

# Waukesha Catholic Board of Directors

February 21, 2017



Attendance: Mike Bartels, Patrick Carey, Meghan Gorzalski, Fr. Howard Haase, Joseph Heinecke, Kelly Horan, Lisa Kovaleski, John MacGregor, Lori Suarez

Excused Absent: Dennis Arquette, Nancy Nadolny

- I. The meeting was called to order at 6:03 p.m. by Mike Bartels. John MacGregor led the board in prayer; the Waukesha Catholic Mission Statement was recited.
- II. Minutes were approved from the January 17, 2017 meeting.
- III. **Old Business**
  - A. Facilities Update – Lisa Kovaleski, Mike Bartels and Father Howard met with Mark Kemmeter from the Archdiocese. The next step in this facilities process is to submit a *Request for a Feasibility Study to Build or Renovate* to the Archdiocese. After approval, the RFP will proceed. See the Principal's Report for more details.
    - a. The needs of the parish after their staff consolidation will also be included in this study.
  - B. Board Recruitment – Dick Koob (St. Mary Parish rep) has submitted his resignation. He will need to be replaced for the short-term, until the end of the school year. A vote from St. Mary's Parish is needed to pass a budget later in the spring.
    - a. In moving ahead with the recruitment of four additional board members for next year, please send your suggested names to Teresa Landry by February 28<sup>th</sup>. These will be forwarded to John MacGregor and the Governance Committee.
      - i. The term for the four new members will have a staggered term. Two will have a two-year commitment. Two will have a three-year commitment.
  - C. Mission/Vision Update – The Advisor Council looked at the missions statements and reworked the choices to start the mission statement with *Waukesha Catholic*.
    - a. At the next staff meeting, the teachers will review the statements and vote on their choice. A vote for approval on the final selection will be made at the next board meeting.
    - b. The strategic plan will be updated and a vote for approval from the board will take place at the next meeting.
    - c. A donation of \$10,000 was made and earmarked for branding and marketing. This will ensue in the spring.
- IV. **New Business**
  - A. Dick Koob's resignation was submitted, effective immediately. Please see the attached email. Per Dick, this was a personal decision and in no way reflective of the board or board personnel. A motion was made to accept the resignation, seconded, and all approved.
- V. **System Reports**
  - A. Principal Report – No additions to the submitted report.
  - B. Development – The report doesn't have any auction details, however, the combined funds raised from the silent and oral auction are close to the amount raised at last year's auction. The Funda raised \$21,000 which is down compared to last year. The

Funda will go towards alternative seating in the classrooms. Teachers submitted proposals on how they would utilize the seating in their rooms. The proposals will be reviewed and the funds will be used to purchase their requests. The alternative seating will be combined with traditional seating currently in use in the classrooms.

- C. Recruitment & Marketing – Facebook targeted ads are being utilized which have increased followers.

## **VI. Committee Reports**

- A. Finance – Minutes were handed out at the meeting. Next month teacher salaries need to be approved for 2017/18 school year.
- B. Athletics –The Athletic Committee approved their budget in early February. All basketball tournaments were cancelled for this year and next year. Fewer schools and less students through-out the Archdiocese have made the tournaments unprofitable. It was suggested that Booster Club may take over the Waukesha Catholic basketball tournaments in the future. The Seton Volleyball tournament is the only profitable tournament for Waukesha Catholic. This tournament funds the athletic association. Additionally, funds from the tournament for the The Seton Tuition Scholarships for Waukesha County will award approximately \$8,000 in scholarships this year. The Scholarship Committee will review the eleven submitted applications and award funds in March.

## **VII Parish & Pastoral Council Updates**

- A. St. John Neumann will hold a fish fry on March 10 and March 24.
- B. St. Mary Parish will have a fish fry on March 3.
- C. St. Joseph's dinner auction is March 18.
- D. Deparments throughout the city parishes have been meeting for parish re-organization. Fr. Howard is the soon to-be-named-Pastor and has been named Dean of the Waukesha East District. Fr. Jose is staying for one more year. There will be staff at each parish. Father Howard will be at the Vercelli House, Administrative Office location. The new reorganization will allow the parishes to work more closely with Waukesha Catholic. The official transition date is June 22, 2017.
- E. The Archdiocese has called for a meeting in March with Waukesha Catholic, Catholic Memorial High School, and surrounding schools for future discussions.

- VIII.** The next meeting will be March 21, 2017 at 6:00. The meeting adjourned at 7:03 p.m. with a prayer.

Hello Mike,

After considerable thought and prayer, and discussion with Fr Howard, I have decided to resign from the WC BOD, effective immediately. While I have great respect for our school, my heart is not in it or up to it at this time. I will continue to seek ways to make contributions in other roles in the future. Please be aware that this is a personal decision and in no way reflects on the organization, the staff, teachers or volunteer leadership. Thank you for your understanding. Every good wish.

Sincerely,

Dick

Richard A Koob, AEP,CASL,ChFC,CLU  
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**Waukesha Catholic School Board - Principal's Report**  
**February 21<sup>st</sup>, 2017**

**School Choice:**

- The Open Enrollment period began on February 1<sup>st</sup> and runs through April 20<sup>th</sup>.
- Information sessions held for parishioners:
  - February 19<sup>th</sup> – St. Joseph Parish after the 11:30 a.m. Mass
  - February 22<sup>nd</sup> – 6:30 p.m. in the St. Mary Community Room
- Lisa, Meghan, and Fr. Javier – having meetings/dinners with individual families from St. Joseph Parish.

**Registration Process:**

- Registration process has begun for the 2017-18 school year.

**Facilities Planning:**

- On February 14<sup>th</sup>, Fr. Howard, Mike Bartels, and I met with Mark Kemmeter, Director for Office for Planning and Councils for the Archdiocese of Milwaukee to discuss our facilities project and the process we must follow.
- We will be submitting FORM A: REQUEST FOR A FEASIBILITY STUDY TO BUILD OR RENOVATE to the Archdiocese by March 23<sup>rd</sup>.
- We will be meeting with the building commission on April 6<sup>th</sup> at 2:45 p.m. to discuss our request and our proposed project.
- The Archdiocese has also provided a template for an RFP that will be completed and sent to prospective Fundraising companies/consultants. However, the actual study may not be conducted until Form A is approved by the Archbishop.
- We have also been invited, by the Archdiocese, to attend a meeting along with other Waukesha County Catholic schools to discuss possible collaborative efforts and future needs and direction of our schools. This meeting is being held on March 3<sup>rd</sup>.

**Professional Development:**

- January 20<sup>th</sup> and 27<sup>th</sup>:
  - Carrie Sgarlata, instructional coach for writing, was here to observe and coach teachers.
- January/February: Science teachers have been attending various workshops put on by the Archdiocese and other professional development companies to learn more about the new curriculum and the Next Generation Science standards.
- February 17<sup>th</sup>: Teaching staff participated in a professional development day centered around Assessment and Grading.
- February 20<sup>th</sup>: Teaching staff participated in Sustaining the Mission religious instruction.

**Budget Process:**

- Patrick and I continue to work on the budget. I am currently reviewing letters of intent and staffing needs/changes for the 2017-18 school year.
- Patrick is conducting a three year analysis of all the budget line items/accounts.

**Events Since last meeting:**

- **Catholic Schools Week:** We had a fun filled week full of various activities, service projects and open houses.
- **January 18<sup>th</sup>:** SMC/SJC Band concert
- **January 26<sup>th</sup>:** 5<sup>th</sup> grade parent night and orientation at St. Joe's
- **February 2<sup>nd</sup>:** Parent teacher conferences
- **February 10<sup>th</sup>:** 5<sup>th</sup> Grade visit to St. Joes
- **February 11<sup>th</sup>:** Auction
- Various retreats and field trips

**Upcoming Events:**

- **Padre Serra Tournament:** March 2<sup>nd</sup> – 19<sup>th</sup>.
  - Our 8<sup>th</sup> grade boys play on March 3<sup>rd</sup> at 6:30 p.m.
- **March 1<sup>st</sup>:** Lent Begins
- **March 3<sup>rd</sup>:** End of the Second Trimester
- **March 10<sup>th</sup>:**
  - St. Mary Parent Celebration in the morning
  - Report Cards go home