

**Kaukauna Catholic School System  
Board of Education  
Minutes  
May 27, 2008**

Meeting was called to order at 6:34 p.m. by Neal Schmidt.

Opening prayer was given by Pat Ryan.

**MEMBERS PRESENT:**

Fr. Jerry Pastors, Tony Ashauer, Patricia De Groot, Mikki Halbach, John Johnson, Rick Mader, Leslie Marquardt Vidas, Gayle Reider, Jessica Schaff, Neal Schmidt, Elizabeth Watson, Fr. Tom Pomeroy, Pat Ryan

**MEMBERS EXCUSED:**

Sara Wiegert

**APPROVAL OF MINUTES AND AGENDA:**

A motion to accept the minutes with changes was made and seconded. Motion carried. A motion to approve the changed agenda was made and seconded. Motion carried.

**BOARD DEVELOPMENT:**

- Teacher Representative Helen Kortz and Student Teacher Megan Wood discussed the second grade program. Helen discussed the language arts, and reading programs. Helen also discussed how she teaches the 1<sup>st</sup> Eucharist with the second graders. Helen had earned a grant from Quarry Quest which helps with fieldtrips to 1000 Islands, The Barlow Planetarium, and the New Zoo. The class also has the opportunity to study Social Studies with Junior Achievement. Megan explained how her student teaching is completed. She begins with the basics such as taking attendance and works into teaching one subject at a time.
- Gayle read correspondence from Susan Schuh and Terre Myers thanking the School Board for the Teacher's Luncheon. Neal read correspondence from Laurie Pichee thanking the school board for the Teacher' Luncheon.

**NEW BUSINESS:**

- Election of the 2008-2009 School Board Officers has taken place. Listed below are the positions filled. We will still need to fill the Secretary position.
  - Neal Schmidt – President
  - Mikki Halbach – Vice President
  - Richard Mader - Treasurer
- Discussion took place regarding the teacher representative for the 2008-2009 school year. It will be offered as an open position to all teaching staff. The board would also like to continue having a different teacher representative report monthly.
- Policy 3008 – Benefits: Teachers were discussed with a change regarding Health Insurance. Motion to approve Policy 3008 was made and seconded. Motion carried.

- Policy 3009 – Benefits: Certified Special Services Staff was discussed with a change regarding Health Insurance. Motion to approve Policy 3009 was made and seconded. Motion carried.
- Policy 3022 – System Hiring Policy for Certified and Non-certified Staff was discussed. Motion to approve Policy 3022 was made and seconded. Motion carried.
- Policy 3023 – Certified Teaching Staff – Credit Accrument was discussed. Motion to approve Policy 3023 was made and seconded. Motion carried.
- Policy 3024 – Benefits & Wages for Part Time Non-Certified Hourly Employees Less than 20 hours per week was discussed. Motion to approve Policy 3024 was made and seconded. Motion carried.
- Policy 3025 - – Benefits & Wages for Part Time Non-Certified Hourly Employees 20 hours or more per week was discussed. Motion to approve Policy 3025 was made and seconded. Motion carried.
- Policy 4013 – Suspension and Expulsion from KCSS was discussed. Motion to approve Policy 4013 was made and seconded. Motion carried.
- Policy 4014 – Weapons Policy was discussed. Motion to approve Policy 4014 was made and seconded. Motion carried.

#### **OLD BUSINESS:**

- Neal Schmidt provided an update on the Diocesan Marketing Plan. They are planning on a six month timeline with the first meeting to take place in June. We will need approximately 40 volunteers to be on the committee.

#### **ADMINISTRATIVE REPORTS:**

- Gayle Reider presented her report by stating that all of the children have received their First Communion. On May 21<sup>st</sup>, the second graders were invited to Holy Cross for May Crowning. St. Al's had a great turnout for the Art/Computer Fair and Ice Cream Social. Field Day took place on May 16<sup>th</sup> and was sponsored by the KCSS Home and School Association. Math textbook selection has begun.
- Elizabeth Watson presented her report by listing previous events and upcoming events. May 30<sup>th</sup> will be a teacher in-service with staff discussing the 2008-2009 school year. Staff list for the upcoming 2008-2009 school year has been completed.

#### **BUSINESS MANAGER'S REPORT:**

- The business office is keeping up with accounting, and other normal monthly duties.
- Working on collecting all owed tuition.
- Preschool and Pre Kindergarten surveys have been returned and it has been decided to add an additional day to both programs. Preschool will have a 2 or 3 day option. Pre Kindergarten will have a 3, 4, or 5 day option.

#### **MARKETING DIRECTOR'S REPORT:**

- The Business Mailer was completed and mailed on April 21<sup>st</sup>. The spring mailer is complete and will go out on April 23<sup>rd</sup>.
- Lynn has been working with Brian form Times Villager. He will be attending the Earth Day Clean Up on April 22<sup>nd</sup>.
- Lynn is on year 12 for the Alumni data entry.
- Lynn discussed the walk a thon with the City of Kaukauna.

- Lynn worked with Ann Engelhardt, Director of Marketing for TCCES to share ideas.

## **COMMITTEE REPORTS**

### **FINANCE:**

- A written report was submitted as well as the Balance Sheet and Statement of Revenue and Expenses for April.
- Financial statements were reviewed and discussed.
- Outstanding accounts receivable were discussed.
- The 5 Year Plan was discussed and the committee will bring it to the June School Board Meeting.
- The committee discussed the 2008-2009 Budget with a deficit of \$1,926.00 and will continue to work on the budget for approval at the June School Board Meeting.

### **POLICY AND PERSONNEL:**

- The teacher luncheon went well with wonderful food and an excellent speaker.
- The board development surveys were discussed. Reflection on the results will be discussed at this summer's board in-service to be held on August 12, 2008 at Monte Alverno. Dr. Joseph Bound will conduct the meeting.
- The committee discussed policies.
- It is the job of the vice-president to clean and prepare the board books for next year. Mikki will assist Richard Mader in this job. All new policies also need to be added and a new Table of Contents needs to be typed.

### **MARKETING/RECRUITMENT:**

- Lynn reports that the Tuition Assistance is at a deficit of \$8,281.79.
- The KCSS Fund balance is \$767,411.92 as of 3/30/08.
- Working on a tree planting with the Kaukauna Street Department.
- Faith Formation letter was written and sent to students in grades through 2. Grades 3-8 had a letter mailed last month.
- Collecting information to update KCSS pamphlet.
- Working towards a KCSS newsletter to go out quarterly or twice a year.
- A letter and survey was sent home regarding fundraising. Collecting responses.

### **ATHLETIC ASSOCIATION:**

- Tony presented the financial report.
- Softball held a tournament on May 9-11 and the KCSS team was undefeated on the season.
- Track season has gone well. Nick Rollo, broke the record for the 200M race, which was previously held by Kory Coonen for 23 years.
- There will be a mandatory volleyball held on Tuesday August 26<sup>th</sup> at 6:30 p.m. at St. Mary's, the cleaning of the gym will follow the meeting.
- Boy's Basketball has a new coordinator, Scott Buchinger has stepped up to take the position over, and Lee will help out with the transition so that things run smoothly.
- The banquet went well.
- The Locker Room Renovation will begin at Holy Cross June 7<sup>th</sup>.
- Jason Kleinschmidt made a request for new playground equipment at St. Al's with a motion to approve spending up to \$400.00.

- Pat Tschimperle has volunteered to fill a new position of Sports Information Director to promote the Kaukauna Catholic Schools Athletic Association.
- The 2008-2009 Officers will be the following:
  - President – Myron Geiser
  - Vice-President – Lee VanderSanden
  - Treasurer – Tony Ashauer
  - Secretary – Kathy VandeWettering
- Next meeting will be Wednesday August 15<sup>th</sup> at 6:30 p.m. at Holy Cross.

**FUNDRAISING:**

- No written report.

**ACCREDITATION/LONG RANGE PLANNING:**

- The committee held meetings on May 9, 14, 20, and 21<sup>st</sup>.
- Standard 3, Environment for Teaching and Learning, the Climate of the Classroom and Standard 7, Materials and Resources for Learning, Media, and Technology are in final form.
- The committee sent back a few standards for corrections and they will be gone over in detail to make sure the corrections are in place.
- Future meetings scheduled are for May 28 & 29<sup>th</sup>, and June 2.
- The committee hopes to have all standards in by the end of May, and get the final reports in place so the combined compilation report can be designed and replicated for the visiting team in October.

**TECHNOLOGY:**

- No written report. Working on inventory for Accreditation.

Closing prayer was given by Leslie Marquardt-Vidas.

Meeting adjourned at

**Next meeting: June 24, 2008 @ Holy Cross Campus at 5:30 p.m.**