

**Catholic Central High School  
Operational Board of Directors  
Meeting Agenda  
November 12, 2009  
Meeting Held at St. Thomas in Waterford**

**Opening Prayer – Fr. Gene Doda**

**MISSION STATEMENT:** Catholic Central is a four-year co-educational high school committed to providing a Catholic based education. It offers a student of any race, religion, or ethnic origin the opportunity to develop and expand their abilities and creative talents in all aspects of their life. Catholic Central is committed to creating a strong academic curriculum and instilling life-long Christian values so a student can become a responsible and contributing member of our intellectual, spiritual, moral, emotional, social, and physical community.

**I. Attendance:**

- a. **Staff and Faculty:** Ms. Selburg and Ms. Griffin
- b. **Visitors:** Fr. Bob Gosma and Fr. Gene Doda
- c. **Board Members:** Goebel, Greenwald, Kelly, Merkt, Moe, Spiegelhoff, Wolff, M., Stang, Byrne, Kempken, and newly appointed members from St. Mary's Burlington, Richard Carney and Michael Smetana.

**Late:**

**Absent:** Wagner and Dietz

**Absent Excused:** Mr. Groth

- d. **Special Guests:** None

**II. Reading of Previous Meeting Minutes from October 14th, 2009**

Postponed until next meeting

**III. Community Participation – *Advance notification to the Board Chair is required to make a presentation to the Board.***

None.

**IV Clergy Comments – Fr. Gene commented favorably on his observations at the Endowment Auction dinner which he, Fr. Bob, and Fr. Jim Jaeger attended.**

**V. Reports**

- A. **Student Council – No Report**
- B. **Staff and Faculty – No Report**

**C. Principal- Excused Absent, Report Sent**

**1. Actions the Principal took for information purposes**

**a. H1N1 update** – One confirmed case of H1N1. That student was excused for 5 days and has returned healthy to school.

**b Dance criteria** – Met with students twice in the past few weeks to talk about dance issues. There will be no grinding at our dances or inappropriate music. Our next school dance will be in January.

**c Volleyball Team Update** – Our team made it to the Elite 8 where it lost to Manitowoc Lutheran.

**d Football Team Update** – Our team advanced to the Final 4 and will play DeSoto High School in the semi-finals.

**e. CCHS 2009-2010 Projects** – See attached report.

**f. On November 9<sup>th</sup>** a school assembly convened on the topic of “Dating Violence and Abuse”. The topic and presentation drew a favorable response from students, staff and parents.

**g. On November 11<sup>th</sup>** a school assembly convened to honor veterans. Assistant Ms. Pyzyk recounted her experiences in the service and local historian Todd Weiler discussed the details of the tragic death in WWII of his uncle Jim Weiler.

**2. Actions the Principal took of Board interest**

**a. Overpayment of maintenance Charges.**

St. Mary’s, Burlington bookkeeper Ms. Vrzan is continuing to work on determining the amount of overcharges from the parish to the high school which occurred during the administration of the previous Pastor. To date the high school has received a credit of about \$7,100. Mr. Goebel asked Mr. Groth to obtain a written statement from St. Mary’s, Burlington as to the amount overcharged.

**3. Actions the Principal requests Board Approval on**

**a. Approve Project, Funding and Proxy to replace windows**

**MOTION:** Goebel 2<sup>nd</sup>: Byrne  
Approved

**b. Approve Project, Funding and Proxy for Chemistry Lab**

**MOTION:** Goebel 2<sup>nd</sup>: Wolff  
Approved

c. Chemistry lab improvements projected to cost \$73,000.00 and shall be paid by cash donation of \$10,000.00 which includes memorials made on behalf of the late Mary Moe and a direct donation from the Moe family; and from a cash donation of \$52,000.00 by the Leedle family. Other sources of funding were discussed and will be reviewed at the next meeting.

Separate proxies will be sent for both of these capital improvement projects.

**4. Questions/Action items from Board Members**

The Finance committee will work with Mr. Groth on all financing issues pertaining to these two projects. Details will be presented at the next meeting. Mr. Greenwald confirmed that though the parish owns the main high school building the rent-free lease requires the high school to pay for all capital improvements to that building.

**D. Recruitment and Public Relations (Ms. Kresken)** – Not present (report sent)  
Current enrollment at 146 students. (39 Freshman, 28 Sophomores, 36 Juniors and 43 Seniors).

**E. Development Report –(Ms. Selburg)**

A cash flow status was presented and Ms. Selburg commented that the annual fund drive is on target and she expects the donations to meet the 2009-2010 budget for development.

**F. Board President (Mr. Goebel)**

1. **Hosting Monthly Board Meetings** – A discussion ensued about bringing the board meetings back to the high school campus during the winter months. Fr. Gene commented that it's a good idea for us to visit different parishes for our meeting place. Mr. Greenwald said we should think about visiting all the parishes within a 2 year timeframe. Mr. Goebel advised that a decision will be made at the next meeting about the location of the board meetings during the winter months.
2. **Elections Committee – Nominate new Vice President for December meeting.**
3. **Board and Faculty Christmas Gathering** –Set for December 11<sup>th</sup> at Mr. Groth's house who graciously offered to host it. The Board approved Mr. Groth's gift suggestion of giving the faculty "glass globes" for Christmas.

**4. Comprehensive plan process** – Mr. Goebel requested the board to review the comprehensive plan established during the accreditation process so the board can assess and develop its own long range plans.

**5.** Mr. Goebel asked the officers and the Finance committee to make a recommendation at the next meeting as to whether the Board should budget money in 2010-2011 to have an independent financial review of the CCHS finance system.

**G. Marketing Committee Report (Ms. Stang)**

This committee consists of 18 persons with varied backgrounds. Some have students at the high school and others have former students who withdrew from the high school. The committee is in the process of preparing to perform interviews and surveys to obtain facts and perceptions concerning the high school from students, parents, pastors, faculty and administration, alumni, feeder school principals and donors.

**H. Academic Planning and Excellence Committee (Ms. Wagner) – No Report**

**I. Personnel Committee (Mr. Greenwald)**

**1. Updating of Employee Handbook**

Mr. Greenwald has met with Mr. Goebel to review prospective changes to the Employee Policy Handbook and expects to meet with his committee within the next 30 days.

**2. Updating Student Handbook**

Updates are needed to put a ban on “grinding” dance issue and to revise the tuition collection policy.

**J. Finance Committee (Mr. Wolff)**

**1. 2009 – 2010 budget outlook**

Budget is on target.

**2. Anticipated budget cost assumptions (Capital)**

The Finance Committee will work with Mr. Groth concerning the financing needs of the two capital improvement projects.

**K. Policy, Planning and Long Range Planning Committee ( )**

No Report

**L. Building and Grounds Committee (Mr. Spiegelhoff)**

See attached “CCHS 2009-2010 Projects”.

**M. Fund Raising Committee (Ms Byrne) – No Report**

**N. Additional Reports – No Report**

**O. Board Structure and Bylaws and Elections (Mr. Merkt) – No Report**

**VI. Old Business** (Only action items out of committee and carried forward out of New Business from previous months and prepared for Board vote are identified here).

**A. Third Reading of Third Restated Bylaws**

**Motion to Approve:** Kempken    2<sup>nd</sup>: Wolff

Approved

**VII. New Business** (Action items being presented for the first time this business year that need to be put into a committee for research, held over for next meeting for a final vote or action items that can be decided at this time.

**VIII. Adjournment**

**Motion:** Goebel

2<sup>nd</sup>: Byrne

**Closed at: 8:21**

**SEE SEPARATE MINUTES FOR EXECUTIVE SESSION OF THE BOARD DEALING WITH A PERSONNEL/FINANCE TOPIC**

**Respectfully submitted,**

\_\_\_\_\_  
**Michael J. Kelly, Secretary**

**Date read:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Chris Goebel, President**

**Next Regular Board Meeting: December 17, 2009 at 7:00 p.m. at St. Joseph's in Lyons, Wisconsin.**

**Next Board Officers Meeting: December 28, 2009 at 6:30 p.m. at Mr. Kelly's office.**

## CCHS 2009-2010 Projects

### 1-WINDOW REPLACEMENT:

- Received bids from 3 companies.
- Decided on a local builder (price and comfort level) - had bid per Tom Stelling's recommendations.
- The project cost should be just under \$88,000. We would borrow the money from banks to be repaid over a 5 year period, and energy savings will also help defray costs.
- Will replace 139 old windows with energy efficient windows.

### WINDOWS:

- Most are original single pane windows installed back in 1924.
- Some are not functionally operating at all.
- Many of them will not lock.
- Screens were added in the early 1970's and many of those are not functional.
- On windy cold days, students need to wear coats and sometimes gloves when sitting near windows.
- Our heating bills the past two years were \$76k and \$84k.
- Guesstimate from window firm was conservative 15% savings on heating costs per year.
- Would like to begin project as soon as possible, one classroom at a time, and will relocate classes throughout the building while the windows are being replaced in that area.

### 2-CHEMISTRY LAB RENOVATION/RELOCATION:

- Received bids from 3 companies.
- Will use a local builder (price and comfort level).
- Move the Chemistry lab to room 104 and open up the wall into 106 with an attached prep room and office space. Renovate the present prep room 102 into a small classroom space. Renovate present Chemistry room 101 into a classroom.
- Costs for this project will be approximately \$74,000. Cost could vary on this lower level design. It may decrease because of savings in trades' costs, or increase if we have to cut into the floor tiles as it would involve intensive asbestos removal.
- We presently have \$62,000 on hand for this project. We can use the Yanny Fund for the remainder.

### CHEM/SCIENCE LAB:

- Chemistry lab has poor ventilation systems.
- Lab has poor sightlines to instructor.
- Students are working back-to-back which is not advisable.
- The only window in the room does not open to outside air.
- The prep room is not attached which could lead to accident as teacher crosses hallway with materials/chemicals.
- Prep room door is not fire-rated.
- Prep room ventilation is inadequate.
- Lab stations have damaged handles and doors.
- Problems have arisen from antiquated gas lines in the present science room 101.
- We need a purge fan for direct ventilation to outside for immediate exhaust of fumes.
- Size of room is not acceptable for 18-20 student spaces.
- Chemical storage areas are inadequate and inappropriate.
- Need computer access to student stations.
- Would do project next summer – 2010.