



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, August 31, 2022 - 6:00 pm - St. William Campus

Members Present: Brian Brejcha, Joe Fricano, Nick Hudzinski, Matthew Harris, Mary Ann, Frank Franco, Elizabeth Brzeski, Marisela Marchan, Ken Walter, Nanky Knapp, Roberta Schneider

Members Absent: Fr. chuck Wrobel, Jill Larson

Staff Present: Lisa Kovaleski, Joe Heinecke, Megan Gorzalski, Lidia Sobierajski, Michaela Turner

Meeting Opened at 6:00

1. Opening Prayer - Lisa Kovaleski

2. Recitation of Waukesha Catholic Mission Statement:

3. Parent/Parishioner Comments/Concerns

a. None

4. Old Business

→ Approve June meeting minutes

◆ Elizabeth makes a motion to approve the June 29th minutes

◆ Marsela seconds and all approve

→ Bylaws Revision Committee

◆ The board wishes to create a bylaws revision committee in order to address changes that need to be made to the bylaws. Ken Walter, Mary Ann Prager, and Matthew Harris state interest in this committee.

→ School CHOICE Ad Hoc committee

◆ The board wishes to create a school CHOICE Ad Hoc committee in order to discuss the current formula we use, and decide what needs to change moving forward. Frank Franco, Matthew Harris, Elizabeth Brzeski, and Joe Fricano express interest in joining the committee.

5. New Business

→ Meeting Dates, Schedules, and Locations

◆ Ken presented to the board the idea of changing the board meeting dates for the 22-23 school year because the current schedule interferes with Pastoral council meetings and can run a little close to finance meetings. He presents the following options:

- 3rd Thursday of the month **OR** 4th Thursday of the month



- ◆ Ken also presented to the board the idea of changing the board meeting location for the 22-23 school year. He believes it would be good to go back and forth between St. Mary and St. William to show the board's presence at both of the school's campuses.
- ◆ The board decided to send out a poll to decide what the meeting dates will be moving forward. They agree to hold the board meetings at both locations.
- Treasurer and Secretary Elections
 - ◆ Treasurer
 - Brian nominates Matthew Harris as Treasurer and Roberta seconds. Matt accepts the nomination.
 - No other nominations are presented, and Matthew is appointed the Treasurer
 - ◆ Secretary
 - Matt Nominates Marisela Marchan as Secretary and Marisela Accepts the nomination.
 - Nick nominates himself as secretary.
 - The board votes and Marisela is appointed the secretary.
 - ◆ Ken asks Brian to be the legal council for any executive meetings
- **K3 enrollment**
 - ◆ The school is increasingly getting higher interest in students wanting 5 mornings a week instead of 3 days a week. Lisa asks the board what information they need in order to effectively discuss whether we should provide a 5 day option for K3. She will gather this information and present it at the next board meeting.
 - What do the other catholic schools have around us?
 - Do we have the classroom space?
 - What would pricing be?
 - Do we have a number of how many families are doing it now?
- Policy updates to the handbook.
 - ◆ Lisa explains the changes that were made to the school handbook to the board.
 - ◆ The board discussed the change to the hair color, cut, and style policy. It was decided to keep the policy as it was in the 2021-22 handbook and to look at other schools policies.
 - Elizabeth makes the motion to remove the added piece of "and no shaved designs, mohawks, etc." from number 7 in the uniform general rules, and to revisit this policy at a later meeting.
 - Nick seconds the motion and all approve.
- Next Meeting
 - ◆ For the next meeting the board should consider which ad hoc committee they would like to be involved in.

6. System Reports

- Principal's Report - Lisa Kovaleski
 - ◆ No updates or questions
- Development Report - Lidia Sobierajski
 - ◆ No updates or questions
- Admissions & Marketing Report - Meghan Gorzalski
 - ◆ No updates or questions

7. Committee Reports

Standing Committees

1. Finance
 - a. No updates or questions
2. Admissions & Marketing
 - a. No updates or questions
3. Technology
 - a. Starting installation of the new smart board technology
 - b. Teachers will be getting new desktops as well
4. Mission & Catholic Identity
 - a. Have not met
5. Governance
 - a. Have not met
6. Development
 - a. Have not met

Affiliated Organizations

1. Athletics
 - a. Volleyball is off and running and numbers are strong
 - b. Updating the concessions
2. Home & School
 - a. Back to school picnic went well
 - b. Grandparents day will be the next event in september

8. Parish and Pastoral Council Updates

- a. Working on their capital campaign
- b. Working on individual identity statements as well as writing an identity statement for the whole catholic community of waukesha
- c. Trying to gauge interest in the parade - thoughts of a prayer service and concert before the parade
- d. Starting September there will be a common meeting night

9. Next Meeting: September 28, 2022

10. Closing Prayer - Lisa Kovaleski

Meeting adjourned at 7:37



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, September 28, 2022 - 6:00 pm - St. William Campus

Members Present: Elizabeth Brzeski, Nancy Knapp, Roberta Schneider, Frank Franco, Matthew Harris, Brian Brejcha, Fr. Chuck Wrobel, Mary Ann Prager, Joseph Fricano.

Members Absent: Ken Walter, Jill Larson, Marisela Marchan, Nick Hudzinski

Staff Present: Lisa Kovalski, Joseph Heinecke, Meghan Gorzalski, Lidia Sobierajski

Meeting Opens at 6:00

1. Opening Prayer - Roberta Schneider

2. Recitation of Waukesha Catholic Mission Statement:

3. Parent/Parishioner Comments/Concerns

- a. **Halaska** - in reference to the discussion at the August board meeting about the student handbook changes to acceptable haircuts and styles. She believes Waukesha Catholic sets themselves apart and sets a higher standard. She believes the haircuts and styles should reflect this.

4. Old Business

→ Approve August Meeting Minutes

- ◆ Mary Ann mentions an error in the August minutes. Mary Ann also offered to volunteer for the bylaws revision committee. Michaela will add this to the minutes.
- ◆ Roberta makes the motion to approve the amended minutes. Nancy seconds and all approve

→ K3 Update

- ◆ Lisa has not heard from the other principals. She is going to have to formally request the info asked for at the last meeting

→ Policy Update

- ◆ Lisa is waiting to hear back from other schools regarding the handbook policy update.
- ◆ Lisa explains that information was sent out in campus connection regarding policy reminders and updates. As a staff we have been discussing the uniform policy and making sure we diligently enforce the policy that is written.

5. New Business

→ Committee sign up

- ◆ Finance
 - Matthew Harris
- ◆ Admissions & Marketing
 - Marisela Marchan
- ◆ Technology
 - Brian Brejcha
 - Frank Franco
- ◆ Mission & Catholic Identity
 - Joseph Fricano
- ◆ Governance
 - Ken Walter
 - Elizabeth Brzeski
- ◆ Development
 - Mary Ann Prager
 - Roberta Schneider

6. System Reports

- Principal's Report - Lisa Kovaleski
 - ◆ New clever touch boards have all been installed
 - ◆ There will be a training for teachers in January
- Development Report - Lidia Sobierajski
 - ◆ Nothing to add and no questions
- Admissions & Marketing Report - Meghan Gorzalski
 - ◆ Nothing to add and no questions
- Business Managers Report
 - ◆ Nothing to add and no questions

7. Committee Reports

Standing Committees

1. Finance
 - a. Have not met
 - b. Approving slightly revamped budget
 - c. Looking for better partners in terms of investment
2. Admissions & Marketing
 - a. Have not met



3. Technology
 - a. Liz is working with an organization that refurbishes used tech and distributes it to other schools and organizations that can use it.
4. Mission & Catholic Identity
 - a. Have not met
5. Governance
 - a. Has not met
6. Development
 - a. Have not met

Affiliated Organizations

1. Athletics
 - a. Seton volleyball tournament end of October and early November
 - i. Run by the athletic department as a large fundraiser
 - b. Athletic board discussed what facility improvements need to be made.
 - i. Equipment, uniforms, trophy cases, etc.
2. Home & School
 - a. MS social this past weekend
 - b. Friday is grandparents day

8. Parish and Pastoral Council Updates

- a. Love One Another Campaign
- b. Lady of Guadalupe Celebration
- c. There will be an event to celebrate 50 years of the first Spanish mass in September of 2023.
- d. CCwauk is registered for the parade. There will be a prayer service for the anniversary of the parade.

9. Next Meeting: Wednesday, October 26, 2022 at 6:00 pm - St. Mary Campus

10. Closing Prayer - Roberta Schneider

Meeting adjourned at 6:48



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, October 26, 2022 - 6:00 pm - St. Mary Campus

Members Present: Matthew Harris, Mary Ann Prager, Nick Hudzinski, Ken Walter, Fr. Chuck Wrobel, Nancy Knapp, Marisela Marchan, Brian Brejcha

Members Absent: Elizabeth Brzeski, Frank Franco, Joseph Fricano, Jill Larson, Roberta Schneider

Staff Present: Lisa Kovalski, Joe Heinecke, Meghan Gorzalski

Meeting opens at 6:02

1. Opening Prayer - Ken Walter

2. Recitation of Waukesha Catholic Mission Statement:

3. Parent/Parishioner Comments/Concerns

- a. No parent comments or questions

4. Old Business

→ Approve September Meeting Minutes

- ◆ Nick Hudzinski makes the motion to approve the minutes as written. Matthew Harris seconds and all approve.

→ K3 Update

- ◆ Lisa has started getting responses from the schools, but does not feel as though she has enough information to present to the board yet.

→ Policy Update

- ◆ Lisa has started getting responses from the schools, but does not feel as though she has enough information to present to the board yet.

→ Bylaw Committee Update

- ◆ The committee hopes by the next meeting they will have a document showing the changes to present to the board.

→ School Choice Committee Update

- ◆ Elizabeth sent out an email to the group. They will be meeting soon.

5. New Business

→ Approval of Revised Budget



- ◆ Original budget was approved in March 2022. Due to changes in enrollment and staffing, Lisa felt we should revise the budget. This would provide a more accurate representation when we present our financials.
 - ◆ New revised budget is from 9/23/2022. Since then there have already been changes to our enrollment.
 - We lost 2 Choice students, but gained 2 new non-Choice students.
 - ◆ We budgeted for a 10% increase in dental and insurance for January - June. We are hearing from insurance that it will probably be more than a 10% increase.
 - ◆ The finance committee has gone through and looked at this new budget already.
 - ◆ Matthew Harris makes the motion to approve the revised budget. Nick seconds the motion and all approve
- DPI - Perfection Rule
- ◆ W.I.L.L. (Wisconsin Institute of Law and Liberty) has reached out to Lisa because School choice is looking to file a lawsuit against DPI. This case will be regarding what School Choice calls DPI's perfection rule. They are asking CMH and WC to be plaintiffs in their lawsuit. Then they can file it in Waukesha County.
 - ◆ They are going to write up a summary and send it to Lisa.

6. System Reports

- Principal's Report - Lisa Kovaleski
- ◆ Nothing to add and no questions
- Development Report - Lidia Sobierajski
- ◆ Catholic Schools Walk - \$34,260
 - ◆ We have a donor that will match up to \$10,000 from the day of the walk until the end of October.
 - ◆ The auction is coming up in February - theme is "Game On"
 - Funda will be focussed on school security.
 - ◆ We applied for a grant (\$20,000 for school safety and security) . It looks like we have been awarded somewhere between \$13,000-\$20,000.
- Admissions & Marketing Report - Meghan Gorzalski
- ◆ Nothing to add and no questions
- Business Managers Report
- ◆ Nothing to add

7. Committee Reports

Standing Committees

- Finance
 - ◆ Nothing to add
- Admissions & Marketing
 - ◆ Has not met
- Technology
 - ◆ Continuing to work on a technology plan. Looking at all our current tech lifespans and when things will need to be replaced.
 - ◆ Discussing an action plan for cyber security.
- Mission & Catholic Identity
 - ◆ Has not met
 - ◆ Focus will be religion curriculum
- Governance
 - ◆ Has not met
- Development
 - ◆ Has not met

Affiliated Organizations

- Athletics
 - ◆ The Seton tournament begins on Monday.
 - ◆ Bags tournament will be November 12.
 - ◆ Trying to make a plan for how to buy new equipment.
- Home & School
 - ◆ Nothing to add

8. Parish and Pastoral Council Updates

- 11/21 will be a prayer service at St. Joseph at 4:39 (the anniversary of the Christmas parade).
- Lady of Guadalupe Celebration at St. Williams.
- 12/4 Waukesha Christmas parade. Catholic Community of Waukesha and Waukesha Catholic have a spot in the lineup.
- Upgrade to the community wide phone system.

9. Parade Anniversary

- Lisa mentions she was approached by CMH to have a shared mass on 11/21. Since St. Joseph is having a mass that night they thought it would be best to encourage families to go to the mass at St. Joseph. Lisa thought it may be very emotional, and would be best for the kids to be with their parents.



- Students will come to St. Mary for mass during school on the anniversary. We will have a moment of silence and there will be a new message in the fence that CMH and WC will create together.

10. Staff Recognition

- Ken would like to provide a morning coffee hospitality day for the staff. We can discuss it at the next meeting.

11. Next Meeting: Wednesday, November 16, 2022 at 6:00 pm - St. William Campus

12. Closing Prayer - Ken Walter

Meeting adjourned at 7:17



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, November 16, 2022 - 6:00 pm - St. William Campus

Members Present: Ken Walter, Frank Franco, Elizabeth Brzeski, Marisela Marchan, Mary Ann Prager, Jill Larson, Roberta Schneider, Fr Chuck Wrobel, Nancy Knapp

Members Absent: Brian Brejcha, Nick Hudzinski, Matthew Harris, Joe Fricano

Staff Present: Lisa Kovaleski, Joe Heinecke, Meghan Gorzalski, Lidia Sobierajski

Meeting opens at 6:03

1. Opening Prayer - Marisela Marchan

2. Recitation of Waukesha Catholic Mission Statement:

3. Parent/Parishioner Comments/Concerns

a. No parents comments or concerns

4. Old Business

→ Approve October Meeting Minutes

- ◆ Roberta motions to approve the minutes as stated. Nancy seconds and all approve.

→ Bylaw Committee Update

- ◆ Update at the next meeting.

→ School Choice Committee Update

- ◆ The committee is comfortable getting rid of the formula. They would like to move away from focusing on the percentage.
- ◆ The committee is happy with the number of choice seats we have in total and would like to use the current year's numbers for next year. (114 total)
- ◆ The committee didn't specify a total number of students in each grade level. Of those 114, it is at Lisa's discretion where those seats are opened.

→ School Choice - Perfection Rule Update

- ◆ CMH seemed very in favor of participating in the lawsuit. However, neither CMH or WC have really encountered these perfection rules.
- ◆ Lisa mentions that Brian isn't sure he wants to see us in a deposition where we don't have strong evidence as to how the perfection rule has impacted us.



- ◆ The board discusses and Lisa decides she will ask CMH what they are thinking and that we are leaning towards no.

→ Staff Recognition/Hospitality

- ◆ Ken would like to provide coffee and bagels for staff before school in the next couple weeks. One morning at SWC and one morning at SMC. He would like as many board members as possible to be present.
- ◆ The board will coordinate with the office for the best day to do this.

→ K3 Update

- ◆ We typically have K3 students in the program for 3 days (TTHF, MWF). We have been able to work out having some of the students 5 days a week in the K3 program.
- ◆ Some things Lisa wants to eliminate are a bunch of different options
 - Do we offer just 3 half days or 5 half days
 - Do we offer full day K3? Or half day K3 and wrap care?
- ◆ The board discusses and recommends offering a three morning option and a five morning option. Then, offering WRAP care in the afternoon only on the days the student is here in the morning.
- ◆ Discuss tuition of the K3 program next month.
- ◆ The 15 student limit would be per program.

5. New Business

→ Act 143 - Safety Drill

- ◆ Every year we have to draft an explanation of a safety drill we practiced at both campuses.
- ◆ Lisa feels we need to take this a step further and talk through scenarios with staff.

6. System Reports

→ Principal's Report - Lisa Kovaleski

- ◆ No questions

→ Development Report - Lidia Sobierajski

- ◆ No questions

→ Admissions & Marketing Report - Meghan Gorzalski

- ◆ No questions

→ Business Managers Report

- ◆ No questions



7. Committee Reports

Standing Committees

1. Finance
 - a. Have not met
2. Admissions & Marketing
 - a. Have not met
3. Technology
 - a. Have not met
4. Mission & Catholic Identity
 - a. Have not met
5. Governance
 - a. Have not met
6. Development
 - a. Have not met

Affiliated Organizations

1. Athletics
 - a. Basketball season has started
2. Home & School
 - a. St. Nick social is on Dec 2nd
 - b. Planning on doing some sort of trivia night in May
 - c. Bags tournament was a huge success

8. Parish and Pastoral Council Updates

- a. No updates - have not met yet.

9. Next Meeting: Wednesday, December 14, 2022 at 6:00 pm - St. William Campus

- a. 5:30 time for parents and board members to meet.

10. Closing Prayer - Marisela Marchan

Meeting adjourned 7:14



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, December 14, 2022 - 6:00 pm - St. William Campus

Members Present: Ken Walter, Mary Ann PRager, Marisela Marchan, Fr. Chuck Wrobel, Elizabeth Brzeski, Matthew Harris, Brian Brejcha, Roberta Schneider, Nancy Knapp, Jill Larson, Joe Fricano

Members Absent: Nick Hudzinski

Staff Present: Joe Heinecke, Lidia Sobierajski, Meghan Gorzalski

Meeting opens at 6:01 p.m.

1. Opening Prayer - Fr. Chuck Wrobel

2. Recitation of Waukesha Catholic Mission Statement

3. Parent/Parishioner Comments/Concerns

→ No comments or concerns

4. Old Business

→ Approve November Meeting Minutes

- ◆ Roberta makes the motion to approve the November meeting minutes as written. Nancy seconds the motion and all approve.

→ Bylaw Committee Update

- ◆ Brian is still working on developing the redlined document

→ K3 Discussion

- ◆ Lisa is going to discuss it with the finance council next month. Then it will be presented to the board.

5. New Business

→ Emergency Operations Manual

- ◆ This is the beginning of a further development of a crisis plan because Arch is wanting to develop a better plan for each school in the diocese.
- ◆ This plan is supposed to provide an outline for what to do before a crisis, during a crisis, and after a crisis.
- ◆ Joe talks through the plan with the board to give them the overview of the plan.



- ◆ Elizabeth makes the motion to approve the plan as written. Brian seconds the motion and all approve.

6. System Reports

- Principal's Report - Lisa Kovaleski
 - ◆ No questions
- Development Report - Lidia Sobierajski
 - ◆ No questions
- Admissions & Marketing Report - Meghan Gorzalski
 - ◆ No questions
- Business Managers Report
 - ◆ No questions

7. Committee Reports

Standing Committees

1. Finance
 - a. Subsidy discussions have begun.
 - b. Start to pay a shared facility cost (rent, janitor costs)
2. Admissions & Marketing
 - a. Have not met
3. Technology
 - a. Began to form a plan of the lifecycle of the equipment. This is to help us get ahead of when to replace items.
 - b. Looking at replacing some chromebooks this school year.
4. Mission & Catholic Identity
 - a. Have not met
5. Governance
 - a. Have not met
6. Development
 - a. Discussed an overview of fundraising goals for this school year and sponsorship for auction.
 - b. Looking for a sponsor for the 52 club raffle

Affiliated Organizations

1. Athletics
 - a. Working on getting basketball season up and running
2. Home & School
 - a. St. Nick Social was well received and a success
 - b. Working on organizing Catholic Schools Week.



8. Parish and Pastoral Council Updates

- a. A monument for the victims of the Waukesha Parade will be dedicated in Grebe park November 21, 2024, and a smaller monument downtown will be dedicated November 21, 2023.
- b. St. Marys was designated as a historical site. We can make changes to the inside but any changes to the outside must be submitted for approval.
- c. Lady of Guadalupe celebration was a success

9. Next Meeting: Wednesday, January 25, 2023 at 6:00 pm - St. Mary Campus

10. Closing Prayer - Fr. Chuck Wrobel

Meeting adjourned at 7:00 p.m.



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, January 25th, 2023 - 6:00 pm - St. Mary Campus

Members Present: Ken Walter, Marisela Marchan, Elizabeth Brzeski, Brian Brejcha, Mary Ann Prager, Nick Hudzinski, Fr. Chuck Wrobel, Nancy Knapp, Jill Larson

Members Absent: Roberta Schneider, Frank Franco, Matthew Harris, Joseph Fricano

Staff Present: Lisa Kovalski, Joe Heinecke, Meghan Gorzalski, Lidia Sobierajski

Meeting opens at 6:02

1. Opening Prayer - Elizabeth Brzeski

2. Recitation of Waukesha Catholic Mission Statement:

3. Parent/Parishioner Comments/Concerns

- a. No comments

4. Old Business

→ Approve December Meeting Minutes

- ◆ Brian makes a motion to approve the December minutes. Nick seconds and all approve.

→ Choice Update

- ◆ Lisa decided to add a few extra seats for K5 students, so the total seats for choice will be a little higher than the current year.

→ Subsidy Update

- ◆ The parishes have presented a subsidy proposal.
- ◆ We are trying to get more information from the Archdiocese about what the subsidy amount should be. Representatives from the Archdiocese are looking at our budget, finances, and audits to determine how we should respond to the parish's subsidy proposal.

→ Bylaw Committee Update

- ◆ Brian will be sending a document with edits and comments for the board to review. Hoping to have a good discussion at the February meeting

5. New Business

→ Safety and Security Update



- ◆ Received a grant from the Greater Milwaukee Foundation of \$20,000 for the St. William Campus. (this was only for early childhood development)
The funds at the Auction is also for student safety and security
- ◆ Fr. Matthew has approved that barriers will be set up at the parking lot entrances at St. Mary's during the school day.

→ Attendance

- ◆ Earlier in the year Lisa sent out information that the school would be sending attendance letters again this school year.
- ◆ State law requires us to send out attendance letters when students reach certain absent thresholds.

→ Tuition Update

- ◆ Because the subsidy issue has not been resolved yet we don't have a budget to look at for tuition. We may need to increase tuition in order to stay on track to keep/get the teachers to the 80% threshold.
- ◆ Mary Ann Prager makes the motion to send out the letter which states that a tuition increase will not exceed 5%. Elizabeth seconds and all approve.

6. System Reports

Principal's Report - Lisa Kovaleski

No questions

Development Report - Lidia Sobierajski

Come to the auction, Saturday February 11th

Admissions & Marketing Report - Meghan Gorzalski

Open house is at St. William this Sunday, January 29th 8-11:30

Business Managers Report

No questions

7. Committee Reports

Standing Committees

1. Finance
 - a. Most of the discussion was on tuition and subsidy
 - b. Scrip (Raise Right) is a fundraising program where families/staff can get gift cards and a certain percentage of their purchase comes back to the school. When students move onto CMH this program stops. The scrip coordinator asked if we would want to reach out to CMH about continuing the program through the students' high school years. Lisa will chat with CMH about this.
2. Admissions & Marketing
 - a. Nothing to add
3. Technology



- a. Technology plan draft
4. Mission & Catholic Identity
 - a. Lisa will be calling this team together to review some religion curriculum
5. Governance
 - a. Nothing to add
6. Development
 - a. Plan to meet after Auction to discuss 52 club raffle and now and forever

Affiliated Organizations

1. Athletics
 - a. Basketball is off and running
2. Home & School
 - a. Held the Frosty Stomp last week Friday
 - b. Lisa to meet with the co-chair and chairperson to discuss their by-laws

8. Parish and Pastoral Council Updates

- a. Trying to find ways to get more people to volunteer
- b. Love One Another campaign for CCwauk is over the goal.
- c. Soon there will be a connected phone system across all four parishes.
- d. Discerning what will be the next step for the eucharistic revival
- e. Andy is in the process of forming a security committee.
 - i. A fob system will be set up in the summer/fall.

9. Next Meeting: Wednesday, February 15th, 2023 at 6:00 pm - St. William Campus

10. Closing Prayer - Elizabeth Brzeski

Meeting adjourned at 6:56



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, February 15th, 2023 - 6:00 pm - St. William Campus

Members Present: Ken Walter, Frank Franco, Jill Larson, Elizabeth Brzeski, Mary Ann Prager, Marisela Marchan, Nick Hudzinski, Roberta Schneider, Brian Brejcha, Nancy Knapp, Joseph Fricano

Members Absent: Fr. Chuck Wrobel, Matthew Harris

Staff Present: Lisa Kovaleski, Joe Heinecke, Lidia Sobierajski, Meghan Gorzalski

Meeting opens at 6:00

1. Opening Prayer - Jill Larson

2. Recitation of Waukesha Catholic Mission Statement

3. Parent/Parishioner Comments/Concerns

- a. No comments

4. Old Business

→ Approve January Meeting Minutes

- ◆ Nick makes the motion to approve the January Minutes as written. Jill seconds and all approve.

→ Budget/tuition/subsidy update

- ◆ Mary Jo and Lisa are working on the budget. Finance has not met yet, and they will discuss the budget, subsidy, and tuition rates at their upcoming meeting.

→ Bylaw Discussion

- ◆ The board looks over the School Board Bylaws to discuss what practices the board should be doing and any changes that should be made.
 - The board looks over the requirements of voting when it comes to the budget.
 - The board looks over the committees and the amount of members per committee.
 - The board discusses when the first/the last meeting should be for the incoming and outgoing board members. They also discussed the voting procedures.



- The board discusses the board member terms in the bylaws.
- ◆ The bylaws should be on the agenda for the June meeting every year -
Michaela remember this
- ◆ Brian will make the necessary changes to the bylaws, and will send them to the board again.

5. New Business

→ Safety and Security Update

- ◆ Joe met with the fencing company to plan out what the upgrades and additions will look like at St. Mary Campus. There will be gates added to all the parking lot entrances/exits including the lower basketball court.
- ◆ We will also be updating the camera/fob security system at both campuses. This will be done by the company that originally installed them.

→ Technology purchase

- ◆ We need to purchase some new chromebooks in order to do the Forward Exam. We need to order 90 chromebooks and 1 chromebook cart. There is enough money in the tech fund to cover this cost.
- ◆ Lisa asks the board for their approval of this purchase.
- ◆ Elizabeth makes the Motion to approve the purchase of 90 chromebooks and 1 chromebook cart with money from the technology fund. Marisela seconds and all approve.

6. System Reports

→ Principal's Report - Lisa Kovaleski

- ◆ No comments

→ Development Report - Lidia Sobierajski

- ◆ No report submitted because of the quick turn around from the auction.
- ◆ The donor for 52 club raffle did come back for one more year.

→ Admissions & Marketing Report - Meghan Gorzalski

- ◆ No comments

→ Business Managers Report

- ◆ No comments

7. Committee Reports

Standing Committees

1. Finance

- a. Has not met



2. Admissions & Marketing
 - a. Has not met yet
3. Technology
 - a. Has not met
4. Mission & Catholic Identity
 - a. Has not met
5. Governance
 - a. Has not met
6. Development
 - a. Has not met

Affiliated Organizations

1. Athletics
 - a. Boys were invited to the Padre tournament.
2. Home & School
 - a. Looking over their budget
 - b. Events coming up
 - i. Lenten fish fry at Western Lakes on March 31
 - ii. Maintenance appreciation day
 - iii. Middle school dance
 - c. Home and school will also be providing snacks at a new STEM event in March at St. Mary Campus

8. Parish and Pastoral Council Updates

- a. No updates - Parish Council meeting this same evening

9. Next Meeting: Wednesday, March 22nd, 2023 at 6:00 pm - St. Mary Campus

10. Closing Prayer - Jill Larson

Meeting adjourned at 7:42



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, March 22nd, 2023 - 6:00 pm - St. Mary Campus

Members Present: Ken Walter, Matthew Harris, Joe Fricano, Nick Hudzinski, Mary Ann Prager, Fr. Chuck Wrobel, Roberta Schneider, Nancy Knapp, Brian Brejcha, Marisela Marchan, Frank Franco

Members Absent: Elizabeth Brzeski, Jill Larson

Staff Present: Lisa Kovaleski, Joe Heinecke, Lidia Sobierajski, Meghan Gorzalski

Meeting Opens at 6:00

1. Opening Prayer - Matthew Harris

2. Recitation of Waukesha Catholic Mission Statement

3. Parent/Parishioner Comments/Concerns

- a. No concerns

4. Old Business

→ Approve February Meeting Minutes

- ◆ Brian makes a motion to approve the February minutes as drafted. Nick seconds and all approve.

→ Budget/tuition/subsidy update

- ◆ Lisa gives the update that she is still in the process of working with the Archdiocese on the subsidy.

→ Bylaw Discussion

- ◆ Brian goes over the changes that were made to the bylaws. These were discussed at last month's meeting.
- ◆ Ken asks the board to take the month to review the final draft. The board will vote on the revised bylaws next month.

5. New Business

→ Safety and Security Update

- ◆ Both campuses are getting upgrades to the cameras (inside and outside). Trying to cover some of the blindspots we currently have.



- ◆ Andy has signed the contract to have the gates installed at all entrances to the St. Mary's parking lots, as well as the lower parking lot. Both the school and the parish will cover the costs of this.

6. System Reports

- Principal's Report - Lisa Kovaleski
 - ◆ We are hopeful that we will fill all choice seats next year.
 - ◆ We are still looking for a middle school ELA teacher
- Development Report - Lidia Sobierajski
 - ◆ Nothing to add and no questions
- Admissions & Marketing Report - Meghan Gorzalski
 - ◆ Nothing new to add
- Business Managers Report
 - ◆ Nothing new to add and no questions

7. Committee Reports

Standing Committees

1. Finance
 - a. Lisa goes over a drafted budget for the next school year with the board.
 - b. Matthew makes the motion to approve a 5% tuition increase and the 3% salary increase per the finance committee's recommendation. Joe Fricano seconds and all approve.
2. Admissions & Marketing
 - a. Have not met
3. Technology
 - a. Finalized the technology renewal plan. The committee will present something to the board by the end of the school year.
4. Mission & Catholic Identity
 - a. Have not met
5. Governance
 - a. Have not met
6. Development
 - a. Have not met

Affiliated Organizations

1. Athletics
 - a. Basketball is all wrapped up.
 - b. The boys 8th grade team made it to the second round of the Padre tournament.
 - c. Track begins on Monday. Their first indoor meet will be on April 1st.
2. Home & School



- a. Boosterthon is coming up this spring.

8. Parish and Pastoral Council Updates

- a. The return of the cup for communion. The first service will be Holy Thursday.
- b. Discernment for pastoral council.

9. Next Meeting: Wednesday, April 26th, 2023 at 6:00 pm - St. Mary Campus

10. Closing Prayer - Matthew Harris

Meeting adjourned at 7:02

Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, April 26th, 2023 - 6:00 pm - St. Mary Campus

Members Present: Brian Brejcha, Elizabeth Brzeski, Matthew Harris, Nancy Knapp, Jill Larson, Marisela Marchan, Mary Ann Prager, Roberta Schneider, Ken Walter

Members Absent: Frank Franco, Joe Fricano, Nick Hudzinski

Staff Present: Lisa Kovaleski, Joe Heinecke, Lidia Sobierajski

Meeting Opens at 6:00

1. Opening Prayer - Brian Brejcha
2. Recitation of Waukesha Catholic Mission Statement:
 - a. Waukesha Catholic instills faith and inspires futures by nurturing each child's gifts with an education rooted in the gospel values and a culture of community, compassion, and love.
3. Parent/Parishioner Comments/Concerns
 - a. No Concerns
4. Old Business
 - a. Approve March Meeting Minutes
 - i. Revisions:
 1. Update Frank Franco from members absent to present for the March 22, 2023 meeting
 2. Correction to member present from Nancy Kanpp to Nancy Knapp
 3. Item 8.a update from Maundy Thursday to Holy Thursday
 4. Brian makes a motion to approve previous meeting minutes. Jill seconds and all approve
 - b. Bylaw Discussion/vote
 - i. No Additional changes or feedback.
 - ii. Roberta makes a motion to approve bylaws. Nancy seconds and all approve.
5. New Business
 - a. School Choice Seats 2023-24
 - i. Discussion to increase the number of choice seats for school year 23-24. There is an increase of applications and some current students qualify for the benefit.

- ii. In regards to the school choice seat for school year 2023-2024 Elizabeth makes a motion to add no less than 8 not to exceed 15 additional school choice seats from DPI. Matt seconds and all approve.

6. System Reports

- a. Principal's Report - Lisa Kovaleski- working through some hiccups on the universal phone system
- b. Development Report - Lidia Sobierajski-Nothing to add and no questions
- c. Admissions & Marketing Report - Meghan Gorzalski – Nothing to add and no questions.
- d. Business Managers Report- Nothing to add and no questions

7. Committee Reports Standing Committees

- a. Finance
 - i. Committee continues to focus on the school budget, subsidiary and interest rate numbers.
- b. Admissions & Marketing
 - i. Has not met
- c. Technology
 - i. 1st round of new chrome books arrived during Easter break.
- d. Mission & Catholic Identity
 - i. Has not met
- e. Governance
 - i. Has not met
- f. Development
 - i. Up coming Now and Forever Luncheon

8. Affiliated Organizations

- a. Athletics
 - i. Track Season 3rd meet
 - ii. Preparing for 8th grade Party
 - iii. Seton tournament awarded 5 scholarships
- b. Home & School
 - i. Future events Booster ton, teacher appreciation week of May 1st Including 5 de byO

9. Parish and Pastoral Council Updates

- a. Universal phone Systems transition complete
 - b. Parish directories have arrived and will distributed
 - c. 2 former CCW members being ordained to transitional diaconate- Craig Richter and SW ordained priesthood '24
 - d. SJ dinner auction schedule for 5/5/23
 - e. Communal Way next 5 Sundays at Frame Park 5:00, Evangelization opportunity for Hispanic Community
 - f. June 11 Parish Phase Eucharistic Rev. Brainstormed ways to deepen our relationship with Jesus.
 - g. Nominations for pastoral council beginning this week (week of April 24th, 2023)
10. Next Meeting: Wednesday, May 24, 2023 at 6:00 pm - St. William Campus
11. Closing Prayer - Brian Brejcha



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, May 24th, 2023 - 6:00 pm - St. William Campus

Members Present: Elizabeth Brzeski, Marisela Marchan, Nick Hudzinski, Nancy Knapp, Joseph Fricano, Matthew Harris, Jill Larson, Mary Ann Prager, Brian Brejcha, Fr. Chuck Wrobel

Members Absent: Roberta Schneider, Frank Franco, Ken Walter

Staff Present: Lisa Kovalski, Joe Heinecke, Meghan Goralski

Meeting opens at 6:01

1. Opening Prayer - Mary Ann Prager

2. Recitation of Waukesha Catholic Mission Statement

3. Parent/Parishioner Comments/Concerns

- a. No comments or concerns

4. Old Business

→ Approve April Meeting Minutes

- ◆ Nick makes the motion to approve the April meeting minutes with the edits mentioned. Joe seconds and all approve.

→ Choice Update

- ◆ Lisa was able to open 15 additional seats. We opened seats for 131 students and were granted 129 seats. 2 of the 131 students applied to another school and were accepted at another school. At this moment, we are waiting for parents to accept their seats.

→ Budget Approval

- ◆ The board discusses the budget and Lisa explains the deficits, subsidy changes, tuition increases. Lisa also explains how the school will be covering the deficit to zero out the budget.
- ◆ Matthew makes the motion to approve the budget as written. Marisela seconds and all approve.

→ 3K Update

- ◆ We don't have enough students/families interested in the 5 day option to add a separate classroom. For the 2023-24 school year, we will offer the 5 day option and the 3 day option, and will operate how we have been operating.



5. New Business

→ Board Member Terms and Discernment

- ◆ At the June meeting we have to select the board President and Vice President.

6. System Reports

→ Principal's Report - Lisa Kovaleski

- ◆ Personnel updates
 - Hired
 - Middle school ELA position
 - Grade 3-8 Art position
 - People leaving
 - Sandy Cummisford (Teaching Assistant) is retiring after 26 years.
 - Erin Cesarz (Middle School Resource) will be resigning after this year. She is going to take on more hours at WCTC.
 - Nick Bailey (Development Admin Assistant) is leaving his admin role in Development, but wants to sub full time.
 - Michaela Turner (Assistant to Administration) moving to Omaha this summer.

→ Development Report - Lidia Sobierajski

- ◆ Nothing to add and no questions

→ Admissions & Marketing Report - Meghan Gorzalski

- ◆ Nothing to add and no questions

→ Business Managers Report

- ◆ Nothing to add and no questions

7. Committee Reports

Standing Committees

→ Finance

- ◆ Nothing to report

→ Admissions & Marketing

- ◆ Have not met

→ Technology

- ◆ 90 new chromebooks were delivered
- ◆ Advertised giving away retired chromebooks for families

→ Mission & Catholic Identity

- ◆ Have not met
- ◆ Need a chairperson for this committee

→ Governance

- ◆ Have not met

→ Development

- ◆ Now and forever Event - finalizing the numbers.

Affiliated Organizations



- Athletics
 - ◆ Track season wrapped up last Saturday.
 - ◆ Tomorrow night is the Athletic recognition banquet
 - ◆ Volunteer appreciation event coming up soon
- Home & School
 - ◆ Boosterthon
 - They have met their goal

8. Parish and Pastoral Council Updates

- a. Seminarian is going to spend his pastoral year next year with the Catholic Community of Waukesha
- b. Eucharistic revival will have its kick off on June 11th
- c. August 6th Eucharistic procession
- d. Arch is holding a Eucharistic congress and Fr. Jorge will be speaking.
- e. Went over the budget.

9. Next Meeting: Wednesday, June 28th, 2023 at 6:00 pm - St. Williams Campus

10. Closing Prayer - Mary Ann Prager

Meeting adjourned at 7:02



Waukesha Catholic Board of Directors Meeting Minutes

Wednesday, June 28th, 2023 - 6:00 pm - St. William Campus

Members Present: Matthew Harris, Mary Ann Prager, Elizabeth Brzeski, Marisela Marchan, Jill Larson, Nick Hudzinski, Roberta Schneider, Ken Walter, Joe Fricano, Nancy Knapp, Fr. Chuck Wrobel

Members Absent: Frank Franco, Brian Brejcha

Staff Present: Lisa Kovaleski, Meghan Gorzalski

Meeting Opened at 6:03

1. Opening Prayer - Nick Hudzinski

2. Recitation of Waukesha Catholic Mission Statement

3. Parent/Parishioner Comments/Concerns

- a. No concerns

4. Old Business

→ Approve May Meeting Minutes

- ◆ Jill Motions to approve the minutes as written. Nick seconds and all approve.

→ School Choice update

- ◆ We were awarded 129 seats but only 127 of those have accepted.

→ Budget

- ◆ The budget will have to be completely revised because of the new school Choice information.
- ◆ Our K3 and K4 enrollment are still lower than what we are used to. Even with these being low Lisa believes we will still hit the enrollment target.

5. New Business

→ Board Member Terms and Discernment

- ◆ The Board votes on a Board President and Vice President for the next school year
 - Board President for the 2023-24 school year:
 - Elizabeth Brzeski
 - Board Vice President for the 2023-24 school year:



- Marisela Marchan
 - ◆ At the August meeting the board will vote on the Secretary and Treasurer for the 2023-24 school year.
 - ◆ The board votes that Matt will take on his 2nd term as the St. William Council Rep. All are in favor.
 - ◆ Lisa will put out an ask for new board members for the next year in an email.
 - ◆ July 26th will be the discernment meeting at 6 pm at St. Williams.

6. System Reports

- Principal's Report - Lisa Kovaleski
 - ◆ No comments or concerns
- Development Report - Lidia Sobierajski
 - ◆ No comments or concerns
- Admissions & Marketing Report - Meghan Gorzalski
 - ◆ No comments or concerns
- Business Managers Report
 - ◆ No comments or concerns

7. Committee Reports

Standing Committees

- Finance
 - ◆ Signed the document for the annual financial audit
 - ◆ They will be reworking the budget
- Admissions & Marketing
 - ◆ Nothing to add
- Technology
 - ◆ Got more chromebooks in the mail from the EANS funding and a grant we received
- Mission & Catholic Identity
 - ◆ Joe Fricano will be the chairperson for this committee
- Governance
 - ◆ Nothing to add
- Development
 - ◆ Nothing to add

Affiliated Organizations

- Athletics
 - ◆ Gym repairs happening this summer at St. Joes, St. Marys, and St. Williams
 - Refinishing the floors
 - Fixing the basketball hoops at St. Williams
- Home & School
 - ◆ Summer planning will primarily be about the welcome back mass and beginning of school year



8. Parish and Pastoral Council Updates

- a. Their last meeting was discernment for the council. They have new reps from 3 of the parishes and one rep who is returning for a second term.

9. Next Meeting: Wednesday, August 23rd, 2023 at 6:00 pm - St. William Campus

10. Closing Prayer - Nick Hudzinski

Meeting adjourned at 7:08