

St. Nicholas Total Board of Education

Minutes

December 1, 2015

7:30 PM Notre Dame Room

Attendees: Chris Schmidt, Mark Vander Linden, Bob Schommer, Kathy Brockman, Father Walter, Ms. Morrin, Kathy Brennan, Jeremy Kater.

Excused: Leah Van Handel, Mike Vander Loop

Opening Prayer: Kathy Brockman

Open Floor: N/A

Approval of the Agenda: Bob Schommer makes the motion to approve the agenda. Kathy Brockman seconds. All in favor, motion passes.

Valley Area Special Needs: N/A

Approval of the Minutes: It was noted that Jeremy Kater was in attendance at the November meeting. Correction will be noted. Kathy Brockman makes the motion to approve the minutes with change Bob Schommer seconds. All in favor, motion passes.

Pastor's Comments:

1. Saint Nicholas celebrations: Father Walter outlined that many things will be taking place in the weeks ahead. There is a sock collection; a Saint Nicholas Hymn will be introduced at the school mass, a parade party for the Crozier Society members, and a live concert with Behold the Lamb.
2. Alter server training was held in November. An enrichment class for servers is offered this Saturday on the 5<sup>th</sup>. Active servers will receive a \$5 Culvers gift card. Father added that he would like to do more sacristan training.
3. Father added that that Doug Barry's presentation was very well received and powerful!
4. The collection of nominations for Stewardship, Living Justice, and Hospitality committee members was not effective. Father added that these are still needed and that he may need to reach out and invite people to step forward.
5. After further consideration, the Pastoral Council recommended that the Finance Council reclaim strategic item 9c; given that the Stewardship Committee is not yet available to assist.
6. Positive feedback has been received regarding the Youth Choir. Adding funding for a Youth Choir Director is on the budget wish list.
7. Appointments for the Total Board of Education are still needed. Father Walter stated that a few people have not been able to serve, and others have yet to be asked.

8. Father Walter shared that it was suggested that the Country Fest fundraiser be moved to a “parish” fundraiser rather than being part of the school budget. Father added that this was suggested at a joint meeting of the Finance Council and the Parish Council. The idea was to gain more parish support; without some members being concerned that it is just benefiting the school.
  - a. Mark Vander Linden shared that this may have unintended consequences with school families feeling that the event is being pulled away from them.
  - b. Becky Morrin shared that this is a significant fundraiser for the school and that it is a large part of the fundraising in the current budget.
  - c. Other members added that they feel this will not add to the level of support from those that do not play an active role as of now. They added that it may actually result in less support from those that are very active in Country Fest as of now.

Financial Reports – Financial reports as of 10/31/2015 were reviewed. Discussion was shared that financials have started out the year on a good note. Additional discussion will be shared as we review the initial draft of next year’s budgets.

#### Administrative Reports

1. New Evangelization Program: Kathy Brennan’s report shared:
  - a. Mission Trip has 28 positions filled with only 2 remaining. Linda Borneman will replace Kathy Brennan as a chaperone on the trip. Parents are handling the fundraising activities with the students.
  - b. Attendance remains strong.
  - c. A High School Evangelization night was attended on November 4<sup>th</sup> at St. Bernards in Appleton. It was felt that this was a worthwhile event, and that the students would like more of them in the future. It was shared that St. Nicholas was not expected to attend due to an error, but that they made the best of it.
  - d. St. Nicholas Fest is scheduled for December 6<sup>th</sup> from noon to 2:45. St. Nicholas will attend and visit with the children. The Behold the Lamb concert will take place at 3pm.
  - e. First Reconciliation was held on November 12<sup>th</sup>. 51 second graders received the gift of First Reconciliation. Families were invited to receive the sacrament as well. Father Walter was accompanied by 4 other priests to hear the individual confessions.
  - f. A Catechist in-Service will be held tomorrow December 2<sup>nd</sup>.
2. S. Nicholas Catholic School: Becky Morrin’s report shared:
  - a. The initial budget was shared with the Board. Becky added that she is learning how the St. Nicholas budget and process differs from St. Edward. Becky added that Chris Schmidt and Mark Vander Linden were helpful. Becky shared that many things will not change significantly. There are a few adjustments in personnel, office supplies, and classroom materials.
    - i. The budget included an increase in students. This was the result of a small graduating class and a normal incoming size class to the 3K program.

- ii. A tuition increase of \$100 was included for all students.
- iii. Educational Assessments and Ad Hoc contributions remained the same.  
Personnel costs were increased to allow for raises, and having Technology on payroll rather than on an “as need basis”. Comments were raised about ongoing costs for unemployment and retiree health benefits. Becky Morrin shared that she included these costs from the information provided to her.
- iv. Fundraising revenues were reviewed. It was noted that Country Fest revenue is included as a portion of the school fundraising goal. It was felt that doing an Annual Appeal is not a good idea given the current Building for the Future Campaign. The Epiphany Raffle was combined with the Auction Raffle. It is thought that this would remain so that few events need to be planned independently of one another. It was agreed that fundraising has been maxed out over time, and that we need to reduce our reliance on it going forward.

There was a consensus that the Board agreed with the numbers as presented. Chris Schmidt made a motion to present these figures to the Finance Council. Bob Schommer seconded the motion. All in favor, motion passes.

- b. A recent change in staffing was made in November, at the beginning of the 2<sup>nd</sup> quarter. Sue Busse was moved from the 3K to the 4K room. This move resulted in Ms. Busse deciding to resign. Adjustments were made as a result, and Ms Morrin stated that in the end, she is comfortable that this was for the betterment of the Early Childhood program.
- c. Two new copy machines were installed November 30<sup>th</sup>. They will allow us to keep costs down and make things easier and more efficient.
- d. Students are involved with activities for the Christmas Season. \$860 was collected during a Penny Challenge and it benefited the Freedom Food Pantry. Other activities include a School Store, and Advent Post Office.
- e. Plans are being made to promote the Early Childhood programs during Catholic Schools Week.

Committee Reports – Father Walter: Reports were included in the Pastor Comments.

Old Business –

1. United Community Fundraising Option: No real progress has been made with this. Father Walter said that he will look for progress going forward. Discussion included if the program is worthwhile and how it could be implemented. Mark suggested that the amount earned may not compare to SCRIP, but added that it is easy to administer by the program itself. Mark suggested that the program be started, with all proceeds going to one of the parish areas: Parish Fund, New Evangelization Fund, and School Fund. Each program could use the proceeds as they see fit. Perhaps for Tuition assistance for two of the programs?

New Business – Chris Schmidt suggested that Christmas Caroling could be organized to local parts of Freedom. It was agreed that this type of community outreach would be enjoyable and helpful in the future.

Executive Session – Next Executive Session will be held in January.

Closing prayer was led by Kathy Brockman.

Adjournment: Kathy Brockman makes the motion to adjourn. Bob Schommer seconds. All in favor, motion passes.

Our next meeting is scheduled for Tuesday January 5, 2016 at 7:30pm.