

**Kaukauna Catholic School System  
Board of Trustees  
Minutes  
October 23, 2008**

Meeting was called to order at 6:32 p.m. by Neal Schmidt.

Opening prayer was given by Scott Engmann

**MEMBERS PRESENT:** Marie DeValk, Mark Ebben, Scott Engmann, Carrie Gossens, Mikki Halbach, Jeanine Leege, Rick Mader, Leslie Marquardt Vidas, Fr. Jerry Pastors, Fr. Tom Pomeroy, Jessica Schaff, Neal Schmidt, and Sue Yokers

**MEMBERS EXCUSED:** Pat Ryan

**APPROVAL OF MINUTES AND AGENDA:**

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

**BOARD DEVELOPMENT:**

- Mikki gave the Board a handout discussing the difference between consensus and Robert's Rules; discussion within the board took place.
- Discussion took place regarding the board goals for 2008-2009, after discussion the board will move the item to "Old Business" to finalize the discussion next month.

**NEW BUSINESS:**

- Board Policy records and minutes were discussed on where the policies were being kept. It was agreed to move this item to "Old Business" for next month after researching options.

**OLD BUSINESS:**

- Policy #4100 Field Trip Policy was discussed and looking for approval. The item will be placed under "Old Business" for the November meeting and will be looking for the final approval.

**ADMINISTRATIVE REPORT:**

- Jeanine has set her Goals for 2008-2009.
  - Getting to know the school staff, parish staff, students, parents, and community.
  - Support school staff in their jobs so that they feel appreciated and successful.
  - Create a sense of unity through a common vision, combined activities when appropriate, communication and staff meetings.
  - Combine administrative offices in one streamline process.
  - Accreditation site visit and long range plan.
  - Strategic Planning
  - Provide opportunities for staff development.

- Accreditation had a successful visit. The visiting team was impressed with the system and the people it encountered. The team is giving us a strong recommendation to WRISA.
- Grandparents Day had over 400 visitors between two campuses. Jeanine had an overwhelming number of compliments from our guests. They thoroughly enjoyed time with their grandchildren and the program at each site.
- The first regional in-service took place on October 7. Several teachers attended the religion certification classes and the teacher/principal strand. The next regional in-service will be at St. Joseph Middle School in Appleton on December 9.
- The first weekend of the graduate classes took place at Holy Cross. We have 9 registered from KCSS and 13 from other Catholic Schools.
- Under the guidance of Stacey Heindel we are participating in Red Ribbon Week as a system. This is the nation's oldest and largest drug and prevention program and is held the last weekend in October every year.
- We are in the process of scheduling conferences at both campuses. The Book Fair will be held during conference times at Holy Cross.
- The next System Liturgy will be held on November 13. The Pre-K students will join us this time and meet with buddies for the first time.

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

- The business office is keeping up with accounting and other normal monthly duties.
- The updated Chart of Accounts was presented to the Finance Committee.
- Bravo is in full swing with rehearsals taking place on Sundays.

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

- Working on Advertising for Story Time, Peak at Kindergarten, and the Open House for Pre School and Pre Kindergarten.
- Lynn is working on year 28 for the Alumni database. Continue working with representatives from the class of 1984 to coordinate a reunion for next spring.
- Continuing to compile data obtained from the Strategic Planning meetings.
- KCSS Bottled water has arrived.
- Fundraising:
  - Hanson's Pizza is complete.
  - Avon, Seroogy's Christmas and Youngers are current.

#### **COMMITTEE REPORTS**

##### **FINANCE:**

- A written report was submitted along with the Balance Sheet and Statement of Revenue and Expenses for September
- Financial statements were reviewed and discussed.
- Outstanding accounts receivable were discussed.
- A new Chart of Accounts was presented.
- The registration fee was discussed and increase to \$50.00 per student with a maximum of \$100.00 per family.
- PowerSchool was discussed as a new online grading, parent portal and with ParishSoft, an accounting software program. After discussion the Finance Committee agreed to go ahead with the new software in the spring of 2009.

**POLICY:**

- Policy #4015, the committee is looking into the laws regarding the policy.
- Policy #4043, Registration Fees, was discussed and is waiting on recommendations from the Finance Committee.
- Policy #4100, Field Trip Policy, was discussed and is waiting for the Diocese of Green Bay to review the policy.
- Board development for the October meeting was discussed.
- Discussion has begun on updating the selection and training procedures for the new Board of Trustee members.

**ATHLETIC ASSOCIATION:**

- The financial report was approved.
- The Holy Cross Volleyball tournament was held on October 10-11 with 10 teams. Robin stated the volleyball equipment will need to be looked at and most likely replaced for the start of the season next year.
- Open gyms were held for the Boys basketball. The boy's basketball mandatory meeting is set for Tuesday October 21 at 6:00 p.m. in the gym at Holy Cross. All teams will be entered in a tournament in Little Chute the weekend of December 13-14.
- Girl's basketball will start practicing December 1<sup>st</sup>.

**ACCREDITATION/LONG RANGE PLANNING:**

- No report.
- Jeanine discussed that we did well with the Accreditation team.

**STRATEGIC PLANNING:**

- Information compiled from the FOCUS groups and the SWAT analysis was distributed.
- Groups were asked to list the top 10 strengths and weaknesses.
- Dr. Bound discussed the importance of communicating to everyone what we are finding strategic planning to be. This is an exciting plan and people will see changes.
- Meetings will continue throughout the next few months and everyone is encouraged to attend.

Closing prayer was given by Carrie Gossens

Meeting adjourned at 8:10 p.m.

**Next meeting: November 25, 2008 @ Holy Cross Campus at 6:30 p.m.**