

**Catholic Central High School
Operational Board of Directors
Meeting Minutes
August 12th, 2009**

Opening Prayer: Amy Wagner

MISSION STATEMENT: Catholic Central High School 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:** Assistant Principal Pyzyk and Admissions Director Kresken
- b. **Visitor:** M. Sember
- c. **Board Members :** Goebel, Greenwald, Kelly, Merkt, Meyer, Spiegelhoff, Stang, Thompson, and Wagner.

Late: Byrne and Wolff, M.

Absent: Dietz

Absent Excused: Moe

II. Approval of July 8, 2009 Minutes

Motion: Greenwald **2nd:** Wagner **Approved**

III. Community Participation:

Advance notification to the Board Chair is required to make a presentation to the Board.

None

IV. Clergy Comments: None

V. Reports:

- a. **Student Council -** None

- b. **Staff and Faculty** - None
- c. **Principal:** Mr. Groth's absence is excused. Assistant Principal Pyzyk reported that the CCHS Annual Report had been mailed to all Parishes; and that Principal Groth shall report at the September Board Meeting on the staffing for the school year 2009 - 10.

1. Actions the Principal requests Board Action Approval

(a) Computers and Furniture

Motion by Greenwald with 2nd by Meyer for approving expenditure of \$5,291 for computers and furniture.
Amended Motion by Greenwald with 2nd by Meyer for approving expenditure not to exceed \$8,000 for purchase of computers and furniture.

(b) CCHS Employee Retirement Plan: Postponed to September Board Meeting

d. Recruitment and Public Relations (Ms. Kresken)

- 1. **Enrollment Update (2009 - 10)**
Projecting enrollment at 148 students (40 Freshman, 28 Sophomores, 36 Juniors and 44 Seniors).
- 2. **Welcome Mass:** Scheduled August 29th

e. Development Report:

- 1. Available funds at \$32,260.00 and designated funds are an additional \$2,050.00.

f. Board President (Mr. Goebel)

1. Committee Appointments

Yanny Fund
Chair - Mr. Moe,
Member - Mr. Goebel
Member - Mr. Wolff

Finance Committee

Chair - Mr. Wolff
Member - Mr. Kelly
Member - Mr. Goebel
Member - Mr. Moe
Community Member - Mr. Schuster
Staff - Ms. Griffin
Staff - Mr. Groth

Recruitment & Public Relations (Marketing)

Chair - Ms. Stang
Member - Ms. Kresken
Member - Mr. Thompson
Faculty Member - Ms. Pyzek
Community Member - Ms. Peters
Community Member - Ms. Wolff
Community Member - Mr. Novasik
Faculty Member - Mr. Kenast

Fund Raising Committee

Chair - Ms. Byrne
Member - Mr. Moe
Member - Mr. Wolff
Member - Mr. Jenner
Member - Mr. Meyer
Member - Ms. Kresken
Member - Ms. Selburg

Personnel Committee

Chair - Mr. Greenwald
Member - Mr. Goebel
Member - Mr. Meyer
Member - Ms. Kelly
Member - Ms. Wagner

Bylaws and Nominating Committee

Chair - Mr. Merkt
Member - Mr. Greenwald
Member - Mr. Balint

Building and Grounds Committee

Chair - Mr. Spiegelhoff
Member - Mr. Balint

Member - Mr. Merkt
Faculty Member - Mr. Henderson
Staff Member - Mr. Groth

Policy & Long Range Planning

Chair - Mr. Balint
Member - Mr. Thompson
Member - Mr. Merkt
Member - Mr. Spiegelhoff
Faculty Member - Mr. Willems

Academic Planning

Chair - Ms. Wagner
Member - Ms. Byrne
Member - Mr. Wolff
Faculty Member - Ms. Pyzek
Faculty Member - Mr. Willems
Faculty Member - Ms. Celantini

Special Events and Projects

Chair - Ms. Stang
Members - as Ms. Stang Requires

2. **Researching what is a School District**
A discussion meeting is being planned with Assistant Superintendent Brenda White from the Archdiocese.
3. **Development Director**
Assigned to the Personnel Committee for review of job description.
4. **Annual Review of CCHS Policies**
Assigned to Policy and Planning Committee with Mr. Thompson as acting Chair.
5. **Goals for CCHS Administration**
These goals have been discussed by Mr. Goebel with Mr. Groth.
6. **Next Board Meeting**
September 9th at St. Patrick's in Elkhorn.

7. Hosting Monthly Board Meetings

All Board Members are encouraged to have their Parishes host a meeting during this school year.

g. Academic Planning and Excellence Committee (M s. Wagner)

1. Ms. Wagner reported on the status of research concerning "Distance Learning". The Committee will meet with Assistant Principal Pyzyk to discuss their research and formulate recommendations.

h. Personnel Committee (Mr. Greenwald)

No report.

i. Finance Committee (Mr. Wolff)

1. 2009 - 10 budget: appears on target

j. Policy and Long Range Planning Committee (Mr. Thompson): No Report.

k. Buildings and Grounds Committee (Mr. Spiegelhoff)

1. **Shared Use Agreement:** Postponed.
2. **New windows for the building:** Postponed.
3. **New Chemistry Lab:** Postponed.

l. Fund Raising Committee (Ms. Byrne):

1. Rubach Tribute set for Friday, October 2, 2009 at 3:30 pm in the lobby and corridor adjacent to the school offices. All Board Members encouraged to attend.

m. Additional Reports

1. **Board Strategic Planning Committee:** Mr. Merkt reported that dates under consideration for a Board Retreat are 9/26/09, 10/3/09, or 10/10/09. An Agenda is being discussed and planned for such a meeting.

n. Board Structure and Bylaws and Elections (Mr. Merkt)

1. Motion by Greenwald with 2nd by Byrne approving Board Member paragraph to be included in the draft of the Third Restated Bylaws. A first reading of the proposed Third Restated Bylaws is set for the September Board Meeting and a second and final reading is set for the October Board Meeting.

VI. Old Business None.

VII. New Business None.

VIII. Adjournment

Motion: Greenwald **2nd:** Merkt **Approved**

Respectfully Submitted.

Michael J. Kelly, Secretary

Date Read: _____

Date Approved: _____
(To be signed by Board President)

Next Regular Board Meeting: September 9th, 2009 at 7:00 p.m. at St. Patrick Parish School in Elkhorn
534 Sunset Drive
Elkhorn, WI 53121
Fr. Jaeger will provide the opening prayer.

Next Board Officers Meeting: September 1st, 2009 at 6:30 p.m. at Mr. Kelly's office.

**Catholic Central High School
Operational Board of Directors
Meeting Minutes
September 9th, 2009**

Opening Prayer: Fr. Jim Jaeger

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I. Attendance:

- a. **Staff and Faculty:** Principal Groth, Assistant Principal Pyzyk, Admissions Director Kresken, English Teacher L. Celentani, Social Studies/History Teacher Meddaugh, Athletic Director and Basketball Coach Henderson, and Guidance Counsel Zupec
- b. **Visitors:** Fr. Jim Jaeger Pastor of St. Patrick's Elkhorn and Fr. Bob Gosma Acting Administrator of St. Mary's Burlington
- c. **Board Members :** Goebel, Greenwald, Kelly, Merkt, Moe, Spiegelhoff, Stang, Thompson, Wolff, M., and new member Linda Kempken from St. Thomas' Waterford.

Late: Byrne, Wagner, and Dietz

Absent Excused: Thompson

- d. **Development Director:** Ms. Selburg

II. Approval of August 12, 2009 Minutes - Postponed

III. Community Participation:

Advance notification to the Board Chair is required to make a presentation to the Board.

None.

- IV. Clergy Comments:** Fr. Jim commented on a recent District III Priest Meeting with Bishop Callahan and said that the clergy is generally happy about the direction of Catholic Central High School. He mentioned that Bishop Callahan is

considering a financial review of the high school and that if the Bishop directs it, all priests are in agreement that it should be done. The next District III Priest Meeting is scheduled for September 18th and President Goebel, Principal Groth and one Director of the Board shall attend it.

Fr. Bob commented that after speaking with Mr. Groth and a number of the high school staff and students and after reviewing the Theology Program, he believes the high school is moving in an excellent direction. He thinks the future of the school looks great.

V. Reports:

- a. **Student Council** - None
- b. **Staff and Faculty** - Presentations by Zupec, Celentani, L., Meddaugh and Henderson.
- c. **Principal:**
 - 1. Mr. Groth gave a staff update and reported that Roy Kenast has replaced Mr. Brandes as Cross County Coach. He further reported that Jenny Smith has been appointed the new Tennis Coach.
 - 2. Mr. Groth asked the Board to consider replacing all of the windows in the high school. He disclosed he received a window replacement bid of \$64,000 with an estimated utility savings of approximately \$20,000 per year. Mr. Goebel assigned Mr. Spiegelhoff of Buildings and Grounds to review the bid as well as its cost saving calculation.
 - 3. **Employee Retirement Plan** - Mr. Groth reported that the anticipated total cost for the first year of the new 403B Plan is \$25,091. Attached hereto is Mr. Groth's report concerning this retirement plan.

Motion to Approve Motion by Greenwald 2nd by Merkt
Approved

- 4. Mr. Groth reported that he is working with St. Mary's Burlington to resolve any financial differences between St. Mary's and the high school. He anticipates finding that the high school was overcharged by St. Mary's for certain maintenance pertaining to

shared facilities. He further reported that he has had positive meetings with Bishop Callahan and Fr. Gosma.

5. Mr. Groth asked the Board to consider reviewing the current faculty and student handbooks.

d. Recruitment and Public Relations (Ms. Kresken)

1. Ms. Kresken reported current enrollment for 2009 - 10 at 149 students (40 Freshman, 28 Sophomores, 37 Juniors, and 44 Seniors). At this time last year, she reported enrollment for 2008 - 09 at 159 students (34 Freshman, 41 Sophomores, 41 Juniors, and 43 Seniors).
2. Attached to these Minutes are the grade school enrollments of our feeder schools for 2009 - 10.

e. Development Report (Ms. Selburg)

1. Ms. Selburg reported that Funds currently available are \$17,623. For the fiscal year 2009 - 10 the high school has budgeted receiving a total of \$120,000 of development income. As of August 31st, the school has received development income of \$10,000.

f. Board President (Mr. Goebel)

1. Mr. Goebel reported that he has received 8 completed Board Internal Assessments and would like to analyze these at the Board Retreat.
2. He disclosed that a meeting has been tentatively scheduled with Assistant Superintendent of Schools Brenda White from the Archdiocese for October 7th.
3. He also reported that St. Francis De Sales in Lake Geneva will host the October Board Meeting.
4. Mr. Goebel reported that an account has been opened at Aldrich Financial Group for the purpose of liquidating stock certificates gifted to the high school and having the cash turned over to the high school.

5. Mr. Goebel asked the Finance Committee to consider including special Board event funding in its fiscal budget for 2010 - 11.
6. Mr. Goebel asked for a motion approving the hiring of Michelle Griffin to prepare the monthly Board Minutes at a compensation rate of \$50 per month.

Motion: by Greenwald **2nd:** by Byrne Approved

7. Mr. Goebel asked the Personnel Committee to begin its review of the Employee Handbook and to include appropriate language for the newly approved Retirement 403B Plan.
8. Mr. Goebel asked for a motion to have the school's marketing budget included in the development's budget.

Motion: by Byrne **2nd:** by Dietz

Motion to table the Byrne motion so that this request can be discussed and reviewed with the Development Committee

Motion: by Greenwald **2nd:** by Moe **Approved**

g. Marketing Committee Report (Ms. Stang)

1. Ms. Stang reported that the Committee intends to engage in marketing research by interviewing the high school's constituents including Pastors, parents, students, faculty, staff, etc..
2. A one year budget of \$25,000 is being tentatively suggested.

h. Academic Planning (Ms. Wagner)

1. Ms. Wagner reported that the Committee will be meeting at the end of September to discuss Distance Learning Program Research.

i. Personnel Committee (Mr. Greenwald)

1. Mr. Greenwald reported that job descriptions were attached to Ms. Pyzyk's contract for Assistant Principal and to Ms. Selburg's contract for Development Coordinator. He said those job descriptions will be reviewed again after the first of the year.

j. Finance Committee (Mr. Wolff)

1. Mr. Wolff presented an Income Statement compared with the budget for the two months ending August 31, 2009. In general, the budget appears on target.
2. Mr. Wolff discussed delinquent tuition accounts and will review those accounts generally with the Board at the October meeting.

k. Policy, Planning and Long Range Planning Committee (Mr. Thompson as acting chair)

No report.

l. Building and Ground Committee (Mr. Speigelhoff)

No report.

m. Fund Raising Committee (Ms. Byrne)

1. Tribute is scheduled for 10/2/09 at 3:30 pm at the school.

n. Additional Reports

1. Mr. Merkt reported that the Annual Retreat/Strategic Planning Meeting is tentatively scheduled on October 31st beginning 8 am until 2 pm.

o. Board Structure and Bylaws and Elections (Mr. Merkt)

No report.

VI. Old Business None.

VII. New Business: First reading Third Restated Bylaws.

Motion to Approve: Greenwald **2nd:** Merkt **Approved**

VIII. Adjournment

Motion: Greenwald **2nd:** Moe **Approved**

Respectfully Submitted.

Michael J. Kelly, Secretary

Date Read: _____

Date Approved: _____
(To be signed by Board President)

Next Regular Board Meeting: October 14th, 2009 at 7:00 pm at St. Frances De Sales in Lake Geneva. Enter the Parish Center from the parking lot behind (South of) the church.

Next Board Officers Meeting: October 5th, 2009 at 6:30 pm at Mr. Kelly's office.

CCHS Retirement Package – 403 B (looks like a 401K)

Fudiciary Liability handled by The Principal (company). We will be able to provide 10-12 companies that will be screened by Principal (company).

Retirement Advantage (company) administers plan

School costs = \$1050 first year.....\$550 after that.

Staff members costs = 0.07% investment with no loads. This number will decrease in subsequent years as more teachers invest more money.

Teachers will be vested on a 5 year scale - 20/40/60/80/100% - and enter at their year of present service to our school.

Any forfeited money from teachers who leave before their 5th year will be returned to the school to absorb any school costs for the program.

TOTAL salaries for 08-09	=	\$801,346.67	(FT staff only)
If all invested totally (.03%)	=	\$ 24,041.27	
Fees	=	\$ 1,050.00	
Total costs for first year (max)	=	\$ 25,091.27	(some \$\$ may reabsorb)

The cost for the 2nd year would depend on the pay % increase of staff members, along with the total salary of all full-time staff. If everyone stayed and we increased salaries 3%, our costs would increase \$721.24 if everyone maxed out. During the 2nd year, we would pay less (\$500) in service costs, so our total increase the 2nd year would be \$221.24.

Each subsequent year will vary according to percent pay increases and overall salary of the staff.

Last year we spent \$10,100 on longevity bonuses for our staff at Christmas. This retirement plan will replace the old longevity program.

