

WAUKESHA CATHOLIC **BOARD OF DIRECTORS**

Remote Meeting

August 26, 2020

Remote Attendance: Brian Brejcha, Lisa Dietz, Rachel Dobrauc, Meghan Gorzalski, Joe Heinecke, Lisa Kovaleski, Mary Kuemmel, Jordan Last, Mark Panlener, Roberta Schneider, Angelia Vogt, Ken Walter

Minutes: Sherry Marino

Absent Excused: Fr. Chuck Wrobel

- A. Mark Panlener called the meeting to order at 6:35 p.m. Brian Brejcha led the board in prayer; the Waukesha Catholic Mission statement was recited.
- B. Minutes were approved from the July 16 meeting.
- C. Parent/Parishioner Comments/Concerns
 - a. None. There were no parents in attendance.
- D. **Old Business – Lisa**
 1. Packet turn in day was today for families. Both campuses are still under construction. They are trying to get things finished by the end of the week. We have had many positive comments on how the schools look.
 2. The budget for renovation is going to be right on as planned and there are no contingencies left.
 3. Just approved the third construction draw. After this, we will start pulling from the loan.
 4. 40 - 45, students have chosen to go virtual. The learning platform will be Schoolology. This platform is not in place yet so we will be using Seesaw. Hopefully we will be using the new platform shortly.
- E. **New Business – Lisa**
 1. Question presented as to reimbursement policy if a family should withdraw from school. About 15 families were concerned about tuition/asked about policy if withdraw. No formal policy in writing, however unwritten policy in the past had been to refund prorated amount. However, that policy was not in handbook and was primarily applied with families that had to withdraw due to move, job change, etc. Lisa has had discussions with principals from other schools that are considering and/or implementing policy. One of those being considered is to create a policy to be in place on a trimester payment, i.e., if a student is one day into a trimester, they pay for the entire trimester. Finance would like to implement yet this year, but Lisa would like a grace period (e.g., effective second trimester?) At least set for next year for clarification and financial security for school. We have reduced K3 already. We lost 4 in one day. Only one session.
 2. Write to families and be transparent and diplomatic about the situation.

3. Lisa wants to go forward on making a new policy about withdrawals and what, if any, reimbursement of tuition. Have a date for the policy to go into effect. Brian will work with Lisa to wordsmith the policy to then be presented to Board.
4. Consensus of the board is to get this written and vote when written as to approval and also timing for when to present to families and implementation date.
5. Brian made a motion to authorize and proceed in preparing draft of tuition reimbursement policy to family who withdraws. The specifics to be presented and approved by the board at a later date. Ken made the motion, Jordan seconded. All in favor – motion carries.

F. System Reports -

1. Principals Report – Lisa

- a. Have 415 students, which is down from where we wanted to be. We have to adjust the budget for the next finance meeting. Lisa spoke with all the families who left due to COVID. They all stated they would come back when it is safe.

2. Development Report – Lisa Dietz

- a. Balanced with accountant and July numbers are actual numbers.
- b. Soles Walk at Catholic Memorial High School track. Have a team of three mothers at SWC that will co-chair this event. They will be handing out water and starting at staggered times.
- c. Reached out to top donors for an air purifier system, which costs approximately 33-34K. Parish has given 8,600 and 3,750 in donations already. Lisa going to mail an “ask” intention of what we need. This will be in addition to their annual gift. Asking anyone who has made a gift of 100.00.
- d. Hoping to get a mailing out Friday or Monday, which is going out first class. Asking for HVAC assistance. Crossing the newsletter – donor recognition letter that is going out late September.

3. Admissions and Marketing Report - Meghan

- a. Brought in many students in the last 2 weeks. Madrina’s parents will be reaching out to all new families with gifts, which will be passed out the first week of school.
- b. 415 students, 93 choice students, 23 have not come back due to COVID, 9 unknown reason why they left.

4. Finance - Lisa

- a. Went through restricted and unrestricted funds. PPP loan we should get 100% and do not have to pay anything back.
- b. Received CCF withdrawal 500K; 1.2 in endowment.
- c. Federal funds that are given to WSD have to share with private schools. We should get approximately 22K, however, pending lawsuit could result in an additional 12K if successful.
- d. Ordered plexi-glass for school and some sanitation solutions for classrooms. If more funds become available, hope to be able to use for technology.

5. Marketing - Meghan

- a. Have not met.

6. Technology - Joe

- a. Have not met. Have been upgrading buildings for faster speed with Spectrum.

7. Catholic Identity

- a. Have not met.

8. Athletics - Joe

- a. Fall season has been cancelled. Hopefully we will have a winter season. Hope to have decision on winter season/basketball by October 1st Athletic board has been working on other improvements. Working on their Booster Club.

9. Home and School

- a. Home and School sponsored school supplies.
- b. Many events have been postponed in the fall
- c. Looking at purchasing soccer nets, portable basketball hoops, seesaw at SWC and adding more age appropriate equipment.

10. Pastoral Council - Mary

- a. Two masses being added Saturday 4:00 p.m. and Sunday evening at SMC after Labor Day.
- b. Asking all four parishes to take part.
- c. Carroll College students interested in that mass.
- d. Council is very aware of what is going on with the school.
- e. Common meeting night Tuesday the 18 – breakout sessions trying to move forward on committees and commission.
- f. Each parish has nominees for pastoral council – we will have four new members.

Re-Shuffle of the Board in September

Next Meeting Wednesday, September 23, 2020

Brian led with closing prayer

Meeting adjourned at 8:20 p.m.