

**GRACE Board of Trustees**  
**Tuesday, May 10, 2016**  
**Minutes**  
**6:30 pm - GRACE Administrative Offices**

**Members present:** Bill Micksch, Marv Wall, Mary Ann Brunette, George Georgia, Melissa Wolcanski, April Malo, Sue Amtmann, Chuck Gustafson, Phil Busch, Sheila Kujava, Chris Steier, Mary Burich, Lisa Jackovich, John Peterson, Dan Bins

**Others Present:** Kim Desotell, Donna Meulemans, Jim Clark – ND Principal, Lynn Fink – Technology Coordinator

**Members not present:** Amy Pautzke, Susan Wirtala, Maria Garcia, John Hanley

Opening prayer: Bill Micksch

Welcoming the new board members, April Malo and Melissa Wolcanski

**A. Lynn Fink – Technology Plan**

1. Update and review of three year GRACE Technology plan
2. Motion made by Chuck Gustafson to approve the GRACE Technology Plan; seconded by Mary Burich; motion carried.

**B. Board Calendar and Committee Structure review – Bill Micksch**

**C. Jim Clark – ND Principal**

1. I look at ND in three areas: Spiritual, academic and emotional aspects
  - a. Spiritual: Outstanding liturgies and sacrament preparation, middle school service projects
  - b. Academic: all teachers have attended a staff development training
    1. I will be attending a training on Love & Logic
    2. Much work on math programs in regards to levels of understanding in all grades
    3. Put dollars into the art program to update supplies to bring up the program letting our students shine
    4. Remodeling our preschool area – private donation
    5. Encouraging personal contact between teachers and parents
    6. Focusing on a “Grade Recovery” program where a teacher stays after school to give students extra help without them being taken off of extra-curricular activities such as sports
  - c. Concentrating on enrollment
    1. Programs and people; keeping in touch with prospective families
    2. Our teachers are very good advocates to our students and communicate very well with me
    3. Julie Kohl received the “Teachers of Distinction” Award

**D. Motion made by John Peterson to approve the April 12, 2016 Board of Trustee minutes; seconded by Mary Burich; motion carried. Motion made by John Peterson to approve the**

Attachment #1

ECIS, Finance and Human Resources Committee minutes; seconded by Mary Burich; motion carried.

E. President's Report – Kim Desotell

1. We continue to monitor enrollment weekly
2. CatholicLink Event – looking for trifactas to have at the event (GRACE school-Catholic HS – SNC)
3. Open House for SJP II on May 18<sup>th</sup>
4. In dialogue with a potential headmaster for SJP II
5. Attended Spring Leadership Gathering; over 500 in attendance
  - a. Parish staff members, clergy and educators
  - b. Very well done and a healthy learning environment
  - c. Visited the diocesan school system in Philadelphia – very eye opening and positive visit; many ideas to move forward with

F. Committee Reports

1. Human Resources Committee – Mary Burich
  - a. Updates on exit interview process
  - b. Drafted an FMLA policy, will present to board in June
2. Education and Catholic Identity – Sue Amtmann
  - a. Jim Clark was at meeting and brought many ideas to the committee
  - b. Jim said the Catholic Identity tool is wonderful for the school
  - c. Next meeting will be a summary of what this year has brought and we are looking forward to goals for the future
3. Finance & Facilities - Marv Wall
  - a. Another average month
  - b. Starting to look at the budget for next year
  - c. Looking at putting more structure behind the financial aid process
  - d. Motion made by George Georgia to approve the Eligible Education Expense Policy and the Capitalization Policy; seconded by Mary Burich; motion carried
4. Other business

Meeting adjourned at 8:00 pm.

**GRACE Human Resources Committee Notes**  
Tuesday, May 10, 2016

Present: Mary Burich, Lisa Jackovich, Jami Hintz, John Peterson, Susan Wirtala

Absent: Amy Pautzke

**4/12/16 meeting minutes were approved**

**New Business**

- **FMLA Policy** – GRACE does not have a policy. Jami has drafted policy that has been approved by the Human Resources Committee. This policy will be reviewed at the June BOT meeting.
- **Exit Interview Process** – Seeking to change exit interview process from a personal interview to an electronic form. Jami will follow up with Kim on the objectives of the process and then develop the exit interview process.
- **Employee Satisfaction/Engagement Survey** – A suggestion was made to implement an employee satisfaction
- **FLSA Rule Change** – The new regulations are expected to be published by May 13<sup>th</sup>. This will be a topic on the June agenda.

**Future Meeting Topics**

- FMLA Policy
- FLSA Rule Change
- Exit Interview Process
- Handbook Policies
- Teacher Incentive Program
- Endowment
- Onboarding Process

**Adjournment –**

- **Next Meeting:** Tuesday, June 14, 2016