

Waukesha Catholic Board of Directors

October 18, 2016



Attendance: Dennis Arquette, Mike Bartels, Patrick Carey, Fr. Howard Haase, Joseph Heinecke, Kelly Horan, Dick Koob, Lisa Kovaleski, John MacGregor, Nancy Nadolny, Lori Suarez

Excused Absent: Meghan Gorsalski

- I. The meeting was called to order at 7:10 p.m. by Mike Bartels. Kelly Horan led the board in prayer; the Waukesha Catholic Mission Statement was recited.
- II. Minutes were approved from the September 20, 2016 meeting with the following changes. Tom Kiely's name needs to be corrected. The top three choices for skill sets in our new board members are: advertising and/or public relations, human resources or personnel, and legal or contract law.
- III. Visitor: Chad O'Brien, Finance Committee
- IV. **Old Business**
 - A. Audit – Chad O'Brien reviewed the bullet points outlined in our Audit.
 - a. One item is the separation of duties. This item usually comes up in a small company.
 - b. Two items are clean up items from the first year Audit. This is our first full Audit, adjustments are needed.
 - c. This was a clean, unqualified opinion with no management problems. Disclosures were all made.
 - d. The finance committee approved the Audit and it was sent to DPI on Friday, October 14 to meet the deadline.
 - e. The Finance Committee will formalize a management response to the Audit.
 - f. Additionally, the actual cost per student is \$8,195.53. The DPI cost per student is \$7,200.
 - B. The Strategic Plan – The final draft of the plan was previously distributed. The strategic objectives are action plans. This plan will not be approved until after the November 12 Mission and Vision meeting. There may be a need to add items to this plan following this Mission and Vision meeting. Board members are asked to look over and review the plan. All board members are asked to gather on November 12 from 9-12:00 at SJN.
 - C. New Board Members -Tom Kiely will be at the next meeting, November 15, to assist with the process of recruiting new board members.
 - D. Facilities – Will the three facilities be academically and financially more successful in one or two buildings? The priests have asked the board to reach a decision on this question.
 - a. Based on inquiries from the board, information will be gathered and presented for discussion at the next meeting in November.
 - b. In December a vote will be called for on the ideal structure.
 - c. Requests for proposals for a feasibility studies will be completed by the end of this year, 2016.
- V. **System Reports –**
 - A. Principal Report – Teachers worked during the in-service days on October 13 and 14. Parent/teacher conferences were held on October 17 and 18. The Archdiocese Walk

was held on Saturday, October 15. Overall, participation and donations were down. Waukesha Catholic was second in donations! Christ King was first.

- B. Development – Donations are up. We've received one donation for \$25,000. A grant application has been made to Catholic Community Foundation for \$10,000 to assist low income students.
- C. Admissions & Marketing – No additional information to the submitted report.

VI. Committee Reports –

- A. Finance – The September quarterly report from CCF has a gain of approximately four percent.
- B. Athletics – The Seton Volleyball Tournament begins October 31 at Center Court. The Championship will be held on the weekend at Catholic Memorial High School. This tournament requires lots of volunteers. The funds raised benefit Waukesha Catholic Athletics, Waukesha County Catholic School Tuition Scholarship fund, and retired School Sisters. There is also a Bean Bag Tournament fundraiser on October 22.
- C. Home & School – Grandparents' Day was successful. H&S provided the baked goods. They will also provide dinner for the faculty on October 17 during conferences.

VII. Parish Reports –

- A. The pastoral council will meet on Saturday at the Vercelli House at St. William Parish.
- B. The flow chart for new staffing is being finalized. Additional positions will be filled from outside the parish. Jobs are being reframed to 'serve all the parishioners of Waukesha'.

- VIII.** The next meeting will be Tuesday, November 15, 2016. This meeting will have a different start time of 6:00 p.m. A board member will be available from 5:30 – 6:30 to talk with or answer any questions parents or students may have. This is a requirement we offer to our WPCP families. The meeting adjourned at 8:40 p.m. with a prayer.