

**Catholic Central High School  
Board of Directors Meeting Minutes  
July 14, 2010  
Held at CCHS**

**Opening Prayer - Mr. Merkt**

**I. Attendance**

**A. Staff, Faculty and Administration:** Greg Groth, Mark Sheldon, Eric Henderson and Kristin Zupec

**B. Visitors:** Don Uhen.

**C. Board Members**

**Present:** Byrne, Galvan, Goebel, Kelly, Kempken, Merkt, Moe, Spiegelhoff, Williamson and M. Wolff.

**Absent:** Dietz, Smetana and Wagner

**Absent Excused:** Greenwald and Stang.

**D. Student Council:** None.

**II. Board Officer Elections:**

- The following were elected Officers for the 2010-11 school year:

President: T. Merkt

Vice President: N. Byrne

Treasurer: M. Wolff

Secretary: M. Kelly

Past President: T. Greenwald

At Large: S. Williamson

**III. Approval of Minutes:**

- Minutes from June 9, 2010 meeting have not yet been prepared.

**IV. Community Participation - None.**

V. **Clergy Comments** - None.

VI. **Reports**

A. **Student Council** - None.

B. **Staff and Faculty:**

- Curriculum goals for Art and Design presented by Mark Sheldon (see written report attached as Exhibit 1).
- Physical Education goal presented by Eric Henderson (see written report attached as Exhibit 2).
- Counseling Department goals presented by Kristin Zupec (see written report attached as Exhibit 3).
- Theology and English goal review submitted (see written report attached as Exhibit 4).
- Business Department goals submitted (see written report attached as Exhibit 5).
- Instrumental Music Department goals submitted (see written report attached as Exhibit 6)

C. **Principal (Groth)**

**Budget Matters:**

- There will be a fiscal ending deficit of \$18,616 for the year 2009-10.
- Unpaid tuition and parish assessments for this ending fiscal year was the cause of the deficit.
- Curriculum and class scheduling has been completed for the 2010-11 school year.
- Window replacement is completed and of the \$87,600 borrowed from Endowment to pay for those windows \$74,000 has been drawn and

paid and the balance of \$13,000 will be drawn and paid in the near future. The project finished on budget.

- There is \$111,000 available for payment of the new Chemistry lab and the contract price is approximately \$108,000 with no work change orders anticipated.
- The Athletic Association budget ended with an \$800 surplus for the 2009-10 fiscal year.
- New coaches for Catholic Central Ladies Volleyball, Tennis, and Dance have been hired.

**D. Development Report (Selburg)**

- See attached end of the year report from Development office..

**E. Board President (Merkt)**

- Our August meeting shall begin at 6:30 p.m. so all members can have a tour of the Catholic Central facilities.

**F. Marketing Committee Report - No report.**

**G. Academic Planning and Excellence Committee - No report.**

**H. Personnel Committee - No report.**

**I. Finance Committee - No report.**

**J. Policy, Planning and Long Range Planning Committee : No report.**

**K. Building and Grounds (Spiegelhoff)**

- Problem with a low voltage switch wearing out causing lights not to shut off.

**L. Fund Raising Committee - No report.**

**M. Additional Reports - None.**

**N. Holy Cross Parish Update (Goebel)**

- Communications with Parish Trustee Jeff Coultrip indicate the probability of a presentation being welcomed from our Board sometime in September.
- An Ad Hoc Task Force was created by Mr. Merkt to develop a presentation and deliver it to the Holy Cross Parish Council. The chair shall be Goebel and include C. Stang and M. Kelly as members.

**O. Board Structure and Bylaws - No report.**

**VII. Old Business**

- Resolution to request the Principal to address and enforce “no cut” policy in all sports.

**Motion:** Byrne      2<sup>nd</sup> Wolff      Unanimously Approved.

**VIII. New Business - None.**

**IX. Adjournment and go into Executive Section**

**Motion:** Moe      2<sup>nd</sup> Kempken      Unanimously Approved.

Respectfully submitted,

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Michael J. Kelly, Secretary

Signed and approved this \_\_\_ day of August, 2010.

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Tom Merkt, President

Art & Design Goals submitted by Mark Sheldon

**EXHIBIT** 1

- 1. Increase the writing skills of students through regular reflective writing and presentation opportunities.** During this year, students showed a marked improvement in writing these reflections. They appeared more conversant with the vocabulary of critical and creative thinking, and the work submitted was overall of much better quality than in years past. Students appear to more understand the reason for becoming proficient writers and thus, I do not remember receiving one complaint about 'writing in Art class', as had been more common in past years.
- 2. Faith based - Expect to see increased respectful student behavior to themselves and to peers.** When students showed behaviors that were overly critical to the point of becoming disrespectful of others, I used the Socratic method of asking questions that would have them take a 'walk in the shoes' of others. This technique of increasing awareness regarding the development of empathy went a long way to helping them understand and sometimes, forgive, the actions of others.

Teacher Goals/Strategies

- 1. Increase expectations for proper writing format in both reflections and presentations.** The expectation that there be increased involvement in writing information learned and to be shared during presentations helped give the students one more avenue in which to practice their writing skills. We had presentations often at the start of a new unit, where students would do a powerpoint presentation and have several slides showing information about the topic, along with visuals. Again, students appeared to become actively engaged in this process whenever the opportunity was given to them and developed very adult-like presentations with written pieces that augmented the process.
- 2. Faith based - Reinforce moral behavior through both example and 'teachable moments'.** I used more 'talk-alouds' when we hit situations that required a moral judgement. In this way, more people than those specifically involved in the situation could listen. Doing so helped the students see the kinds of thinking habits and strategies required to get through the problem-solving process. This often helped us arrive at decisions that we all could live with.

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**Physical Education Goal Review submitted by Eric Henderson**

I had an extremely exciting first year as the Physical Education teacher, Athletic Director, and Boys Basketball Coach. Trying to bring a positive example for all of the students at Catholic Central was one of my biggest goals. As far as attaining that goal I believe it is a never ending process. Here were the following goals I set at the beginning of the school year:

**Physical Education Goals:**

1. To start written reflections for all Physical Education courses.
2. Expect to see positive encouragement, respect, and a genuine high expectation mirrored by all students (no matter the skill level of a particular student) in all Physical Education courses.

**Teacher Goals:**

1. Expect quality written reflections from all students in Physical Education.
2. Set a positive example of hard work, respect, and having a positive attitude for all students.

I did do some written reflections throughout the year but I believe I need to have the students also set goal sheets at the beginning of the semester. I believe I need to be more consistent with written evaluations for my students. I did see plenty of positive encouragement and respect during my class sessions I believe it is important for me to set the example and the students will be more than willing to abide by the same rules.

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# EXHIBIT 3

*Kristi*  
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## Counseling Department Goals End of the Year Report

This year I felt that I had a good start on the implementation on many of my goals and begin setting the groundwork for the following years. In short my goals were to turn the guidance office into a program opposed to a position because this the shift that we are seeing in many other schools and counseling programs. This shift focuses on being proactive opposed to reactive. With this in mind my goals for this year were the following:

### Department Goals:

1. Incorporate school writing goals by having students develop appropriate educational goals and plans through individual student conferences.
2. Begin/re-visit counseling curriculum for the three core areas—academic, personal/social, and career.
3. Initiate level 1 of ASCA's Comprehensive School Counseling Model to begin implementation of a program for CCHS students.
4. Conduct a needs assessment of students to gather information to assist in the creation of counseling groups.
5. Will continue to encourage and support students in their faith development and identity.

### Teacher/Individual Goals:

1. To attention training programs on initiating level one and pairing up with other schools who have gone through the process of creating a Comprehensive Program.
2. Work closely with staff for student needs referrals for individual and group counseling.
3. Teach faith through example by assisting students in seeing the positive and good.

Looking specifically at department goals, I started student conferences in the freshman, junior and senior years. With junior and freshman conferences, it was important to incorporate parental involvement to help students make transitions that they undergo during these times. These conferences fall into accordance with the Wisconsin State Standards because in the curriculum built, I incorporate all of the core areas. These conferences were a great way to get to know students and their parents, I received a lot of feedback via a third party, I did not receive any exit survey's back. For next year there are some curriculum changes that I will make and I also feel that I need to find a way to collect better data on the interventions that I am implementing. As the year concludes the counseling department has made significant steps towards a comprehensive school counseling model with student conferences and calendaring events for succeeding years to come.

*College Prep Holy Cross*

Another goal was to work closely with staff to improve student referrals for individual and group counseling. This goal is on going, as I have not hit the best way to do these. No group counseling was focused on because I am still working on the most effective way to have student referrals be grades, behavior, etc. I would improve this by having a regularly scheduled meeting where student concerns will be brought up and discussed within a Student Support Team. Currently, I have referrals sheets but teachers have to make the referral and then a referral sheet

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is handed out to all teachers who have the particular student. The next step is if other teachers state similar concerns or other concerns then we have a meeting but if not then the process stops, and I am not sure if this is the best for all of our students.

Lastly, I wanted to conduct a needs assessment to help structure the counseling department and due to time constraints and other responsibilities this was put onto the side. This however, is something that I would like to distribute to students at the end of the year, or in the very beginning of the year. I have the assessment created but have been hesitant to distribute with the end of the year and teachers trying to fit everything in. To compromise, I have begun creating an invite for graduating seniors to participate in an exit survey group to collect information from this particular population because they have gone through so many different counselors and programs that it would be an alternative way to see what has worked for them in the past, what has not, and so forth.

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**Theology & English Goal Review submitted by Susan Celentani**English Goals

Teach students to master goal setting, with MLA format and analytical writing at the 9th grade level to be built upon and expanded in further studies.

Results: This year's class covered more material than last year and we did more writing assignments as well. I have saved all the major writing assignments from the students so both teacher and students can track their progress in the goals they set for themselves earlier in the year. Overwhelmingly, students were pleased with their writing progress.

Theology Goals

Instill true dogma and doctrine into our students so they are able to defend and live out their faith.

Teacher Goals/Strategies

1. Instill an appreciation for being women and men for others through the service learning program.
2. Faith Based  
Encourage and exhibit excitement for living a faith-filled life enriched by our Church, through curriculum and example.

Results: I kept the same format of the class from last year's 2<sup>nd</sup> semester course: more doctrine, we went in depth to each sacrament, a unit on Mary, and the order of the Mass as well.

The service learning program required 10 hours this year, up from 5.

I like that student get involved in their parishes more so than last year but I'd like to see even more in the fall.

I would also like to see more community service work for the students. This is something I will develop for next year's classes.

The senior class took the Archdiocesan survey again this year and after comparing the results from last year, the students have exhibited improved knowledge on Catholic Social teaching, doctrine, dogma, and conscience formation.

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Holy Cross  
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**Business Department Goals**

1. Increase the knowledge and proper use of the MLA format in all Business classes.
  - a. Throughout the course of this year I have worked hard to create a uniform standard for writing and formatting business documents. I believe that as a school we need to create a more uniform way of having our students format documents that is the same throughout the whole school from administration down to all the faculty and staff. This will make it easier for our students to understand what is required of them in every class. I believe that in the business department we have done a great job of starting this process and just need to solidify it in the years to come.

***Faith Based***

2. Teach the students how to be Business Professional, which will give students that faith can be shown in various ways. I.E. Respect, Moral & Values.
  - a. During the course of this school year I have begun to implement more group based projects as well as requiring more business professional presentations. During presentation days I have required students to dress as well as act business professional for their presentations. These standards, that have been set help our students become better group leaders and help them collaborate on a higher level. This has helped a number of our students understand the challenges of working with a variety of people and adapting to not only the group's needs but each person as an individual and respecting each individual's thoughts and ideas.

**Teacher Goals**

1. To help create a MLA format that is similar throughout the staff/campus with a grading rubric.
  - a. This goal goes along with the business goal, in the way of thinking that our students need to be given a break as well. What a lot of people do not realize is that students have to conform to each teacher differently, conforming to their ways in the classroom, which can be very difficult. Even though this is just a start, we have begun to put in the works, a school wide change in a number of areas, one of the biggest being how to correctly format and submit a document. This has given our student body a guide to more direct and efficient ways of formatting any paper they need to submit.

***Faith Based***

2. Be a positive influence on students, creating excitement about our school and its future.
  - a. During the first three years of working at this school I have noticed that a lot of our students take on a number of challenges. Challenges that include both academic and athletic. At times these challenges can become very overwhelming to our students. Helping students through these times by providing them with organization skills, leadership skills and extra time lets them know help is always there when they need it. It has been a positive influence on me as a teacher to see what these students do take on and end up accomplishing in the long run.

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**EXHIBIT 6**

**Instrumental Music Department Goals for 2009-10**

submitted by Mike Ackerman

1. To increase students awareness, understanding and knowledge of instrumental music literature. By playing numerous styles and musical genres of music, students will develop a more in depth understanding of the arts and the role that each student plays in the contribution to the overall performing within the band.
2. Faith Based Learning- Learning about both sacred and secular musical styles, students will better understand how both genres are both connected and vastly different.

**Teacher Goals**

1. Providing a safe nurturing learning atmosphere where students are engaged and challenged with exciting new music to perform.
2. Faith Based- To expose students to different genres of music allows spiritual growth for the students and also the instructor.

**I would say that after reflection on this 2009-2010 school year that the goals I have set for my student have been achieved. The band performed a variety of musical styles and became more aware of these various genres. Musically, the band grew and developed their skills, becoming better musicians.**

**As a teacher, I challenged my students to perform music showcasing their talents and abilities.**

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**Development Office**  
**2009/2010 End-of-the-Year Report**

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**Beginning Balances**

Annual Fund Checking Account	\$11,741.56
IMMA	<u>\$10,000.00</u>
 Total	 \$21,741.56

**Ordinary Income**

Walkathon	5,094.76
Spring Fashion Show	6,705.00
Wagner Foundation	25,000.00
Cottonpicker Fundraisers	288.00
 Driehaus Estate Benefit (88 guests)	 8,600.00
Tuition Donations (McCourt, Wheelock and Lemke)	6,500.00
General Donations (Phonathons, Annual Plea, etc.)	79,867.08
Outstanding Charge Card Donations	600.00

**Total Ordinary Income** **\$132,654.84**

Total through Annual Fund 2009-2010	\$155,457.84
Total through Annual Fund 2008-2009	\$167,726.82

**Expenses**

Operations	120,000.00
 Fast Signs	 198.00
Tuition Donations	7,542.18
Driehaus Reimbursement	200.00
Walkathon	1,487.45
Spring Fashion Show	3,385.42
Supplies	920.39
Grandparent's Day (hot lunch, flowers, supplies)	365.09
Cocktail Party (supplies)	81.34
Alumni Banquet Deposit	50.00
Brochures	2,170.16
NCOA Update-Metafile Info Systems	375.00
Alumni Newsletter	912.14
School Stationary-Econoprint	200.32
Postage	1,852.28
Charge Card Fees	232.46
Checks and Deposit Slips	209.58
Flowers to LDV-Barb Deacon (2009 & 2010)	149.04
Designated Funds-Spring Fashion Show Fund	924.78
Matching Funds	700.00

**Total Expenses** **\$141,955.63**

-over-

**Special Funds Received**

Erica P. John Grant	\$12,000
Racine Community Foundation Grant	5,000
Mary Moe Memorial	5,123
Mr. & Mrs. Hancock Chem Lab Donation	500
Band Dept.	130
Dolores Borgo C.N.A. Memorial Fund	50

**Total Special Funds Received** **\$22,803**

**Special Funds Out**

Chemistry Lab Grants (@ First Banking Center)	\$22,623.00
Computers/Technology	8,032.14
Band Dept.	130.00
Dolores Borgo C.N.A. Memorial	50.00

**Total Special Funds Out** **\$30,835.14**

## **Ending Balance in Checking Accounts**

Annual Fund Checking Account (includes activity through 7/6/10)	9,092.47
IMMA	2,027.69
Scrip Account (\$2,401.39 in account for future students 7/1/10 \$4,500 went to CCHS operations and \$2,890.51 went towards student's tuition. \$7,390.51 earned 2009/2010.)	5,186.85

## 2010 Spring Fashion Show

### **Credits:**

\$3,795.00	Ticket sales/dinners (charged \$30 per general adult ticket. \$25 for faculty. \$5 for students. \$7 for children.)
\$2,685.00	Raffle basket profits
\$25.00	Donation from Vicki Oehlers for Summer Basket
<u>\$ 200.00</u>	Matching donation from CFLI (Catholic Family Life Insurance)
\$6,705.00	Total

### **Debits:**

\$2,899.20	Hawk's View Golf Club
\$ 149.60	Postage
\$ 225.81	Invitations and Envelopes
\$ 60.81	Supplies
<u>\$ 50.00</u>	2-\$25 Walmart gift cards to Jodi Karow (MC'd show)
\$3,385.42	Total

**Profit of \$3,319.58**

Walkathon 2009 Break-Down

Pledges Collected	\$5,094.76	cash
	<u>\$70.00</u>	gift cards
	\$5,164.76	
Expenses	\$870.40	tee shirts
	\$45.00	lunch
	\$41.99	cake
	\$40.77	supplies
	\$104.29	pizza party for freshmen
	\$205.00	movie passes for freshmen & winning teacher (41)
	<u>\$180.00</u>	American Cancer Society
	\$1,487.45	
Net Profit	<u>\$3,677.31</u>	