

Divine Savior Board of Trustees
Minutes
October 27, 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: Kim Driscoll and Tony Grybush.
- III) Approval of Minutes – The September minutes were approved as presented.
- IV) Correspondence – none.
- V) Pastor and/or Parish Administrator Report –
 - 1) Fr. Harry and Joe met with Tom Fleming, Todd Olig, chairpersons of Holy Rosary and Sts. Peter and Paul parish councils (St. Ann chair could not make it) and reviewed the letter sent to Divine Savior from Sts Peter and Paul finance committee. The three parishes are collaborating on the contents of the letter and will share their concerns with the BOT at the November meeting
 - 2) Fr. Harry shared that he and Joe continue to meet with the regional group working on all levels of faith formation. Dan Meyer also attended the meeting and shared that the groups spend time brainstorming.
- VI) Administrator Report – The BOT reviewed Larry’s report.
 - 1) MAP testing has been completed and results will be sent home in time for parent- teacher conferences.
 - 2) Enrollment – One student has withdrawn from the PK-4 program due to being not ready for a structured setting. The parents will consider enrollment next year. One student has enrolled in the after school childcare program on Tuesdays and Thursdays.
 - 3) 8th Grade Class Trip – A parent meeting was held in October to discuss trip destination and fundraising. The next meeting is November 18th.
 - 4) Strategic Planning Update – The group continues to meet to determine possible strategies and choose the best strategies. A draft of the school strategic plan was reviewed. Larry asked the BOT to share any input on the plans with him.
 - 5) Technology Update – The BOT suggested that a Technology Committee be created to work on a long range plan for our technology program. Christy and Karin will contact some parents that may be interested in serving on the new committee. Larry presented information on replacing the server at the Kiel campus. The BOT decided to table the purchase of a new server until a technology committee is put into place to study all of the issues. Larry explained that the site license (\$400) for the accelerated reading program is due on November 30th. If we renew with Renaissance Learning and switch to a new server it would cost an additional \$400. Larry will look into what the costs would be if a server is shared between both campuses.
 - 6) Exploratory Classes – Larry will contact NHMS in regards to no exploratory classes from roughly mid-December to February due to the cold weather.
 - 7) Dynamic Indicator’s of Basic Early Learning Skills (DIBELS) testing was done in grades K-3. This test evaluates each student’s literacy skills and is done three times per year.
 - 8) Changes/additions to the October calendar: 1) Oct 12th – PK4-4 Kiel Fire Dept. Fire Safety Presentation, 2) Oct. 20th – Grade 8 to RHS for 8th grade day, and 3) Oct. 26-28 Red Ribbon Week.
 - 9) Parent(s) questioned the possibility of moving graduation to SSPP this year.

10) The November calendar was reviewed.

11) Other:

- 1) Safety Patrol Washington D.C. Trip – The cost will be approximately \$400/per student due to community donations being down. Larry is working with the police department and Kiel Public Schools on the trip.

VII) Religion – Joe handed out some brochures on “What Makes A Catholic Education Board Catholic” (read over for next meeting) and “Spirituality of the Board” which was reviewed at the meeting.

VIII) Old Business

- 1) Policy Readings: DS Code 5010-5021, 5070, 6050, 6051, 6052, 7010 and 7011 had their second and third readings and were approved as presented. DS Code 5141 needs to be redone. Larry and Karin will work on this policy.
- 2) Long Term Goals –
 - 1) Develop a new member orientation process.
 - 2) Development of a standardized BOT binder.

Karin shared a link to a website showing a project management software program. She recommended that we use some sort of software to help keep track of the progress made on our long term goals. Karin will look into a free project management software program.

It was suggested to contact the Diocese of Green Bay to have some sort of orientation for the BOT. Dan will contact Holly at the Diocese to set something up for the near future.

IX) New Business – nothing.

X) Actions Required by the BOT:

1) Marketing Committee –

- a) The Marketing Committee presented parent and staff surveys for the BOT to review. The survey results would be forwarded to the Diocese of Green Bay with a summary being shared with Divine Savior. Concerns were voiced on the teachers’ survey asking too much personal information, and the principal’s name being used instead of referring to him as “administrator”. A motion was made to move forward with the surveys. Motion carried. Larry will contact Ray DeBois at the diocese to discuss how we want the responses to be reported back to us.
- b) The Marketing Committee also shared that they want to keep the option of a new school building open in the future planning for Divine Savior.

2) Home & School –

- a) The Home & School officers are making a suggestion to have one sock hop during Catholic Schools Week and then plan an “off site” event in spring. Concerns were voiced on the decisions made at the final Home & School meeting of last year to have two sock hops. The current officers feel that having one sock hop will help to alleviate the division between what happened in the past. A motion was made and approved to have the Home and School move forward with their plan of one sock hop.

- XI) Open Forum –
- 1) Tony Grybush, representing the SPP Parish Council asked if there was anything the council can do to help the BOT in any way. SPP Parish will be sending liaisons to our BOT meetings just as we do to their council meetings.
 - 2) Fundraising is looking for more people to volunteer on the committee. A preliminary report from the Apple Pie Fundraiser was shared.

XII) Executive Session – A motion was made to move into executive session at 8:00 pm. A motion was made to move out of executive session at 8:40 pm.

Items for Next Meeting: 1) Strategic Planning, 2. Adopt A Student

XIII) Adjournment – The meeting was adjourned at 8:40 p.m.

Next Meeting: Tuesday, November 24th @ 6:30 pm at the N. H. Campus.

Respectfully submitted by Sandy Winkel, Secretary