

Divine Savior Board of Trustees
Minutes
November 24, 2009

(Approved Minutes)

- I) Opening Prayer – led by Fr. Harry
- II) Attendance – Fr. Harry, Larry Konetzke, Joe Zenk, Bill Gaedtke, Karin Wille, Dan Meyer, Christy Schmitz, Bonnie Hebl, Tammy Wagner, Mary Klotz and Sandy Winkel. Guests: Parish council and finance council representatives from Holy Rosary Parish, Sts. Peter and Paul Parish, and St. Ann Parish.
- III) Approval of Minutes – The October minutes were approved with spelling corrections.
- IV) Correspondence – none.
 - A. Financial Presentation By Parish Council Presidents/Representatives – Todd Olig, Parish Council President from Sts. Peter and Paul started off by addressing the original letter sent to DS BOT last May. He stated that if it could be done over again all three parishes would have been involved in the creation of the letter. Forty-four cents of every dollar budgeted at the parish level goes to Divine Savior School. If the actual amount received is down the percent going to support the school rises. The parishes have six educational missions: 1) Catholic education, 2) Religious Education, 3) Youth Ministry, 4) Young Adult Faith Formation, 5) Adult Faith Formation and 6) Hispanic Ministry. When almost half of every dollar goes to just one of the six missions it does not leave a lot to work with for the other five. Divine Savior's goal is to run as efficiently as possible. The parishes' goal is to fulfill the six missions. The representatives are asking for help on how we can be more efficient. One concern issued was a statement recently made in the BOT meeting minutes stating that the BOT will not create a class size policy until there is a need to do so. The BOT clarified that they are trying to increase enrollment through marketing thus being pro-active. The representatives noted that stewardship is not growing mainly due to the slow economy. The parish councils are trying to fulfill needs while financial councils are trying to meet the needs financially. The councils are committed to catholic education; however, if they do not fulfill the budget amount they have to pull from other areas to make up the shortfall. Joe Zenk shared that the BOT needs to think outside the box to make the school as efficient as possible. The parish councils stated that they will continue to work together with the BOT on attaining their goals. The St. Ann representative reported that their school subsidy has been funded by the Advancing the Mission Campaign. It was reported that this year the parishes are finally seeing the benefits of the school merger. Divine Savior shared that they are currently in the process of applying for grants to generate more revenue. A suggestion was made to address the non-parishioners' parishes for assistance in tuition costs. Again, DS is trying to increase enrollment which in turn will help reduce the parish subsidy. The BOT thanked the representatives for coming and sharing their ideas and concerns.
- V) Pastor/Parish Director Report – nothing to report.
- VI) Administrator Report – The BOT reviewed Larry's report.
 - 1) The Book Fair raised approximately \$1500 worth of books for our libraries and classrooms.
 - 2) Parent Teacher Conferences – 100% attendance by parents.
 - 3) First quarter honor roll for grades 5-8 was submitted.

- 4) The 8th grade class trip is being planned. Kay Blatz is the parent volunteer facilitating the meetings to decide where they will go on their trip.
- 5) Strategic Planning Update – The rough draft has been completed and submitted to Joe Bound for his comments. The draft should be ready for the BOT to review in December.
- 6) Technology Update – The router was replaced in the Kiel campus lab. Server price quotes were reviewed. Some thought that the quote was not high enough to support our needs. The technology committee has not met yet. The BOT decided to hold off on the server installation until we have more qualified people to study the issue. MAPS testing will have to take place at the Kiel campus in January 2010. Karin will contact Marcy and Dan Keuler, Tony Grybush, Gary Bruckner and Lori Pethan to inquire if they are interested in being on the committee. The AR program will be hosted off-site.
- 7) CPR training for the staff was conducting in October for the Kiel staff and November for the New Holstein staff.
- 8) 8th grade exploratory classes will not take place for DS students for the period of December 14-February 28 because of the lack of busing during the cold months.
- 9) The Christmas concert is scheduled for Tuesday, December 1 in SSPP church. Dress rehearsal will take place at 12:30 pm on that day. The Home & School Association will have a social after.
- 10) Parents of the Kiel 8th graders are questioning if graduation can take place at SSPP this year. A meeting to address the request has been scheduled. The BOT recommended that all 8th grade parents be invited to the meeting.
- 11) Larry has met with the KPD police chief and KMS principal regarding the Safety Patrol trip. They are still trying to raise funds for the trip. The cost will be approximately \$400 per student. This will be the last year for the trip due to increasing costs.
- 12) Reconciliation services will be held for students in grade 3-8 during Advent.
- 13) The December calendar was submitted and reviewed.

VII) Religion – As a group we discussed “What Makes a Catholic Education Board Catholic?”

VIII) Old Business

- 1) Policy Readings: DS5141 – Wellness Policy needs some work and will be addressed at next month’s meeting. SCRIP policy needs a number and will also be addressed at next month’s meeting.
- 2) Adopt A Student – Karin handed out a draft of the brochure she created. She explained a five month timeline on implementing the Adopt a Student Campaign. The next step will be to form a committee to carry out the campaign. Karin will take the idea to the marketing committee for their input.
- 3) Job Descriptions – Larry shared copies of the current job descriptions to Karin and Christy for them to review. An update on job descriptions will be given at the January 2010 meeting.

IX) New Business

- 1) The December meeting will be rescheduled for Thursday, December 17th at the Kiel Campus at 6:30 p.m.
- 2) Dan has not heard back from Holly at the Green Bay Diocese concerning training.

X) Actions Required by the BOT:

- 1) Athletic Committee Approval of Budget – The athletic budget was approved has presented noting that athletic savings will need to be used to fulfill their budget for this year.

XI) Open Forum –

- a. Fr. Harry is still working on filling the open spot on the BOT.
- b. Meeting minutes should not include names of the representatives making/carrying motions as per the Diocese of Green Bay.

XII) Executive Session – none.

Items for Next Meeting:

XIII) Adjournment – The meeting was adjourned at 8:20 p.m.

Next Meeting: Thursday, December 17 @ 6:30 pm at the Kiel Campus.

Respectfully submitted by Sandy Winkel, Secretary