

**Catholic Central High School
Operational Board of Directors
Meeting Minutes
October 14, 2009
St. Francis DeSales-Lake Geneva**

Opening Prayer – Read together by all in attendance

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:** Principal Groth, Assistant Principal Pyzyk, Admissions Director Kresken, Science Teacher Kenast, Art Teacher Sheldon, Social Studies Teacher Willems, Science/French Teacher Harford
- b. **Visitors:** Fr. Bob Gosma Acting Administrator of St. Mary's Burlington
- c. **Board Members:** Goebel, Greenwald, Kelly, Merkt, Moe, Spiegelhoff, Thompson, Wolff, M., Bryne, and, Kempken .

Late: Wagner

Absent: Dietz

Absent Excused: Stang

- d. **Special Guests:** Students Lauren Celano and Carrie Coppernoll

**II. Approval of August 12th, 2009 Minutes
Approved.**

**Approval of September 9th, 2009 Minutes
Approved.**

Motion: Greenwald 2nd Byrne approved

III. Community Participation – *Advance notification to the Board Chair is required to make a presentation to the Board.* (This is the time that members of the community who wish to bring something before the Board may do so. Items brought up at this point of the meeting should be: 1- taken under advisement, 2 – referred to the appropriate Board Committee, 3 – tabled.) **This is the only time visitors at regularly scheduled Operational Board meetings are allowed to address or comment to the Board so that the Board's other business may be conducted as well.**

IV. Clergy Comments – Fr. Bob commented that he continues to be very satisfied with the activities, staff and leadership of the high school.

V. Reports

- a. **Student Council –** No report.

Special Guests' Report-“Green Team”

Two students Ms. Celano and Ms. Coppernoll spoke about a program they started known as the “Environmental Organization Green Team” (WI DNR program). It involves more than 20 students and two teachers Mr. Kenast and Mr. Sheldon oversee it. The program blends with the Environmental Science class taught by Mr. Kenast. The team took a field trip to the Urban Ecology Center where it learned how to fund programs through grant writing and applying to WE Energies “Focus on Energy” program. The Team has placed recycling bins in all the halls and has started its research on grant writing for installing solar panels on the roof of the high school building.

Resolution to Approve support of the program: Motion by Greenwald 2nd Kelly
Approved

b. Staff and Faculty

1. Roy Kenast – New teacher introduction

2. Natalie Harford: Core Division Goals – 2009-10

Division Goals

- All students will improve their ability to communicate using the written word through the incorporation of content-based writing in all student courses.
- Continue to nurture and encourage the Catholic/Christian identity at CCHS.

Science Department Goals

- Research work will be done in the MLA/APA format.
- We will use a common rubric in the grading of these papers.
- Re-evaluate the science curriculum with the goal of increasing the Honors level and AP course offerings.
- Evaluate the effectiveness of the Freshman Integrated Science program for transitioning students into high school level sciences program and preparation for other high school science courses.
- Continue to interweave Biblical/Theological stories, parables, and teachings within science contexts and discussions.

Teachers' Goals

- Dedicate a class period to MLA/APA formatting guidelines.
- Dedicate a class period to explain the MLA/APA Rubric.
- Teach faith through example. Through our conduct, our ethical standards, our manners, and our relationships, we will model our Catholic/Christian faith.
- Faith will be interwoven into our curricular discussions.

Mathematics Department Goals (Jabrial & Sapp)

- Work with Mrs. Zuppek designing a 4-year plan for all CCHS students in mathematics.
- Discuss faith and provide a respectful, nurturing and caring classroom.
- Writing in all courses.

English Department Goals

- Create and distribute department approved rubrics to students for each assigned writing project.
- Incorporate a minimum of two large-scale writing projects per quarter in every course.

- Include a copious amount of writing on unit tests and exams throughout the year/semester to ensure a variety of student assessment and learning.
- Instruct students in credible on-line research techniques to assist in research-based writing projects.
- Teach faith by example. Through our conduct, our ethical standards, our manners, and our relationships, we will model our Catholic/Christian faith.
- Interweave faith into our curricular discussions.

Social Studies Department Goals

- Incorporate multiple forms of writing into assessments.
- Improve quantity and quality of Edline usage to enhance academic success.
- Include multiple areas of the social sciences within all courses offered in the department.

3. **Mark Sheldon: Supportive Division Goals for 2009-10**

General Division Goals

- Academic - The Supportive Curricular Division will attempt to reinforce the CCHS Writing Goal by regularly having students write essays and papers that adhere to standard writing practices.
- Faith - The Supportive Curricular Division will attempt to reinforce the Seven Key Themes in Catholic Social Learning, underscoring #1: The Rights and Dignity of the Human Being.

Goals by Curricular Area by Teacher

Art & Design Goals

- Increase the writing skills of students through regular reflective writing and presentation opportunities.
- Faith based - Expect to see increased respectful student behavior to themselves and to peers.

Teacher Goals/Strategies

- Increase expectations for proper writing format in both reflections and presentations.
- Faith based - Reinforce moral behavior through both example and 'teachable moments.'

Business Goals

- Increase the knowledge and proper use of the MLA format in all Business classes.
- Faith based - Teach the students how to be Business Professional, which will students that faith can be shown in various ways. I.E. Respect, Moral & Values.

Teacher Goals/Strategies

- To help create a MLA format that is similar throughout the staff/campus with a grading rubric.
- Faith based - Be a positive influence on students, creating excitement about our school and its future

Vocal Music Goals

- To enhance the knowledge and passion of ensemble vocal music utilizing many genres of music and to encourage the advocacy of music as an important need/position in life!

- Faith based - To make sure the students maintain the utmost respect for the program and their peers.

Teacher Goals/Strategies

- To provide new, challenging and uplifting music.
- Faith based - To always maintain a professional, respectful attitude.

Guidance Goals

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

Teacher Goals/Strategies

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

Instrumental Music Goals

- 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.
- 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/Strategies

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

Physical Education Goals

- To start written reflections for all Physical Education courses.
- Expect to see positive encouragement, respect, and a genuine expectance shown by all students, no matter the skill level of a particular student in all Physical Education courses.

Teacher Goals

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

Spanish Goals

- Enforce MLA headings for written assignments to be handed in along with proper punctuation.
- Faith based - Teach students prayers in target language as well as different expressions of faith.

Teacher Goals/Strategies

- Give students the heading that should be used for the given assignment and remain consistent for all levels.
- Faith based - Have students begin prayer on their own and how they would like to.

Theology Goals

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

Teacher Goals/Strategies

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

4. Todd Willems: Improvement Chair Fall 2009 Report

1. Create a School Improvement Plan
2. Focus on improving Standards identified as “Emerging” to a point in two years that they may be able to be identified as “Operational.”
3. Address each of the Recommendations given to CCHS by QAR Team
4. Prepare Catholic Central for future reviews.
5. Continue education and participation in the AdvancEd Process

Final Status: Accreditation Advised

Bob Thompson questioned the Theology classes and the approval of the textbooks for Theology. Fr. Bob commented that the textbooks used by the high school are all approved by the Archdiocese of Milwaukee.

c. Principal

1. Disclosed the Rueter Estate donations to CCHS and the items to be picked up from the Estate.
2. Provided an update on the 403B plan which started 10/15/09.
3. Provided an update on tuition monies owed from last year. Some parents have been placed on payment plans.
4. Discussed the new maintenance contract with the current cleaning service (IEM) and the projected significant savings to our budget.
5. Advised that the high school is working with St. Mary’s Burlington Parish to resolve overcharges to the high school billed by St. Mary’s during its past administration. Meetings have been held with bookkeeper Ms. Vrzan, Bishop Callahan and Fr. Bob. To date the high school has received a credit of about \$7k and more credits are expected.

6. At this time the Board's monthly action plan requires a projected budget for next year and the board agreed to amend the plan so that the budget will now be due after students register in February 2010.
7. Two hand dryers were purchased for the boy's bathrooms which reduces our costs by 90% for purchasing paper towels.
8. Mr. Groth shared with the Board the inappropriate dancing that took place at the homecoming dance and actions taken to correct this behavior. A letter was sent to parents. Mr. Groth is meeting with students to discuss the issue. Assistant Principal Pyzyk discussed the "grinding" dance and said it is a problem that occurs at dances at other archdiocese schools.
9. Regarding H1N1, Ms. Pyzyk sent a letter to parents advising of the availability of free vaccinations; and that hand sanitizers have been placed in all rooms along with rubber gloves for preventative measures.

Actions the Principal took of Board interest

(1) AP Level CNA determination/recommendation

CNA Class will be Honors Class (new Gateway program)

(2) Window Replacement Bids

Window Replacement Update by Mr. Groth – The high school received another bid for replacing 139 windows in the main high school building. Each bidder projects a huge savings for the school in utility costs. The work can be done during the school year with limited disruptions to the classes. The architect Tom Stelling suggested that just one classroom should be done to determine the results, but Mr. Groth said it would be more cost effective to install all windows at once. He will discuss this further with the architect and report back to us.

Actions the Principal requests Board Approval on

1. Mr. Groth asked the Board to consider a short-term loan for the purchase and installation of the windows.

Motion to Approve: Motion by Greenwald 2nd by Moe

The Board agreed with the need to replace all 139 windows of 1924 vintage and affirmed its intent on moving forward with obtaining terms for a capital improvement loan.

Questions/Action items from Board Members

1. Mr. Goebel-If we spend a certain percentage over income on windows we may need a proxy from the Archdiocese. This needs to be researched.
2. Mr. Merkt-talked about WE Energies coming out to review the situation on savings with the new windows and any grants/assistance that they may offer.

3. Mr. Kelly-Suggested consulting with the architect on the terms of the contract to make sure the high school is protected on all warranty issues.

d. Recruitment and Public Relations (Mrs. Kresken)

1. Ms. Kresken reported current enrollment for 2009-10 at 148 (40 freshman, 28 Sophomores, 37 Juniors, and 43 Seniors). A freshman boy has withdrawn and a new freshman boy has enrolled. A senior girl has withdrawn.
2. Open House is scheduled for Tues. Nov. 3rd. Postcards will be mailed to 5-8th grade students. Board members are asked to attend.
3. The first meeting of the Board's Marketing Committee went well. Interviews and surveys will be part of the process for obtaining perspectives about CCHS in our regional community.

e. Development Report (Mrs. Selburg)

1. Checking Account Balance (10/14/09) \$20,100.14
2. Walkathon 2009-\$3,887 collected, \$675 uncollected=\$4,562.00
(\$3,140 down from 2008-09)
3. Annual Fund Balance Walkathon not included) \$24,626.39
Last year's balance 10/14/08 \$27,075.07
4. The Annual Benefactor Party was held on October 14th in Heim Hall and was visited by 38 guests. .
5. Grandparent's Day will be held on Wednesday, October 28th.

f. Board President (Mr. Goebel)

- (1) **Communication with Archdiocese – Discussion with Mrs. White on School Districting held October 7th - Postponed**
- (2) **Report on Sept 18th District 3 Priests' meeting**
Mr. Groth, Mr. Goebel and Mr. Kelly attended this meeting and confirmed that all were very supportive of CCHS.
Mr. Groth noted that he is working closely with Archdiocese on all school issues.
- (3) **Discussion on Development and Marketing budget**
Mr. Goebel stated that we may have to shift money around in the Budget to meet the tentative proposed marketing budget of \$26,000.00 suggested by Stang. This is under review.

g. Marketing Committee Report (Ms Stang)

None.

h. Academic Planning and Excellence Committee (Ms. Wagner)

Ms. Wagner updated us on the academic planning process. The on-line schooling issue is being researched.

i. Personnel Committee (Mr. Greenwald)

Greenwald will meet with Groth to review changes for employees handbook.

j. Finance Committee (Mr. Wolff)

1. Noted change on St. Mary's Burlington subsidy account to clearly state that this subsidy is from St. Mary's School Inc. for the benefit of St. Mary's students attending CCHS.
2. Reviewed the question of whether money could be set aside in the budget for special events in the future. This will be reviewed for consideration in the 2010-11 budget.
3. Noted progress on delinquent issues and reviewing handbook's position on delinquent tuition issues.

k. Policy, Planning and Long Range Planning Committee (Mr. Thompson) No Report

l. Building and Grounds Committee (Mr. Spiegelhoff)

Working on getting more bids for window project. .

m. Fund Raising Committee (Ms Byrne)

1. Received note from Fr. Baumgardner at St. Joseph's Parish that Mrs. Reuter had set aside \$50k in tuition assistance to be used for St. Joseph's kids who attend CCHS.
2. Spoke of Rubach's honor celebration that was a great success

n. Additional Reports – Board Strategic Planning (Mr. Merkt)

The meeting has been rescheduled to Nov. 7th at 8:00 a.m.

o. Board Structure and Bylaws and Elections (Mr. Merkt) – No report

VII. 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. Second Reading of Third Restated Bylaws (need $\frac{3}{4}$ vote of full Board for approval)

Motion to Approve: Greenwald 2nd: Moe

Denied by vote of 10-1 (need 11 to pass)

VIII. 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. None.

IX. Adjournment
Approval.

Closing Prayer – Read together by all in attendance

Respectfully submitted,

Michael Kelly, Secretary

Approved on this ___ day of December, 2009.

By: _____
Chris Goebel, President