

IC School Committee Meeting

1/14/16

Members present: Fr. Paul Rutten, Fr. Mike Wensing, Carol Dagel, Angel Oeltjenbruns, Jeff Mullenhoff, Patty Foley, Ray Kranz, Pete Bauman, Anne Hanson, Michelle Himmerich

- I. Approval of Minutes – Motion to approve by Rutten, Second by Wensing, Approved.
- II. Opening Prayer – Fr. Wensing
- III. Minutes of November Meeting – Requested to correct the name of an Ad Hoc Committee to be Intermediate **Public** School. Motion to approve by Bauman with correction, second by Kranz
- IV. Financial Report

YTD Financial Summary presented. Income and expenses are within expectations of budget.

Stmnt of Activities presented by Oeltjenbruns. Specific attention was directed to the Hot Lunch Program. The account includes expenses for both breakfast and lunch. An average of 160 lunches is served daily. Adding salad bar has been a good option on Tues & Thurs. The goal is to keep the separate account in the black. The State has a limit on the formula of raising lunch prices. All food is purchased through food vendor distribution. We are granted some commodity allowance. Our pricing is comparable with what other schools are receiving. We are looking at options to partner with another school to bid out prices. Our current vendor is offering us prices similar to what others are receiving.

Tuition payments are being paid more evenly on a monthly basis compared to previous years which explains the comparison to LYTD total.

- V. Principal's Report

Dagel presented a meeting summarization from Puetz Construction. Motion to accept by Wensing, second by Bauman

Public Intermediate School update - Foley received timeline plans for the Intermediate Public School from a Public School administrator which shows they are in the beginning phases of the plan. Based on the State of the State Address by Governor Duugaard the plan is to increase average starting wage from 40K to 48K. A formula is to be developed how the funds are to be distributed to districts. IC will have enrollment intent forms back before the next school committee meeting as they were requested to be returned by Jan 22nd. Suggested we can then focus on families that have not responded and Carol and/or pastors can have discussion with families as an exit interview process or as a re-enforcement of our program.

A revised version of the Policy Manual for Catholic Schools set by the SF Diocese was distributed to all committee members and will be reviewed over the next few meetings. Dagel plans to review specific areas over the next few meetings. Topic presented was

Personnel policy. This area is solely the responsibility of the administration (priests, principal and superintendent). Next meeting will include Budget process.

A copy of Excerpts from Building Better Board issued by SF Diocese Superintendent, Katie Mellor, was provided to all committee members. Types of boards within Catholic education are defined in the document. We have a Consultative board – “a board that operates in the policy-making process by formulating and adapting but never enacting policy. This type of board is more in keeping with shared decision-making in the Catholic Church because of consultative state of the diocesan presbyteral council and the diocesan finance council. This constituting authority establishes those areas where the board is to be consulted. Such action is usually made effective by the board’s constitution. This is the preferred type of board for Catholic schools in the Sioux Falls diocese.”

Included in the report is a section specifically relating to the Watertown Catholic School System. Other areas addressed were the decision making process being a means of consensus. Problem solving process is as similar to before with definition, concensus decision and action. Evaluation is knowing how and what to evaluate.

Building Better Boards identifies types of committees as permanent and temporary/ad hoc with the chair of such committee to be a board/council member. Subcommittees are consultative in that they give recommendations & data to the Choice makers. Overall the documents provide information about diocesan policy.

Discussion what committees and subcommittees could be established. Suggestion the Strategic Plan Development could be a budget/finance committee. Committee or subcommittee must have one board member as chair. Finance/Budget will consist of pastors, administrator and board member at minimum. Faculty members can be part of committees and subcommittees. All committees and subcommittees should report regularly to the council.

Per the committee’s last meeting, each subcommittee chair was to provide suggestions for subcommittee members for review by the school committee. A report from each subcommittee will be a standing agenda item with update to be provided by chair.

Staff Retention & Development – Bauman presented the following names:

Travis Young & Amy Mack (2 staff members), Jason Himmerich (public school teacher), Anne Hanson, Ray Kranz & Pete Bauman

Marketing & Fundraising – Hanson presented the following names:

Jocelyn Zimprich (photographer), Darin Mack (designer), Jamie Mack, Alissa Makens, Fr. Koster, Anne Maag & Anne Hanson

Strategic Plan\Finance\Budget – discussion to include the following names:

School Administrators Fr. Paul Rutten, Fr. Mike Wensing & Carol Dagel, Denise Hoff & Lisa Lane (school staff), Michelle Himmerich & Patty Foley

Tasks include but not limited to the following: Creation of 1, 3, and/or 5yr strategic plan, SWOT (strength/weakness/opportunity/threat) analysis, forecasted income & student number projection, multi-year budgets, statistics to assist decision making, timelines, etc.

Building/Addition – determined this would be an Ad hoc subcommittee. Both priests are meeting to discuss direction and will provide review at next meeting.

VI. Other

Arrow Education newsletter send to Arrow alumni included an add for IC School.

Tuition discussion for incoming Kindergarten students as we have the potential of more interest than we can accommodate. Goal is to have as many of the K students continue on in the future. Considering tuition increase for K students with additional differential to be applied to their 1st grade year.

Next Meeting schedule for February 9th at 6:30.

VII. Closing prayer by Rutten