOT reviewed James, Chapter 4 and discussed causes of division.

- VIII) Committee Reports:
- a) Home & School
 - 1. The committee is getting ready for the first meeting of the year next Tuesday. They asked that the BOT be present.
 - 2. The committee is looking into getting a speaker on bullying for parents, children and RE families of all three parishes.
 - b) Athletics
 - 1. The boys and girls will both participate in the Cabrini League this year.
 - 2. Practice schedules are being worked out.
 - 3. Keys will be distributed by Bill Gaedke for the Kiel Campus and Sue Phillipi for the New Holstein Campus.
 - 4. Kevin Meyer is checking to make sure all players have their forms submitted before they participate in basketball.
 - c) Facilities – nothing to report.
 - d) Finance – The BOT reviewed the August financial reports.
 - e) Fundraising – the committee’s report was reviewed.
 - 1. The Apple Pie Fundraiser is going well with 4000 apple pies and 74 cases premade pies sold.
 - 2. The candy bar and kringle fundraisers will not be held at this time.
 - 3. The “Fun Night” fundraiser is on hold due to no chairperson.
 - 4. The committee voiced concerns of the volleyball team participating in a tournament on the same weekend as the apple pie fundraiser. The BOT will have to address a policy.
 - f) Personnel – The committee will review job descriptions for employees. The main goal of this committee is to handle employee grievances.
 - g) Policies
 - 1. Policies DS4050-DS4231 had their third reading. Policies approved.
 - 2. Policies DS5010-DS7011 had their first reading.
 - 3. Policy DS5141 had its first reading. Policy was discussed with concerns on the content. The policy committee will review the policy and report back to the BOT next month.
 - 4. Policy DS6050 – First Reading of the new policy that reads as follows: All scheduling of athletic events must be approved by the Divine Savior Board of Trustees or its designee.
 - 5. Policy DS6051 – First Reading. Any issues that may arise should follow this protocol: 10 Administrator or designee with athletic director.
 - 6. Policy DS7010 – First reading. Divine Savior School is a smoke free campus.
 - 7. Policy DS7011 – First reading. No changes.
 - 8. Policy DS3021 – Third reading. Cash Handling. Policy approved.
 - 9. SCRIP Purchasing Policy was reviewed and will have a first reading and a policy number at next month’s meeting.
 - h) Promotional/Marketing–
 - 1. The marketing committee is continuing to pursue help with a marketing plan. They will work with the diocese to develop a plan.
 - 2. New family folders are being developed by the committee.
 - 3. The committee asked the BOT to consider cross-involvement with the 5-6th grade students at DS and Chilton Catholic School.
 - 4. Grants are being worked on by Jodi Slowiak.
 - 5. Marcy attended a DS staff meeting to keep communications open with the staff and promoting the school.
 - i) Technology – The committee is waiting for quotes on replacing the server at the Kiel campus.

IX) Other Reports

a) Parish Council – Dan Meyer attended the Holy Rosary Parish Council Meeting and advised them of the current study the BOT is working on. SPPS Parish Council happened to meeting the same time as DS BOT>

b) Pastor/Parish Director Report – no reports.

X) Old Business

a) SPPS Finance Letter (continued) –

Presentation to the parish council presidents, finance council chairpersons, and DS BOD is scheduled for October 20th at 5 pm at the New Holstein Campus. Questions arose from the BOT on making a presentation without having answers to all of their initial questions. Bill will go back to the parish council presidents and ask if the meeting can be delayed until we are better prepared.

b) Policy Review – see Committee Reports

c) Long Term Goal for BOT – Developing a standardized BOT member binder.

XI) New Business

a) New member training – will continue.

b) Direct Deposit – A handout was reviewed on the possibility of going with Direct Deposit for DS payroll. The BOT approved going with Direct Deposit effectively immediately.

XII) Announcements

a) Next Meeting – Tuesday, October 27 @ 6:30 p.m. at the Kiel Campus.

XIII) Open Forum –

a) By-Laws, Constitution and Articles of Incorporation were handed out for all BOT members to review and include in their binders.

b) All documents for the monthly DS BOT meetings need to be emailed to the secretary by the Thursday before the meeting date.

c) Orientation/Registration Day – it was suggested that the times be considered to help parents who have to work.

d) Shuttle busing times were discussed. Also, 5-6th grade band issues and bussing were discussed.

XIV) Executive Session –none.

XV) Adjournment – meeting was adjourned at 10:18 p.m.

XVI) Closing Prayer – was shared by all.

Submitted by Sandy Winkel, Secretary