



## School Board Meeting September 13, 2016 Meeting Minutes

**Members Present:** Lynette Melin, Kristi Klein, Jeff Schmit, Mary Laux, Julie Pannemann, Nikki Kiss, Mike Linstroth, Wayne Chrusciel, Jen Rodgers, Ed Muenta, Mike Burch

**Members Absent:** Father Pat, Manny Lara

- I. Call To Order 5:35 p.m.
- II. Mary Laux welcomed the board to the 1<sup>st</sup> School Board Planning and Renewal Kickoff (SPARK) 2016 meeting.
- III. Jeff Schmit reviewed the purpose of the SPARK event as well as where the school board has been, where it is going and the goals for the future. He stressed the board is not involved in staff personnel issues. Those are handled between Kristi and Father Pat. He also indicated the challenges of the board operating in a small community therefore, confidentiality is of utmost importance.
- IV. The board reviewed the July 2016 meeting minutes. Motion to approve made by Mary Laux, seconded by Mike Linstroth.
- V. Mary provided the board with handouts pertaining to school board member responsibilities. She reviewed the purpose of the school board is advisory in nature.
- VI. Discernment of officers took place. The following members were elected for the 2016-17 school year. President-Lynette Melin, Vice President-Mary Laux, Secretary-Nikki Kiss.
- VII. Accreditation Standard 5
  - a. Mary Laux reviewed the history of the 3 year process beginning with Kristi as the principal of SJXXIII.
  - b. Kristi further reviewed the 3 year process as well as Standards 5.1 and 5.2 (Governance and Leadership). She indicated the goal is to obtain level 3 (fully meets benchmark) in the accreditation process review. She also reviewed what is needed for Standard 5. Kristi provided a model from another school to help SJXXIII through the process.
  - c. Jeff indicated the board will need to review at the November board meeting recommendation for term limits and draft a leadership succession plan.
  - d. Wayne Chrusciel and Mike Linstroth volunteered to look at the constitution and bylaws, amend the self assessment form and review the leadership assessment and amend as needed.

- VIII. Strategic Plan:
- a. Kristi reviewed the strategic plan. She indicated the need to develop a vision statement along with the parish. There needs to be amending of beliefs to match the vision and the mission needs to incorporate the vision. Kristi touched on the strategic plan draft that is in process. The strategic plan will be re-visited on a quarterly basis at each board meeting.
  - b. The board brainstormed words for the vision. Jen Rogers, Nikki Kiss and Julie Pannemann volunteered to work on the vision/mission. A rough draft will be completed for review at the October board meeting.
- IX. Jeff Schmit reviewed information from the finance committee. The budget is 1.2 million. 28% is income from the parish, 72% is from tuition & fundraising. The budget is done every spring.
- X. Other Business:
- a. Kristi reviewed the Emergency Preparedness Plan and indicated a draft is in process.
  - b. School safety will be reviewed at upcoming board meetings to include discussion of door locks and keyed entries.
  - c. Mary Laux reviewed the new website, which is underway.
  - d. Kristi indicated September 20<sup>th</sup>, 2016 is parent night @ 6:30 pm @ St. Mary's
  - e. The board discussed the presence of school board members at church masses in the future along with having students as greeters, altar servers, etc.
  - f. Fundraising was discussed and needs to be looked at in the future in terms of how does Home and School report to the school board. Nikki Kiss is a member of Home and School and will serve as the liaison to the school board.
- XI. Meeting ended @ 9:30pm.