

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

Meeting was called to order at 6:37 p.m. by Neal Schmidt.

Opening prayer was given by Rick Mader

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

**MEMBERS EXCUSED:** Carrie Gossens

**APPROVAL OF MINUTES AND AGENDA:**

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

**BOARD DEVELOPMENT:**

- Discussion took place on setting the 2008-2009 Board of Trustee goals. The following will become our goals for 2008-2009:
  - Strategic Planning
  - Communication
  - Board Development
- Discussion took place regarding action plans for each of the Board of Trustee goals and will be discussed in detail at our October Board of Trustee meeting.

**NEW BUSINESS:**

- Policy #4100 Field Trip Policy was discussed and looking for approval. After discussion there was a question of why the original form was used, specifically from the insurance carrier. Leslie Marquardt Vidas will look into the form with the Aon Insurance Representative.

**ADMINISTRATIVE REPORT:**

- The new PA system at the Holy Cross Campus was installed this week.
- The Welcome Back Night was held on Thursday Sept 18<sup>th</sup> with positive feedback from parents and school staff.
- The first System Liturgy was held on Thursday Sept 18<sup>th</sup> It has created a positive buzz and there were several comments from people stating that they appreciated both pastors being present.
- A goal for this year was to strengthen our Catholic Identity. Each morning students lead us in prayer to begin announcements. On Friday September 19<sup>th</sup> each campus participated in Pinwheels for Peace.
- Beginning October 10<sup>th</sup>, Holy Cross Campus will be the location for a three credit graduate class “Redefining Curriculum, Instruction, and Concept-based Learning.”

We hope to offer a class on Differentiated Instruction in the spring. These classes will be available to all the Catholic Schools in the diocese.

- The Validation visit for Accreditation is one month away.
- Jeanine will begin working on redesigning the web site.

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

- The business office is keeping up with accounting and other normal monthly duties.
- Jessica has begun working on the Chart of Accounts and will be bringing the corrected version to the Finance Committee and then to the Board of Trustee meetings in October.

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

- Advertising through the Times Villager and The Post Crescent to have coverage of Pinwheels for Peace.
- Lynn is finishing the St. Francis Alumni list and moving ahead to year 26.
- Lynn is working on getting our Peak at Kindergarten and Story Time set up with teachers.
- The fall mailer will be sent out early November.
- Fundraising:
  - The 10 for 10 Raffle and QSP Magazine sale have started.
  - Turn up the Heat Beach Bash has been changed to February 28, 2009 due to the Cabin Fever Frenzy moving to March 21, 2009.
  - The Walk a Thon is set for Saturday May 9, 2009. It will start at Holy Cross, rest at St. Mary's, and finish at St. Al's. A brat fry and family fun will follow at St. Al's.

#### **COMMITTEE REPORTS**

##### **FINANCE:**

- A written report was submitted along with the Balance Sheet and Statement of Revenue and Expenses for August.
- Financial statements were reviewed and discussed.
- Outstanding accounts receivable were discussed.

##### **POLICY:**

- No report.

##### **ATHLETIC ASSOCIATION:**

- The financial report was approved.
- The locker room project came in under budget, due to some of the preliminary work being done by volunteers.
- Boys and Girls basketball was discussed.
- The committee will have a booth at Appleton's Oktoberfest on Saturday September 27<sup>th</sup>.
- Jason K. made a request to hold a grades 3-5 co-ed wrestling tournament on Monday October 27<sup>th</sup>. The request was approved.

##### **ACCREDITATION/LONG RANGE PLANNING:**

- No report.
- Jeanine discussed that she has made contact with Patti De Groot, previous Board of Trustee Accreditation Chairperson and Diane Walters with the Diocese of Green Bay.
- Jeanine emphasized that the Accreditation team is here to validate us not evaluate us.
- The Accreditation team will visit on October 15, 16, and 17.

**STRATEGIC PLANNING:**

- The Vision Statement paragraphs were discussed.
- Dr. Bound discussed keeping the Strategic Plan alive (once in place).
- Committee members divided into groups and discussed the following handouts, Organizational Internal Assessment and Environmental Scanning.
- The information gathered at the September 22, 24, and 25 focus groups will be compiled and distributed at the next meeting.
- The next meeting is set for October 1<sup>st</sup> at 6:00 p.m. at Holy Cross-Friendship Hall.

Closing prayer was given by Leslie Marquardt Vidas

Meeting adjourned at 7:45 p.m.

**Next meeting: October 28, 2008 @ Holy Cross Campus at 6:30 p.m.**