

Waukesha Catholic Board of Directors



March 20, 2018

Attendance: Dennis Arquette, Mike Bartels, Brian Brejcha, Josh Demeter, Meghan Gorzalski, Fr. Howard Haase, Joseph Heinecke, Lisa Kovaleski, Nancy Nadolny, Mark Panlener, Roberta Schneider, Lori Suarez, Ken Walter

Guests: Fr. Charles Wrobel, John Soper - Parent

- I. The meeting was called to order at 6:03 p.m. by Mike Bartels. Mark Panlener led the board in prayer; the Waukesha Catholic Mission Statement was recited.
- II. Minutes were approved from the February 20, 2018 meeting.
- III. **Old Business**
 - A. Facilities – The facilities committee shared a letter that will go to the Pastoral Council, along with a timeline. Waukesha Catholic Church Commission meeting was held. They are tasked with determining their needs for: programming, facilities, technology, and funding. The deadline for completion is May, for a presentation to the Pastoral Council and this Board in June.
 - B. By-Laws
 - a. Four policies were handed out for review. These will be discussed at the next meeting: Code of Ethics Policy, Whistleblower Protection Policy, Conflict of Interest Policy, and Conflict of Interest Policy Disclosure form.
 - b. Article 5 was reviewed – added verbiage is underlined.
 - i. 5.01(1)(a) Founding Parishes
 - ii. 5.01(1)(d) reference correction: Article 2.02(1)(e)
 - iii. 5.01(1)(f) ...Principal in concurrency with the Board.
 - iv. 5.02 format change to items 5.02(2-13), should be indented under 5.02(1) and labeled (a-l), similar to the article in 5.01.
 - c. Article 6 was reviewed – added verbiage is underlined.
 - i. 6.01(1) Approval of all matters concerning tuition and matters related to budget must meet with the approval of at least $\frac{3}{4}$ of the voting members* (except as permitted in 6.05(1)), one of whom must be the Pastor Liaison/Pastor Designate. (*or voting members present)
 - ii. 6.02(1) Pastor Liaison/Pastor Designate and/ ...each Founding Parish.
 - d. Article 7 was reviewed – added verbiage is underlined.
 - i. 7.01 (1) ...On behalf of the Waukesha Catholic School System any obligation or liability unless authorized by the Board. ...charity or other objective on behalf of Waukesha Catholic School System or the board without the prior approval of the Board.
 - ii. 7.01 (2) add attorney fees
 - iii. 7.01 (2) ...by reason of serving or having served before...
 - e. Article 8
 - i. Dates will be changed when the final is submitted.

- C. Member Recruitment – Board members are asked to submit suggestions to Mike Bartels or Lisa Kovaleski, for new board members, before the next meeting. Individuals with experience in Human Resources, Marketing, Finance, and Education are encouraged. The persons do not have to be parish or school families.

IV. New Business

- A. Patrick Carey is no longer employed with Waukesha Catholic. We will be outsourcing the accounting functions that have been done in house. Anick & Associates Accounting firm works with other schools in the Archdiocese and has experience with the DPI Choice program. They come highly recommended. They will do the high level accounting and assist with the budget process.
 - a. A finance assistant is still needed for tuition, deposits, Facts, vendor contact, and getting information to the accounting firm.
- B. Budget
 - a. A final budget is not ready at this time. The draft budget was reviewed, with these assumptions 1) enrollment is at 475 with 72 choice students, 2) A tuition increase of 2% (this was approved at the January Board meeting), 3) Salary increase of 3%, 4) subsidies remain flat at \$795,000.
 - b. Waukesha Catholic is committed to keeping a balanced budget. The final budget will be reviewed next month so it can be submitted to the DPI and the Archdiocese in May.
 - c. A motion was made to approve the increase of salaries by 3% for the 2018-19 school year, this was seconded, and all approved.

V. System Reports

- A. Principal Report – No additions to the submitted report.
- B. Development – The auction had conflicts with club sports. Tax deductions for charitable donations have changed this year.
- C. Recruitment & Marketing – New branding is coming. There are new relationships and connections with the parishes. Waukesha Catholic will be involved with the children's tent at the St. Mary and St. John Neumann festivals. Waukesha Catholic was available during the Christian Formation's class times during the last two weeks. Representatives were also at the St. Joseph Parish faith formation for four weeks.

VI. Committee Reports

- A. No additional information.

VII. Parish & Pastoral Council Updates

- A. The two listening sessions at the parishes were well received. Both events were well attended. Some issues that require a simple solution will be put in place right away. Other issues that are more involved will require long term planning to make improvements.
- B. All parish staff has been interviewed by the diocese. The diocese will give the parishes feedback.
- C. Everyone is encouraged to participate fully in the Holy Week services. At the Easter Vigil over 30 people will be baptized, confirmed, or join the church.

- VIII. The next meeting will be Tuesday, April 17, 2018 at 6:00 p.m. The meeting adjourned at 7:30 p.m. with a prayer.