

GRACE Board of Trustees
October 10, 2017
Minutes
6:30 p.m. - GRACE Administrative Offices

Members present: Sue Amtmann, Mary Burich, Gerry Faller, Ed Kippley, Sheila Kujava, Chet Lamers, Bill Micksch, Chris Steier, Marv Wall, Melissa Wolcanski

Others present: Kim Desotell, Jeffrey Young, Lori Ashmann-Recorder

Members not present: Jessica Beauchamp, Dan Bins, Phil Busch, John Hanley, Lisa Jackovich, Paul Kunesh, Amy Pautzke, John Peterson

Opening Prayer: Bill Micksch

1. Motion made by Melissa Wolcanski and seconded by Mary Burich to approve the August 8, 2017 meeting minutes. Motion carried. Motion made by Marv Wall and seconded by Chet Lamers to approve the meeting minutes presented by the Committees. Motion carried.
2. Jeffrey Young, Principal of Our Lady of Lourdes Catholic School, was welcomed to the meeting. Jeffrey Young provided the Board a report (ATTACHMENT A) and reviewed 2017-18 initiatives. Discussion followed. Jeffrey Young was commended for his quality leadership and contributions.
3. Bill Micksch provided an updated on the Meitler Study and progress to date. The Study was presented at the September 22, 2017 Catholic School Summit. Discussion followed involving themes and anticipated biggest impacts. There is evident need for effective communication, resources for implementation and a manageable timeline.
4. Bill Micksch announced movement into executive session for discussion of the next business item. The Board returned to open session at 7:16 p.m.
5. Kim Desotell provided her President's Report:
 - a. Enrollment status was reviewed. There has been an increase in enrollment and statistics were shared.
 - b. The three principals hired over the summer are on board and proceeding well into the school year.
 - c. The Annual Appeal has experienced a historic positive start.
 - d. The school visits that occurred for the Fall 2017 GRACE Schools in Action initiative went very well. Consideration will be given to holding this opportunity each fall to continue to build system-wide support. Discussion followed regarding optimal scheduling, cohesiveness of the principal leadership team and the need to continue to showcase the schools. Contributions of Gerry Faller as Director of Strategic Operations were acknowledged who is working hard to establish school-parish connections.
 - e. Additional initiatives reviewed include pursuit of grant opportunities by GRACE's Director of Development, ongoing Teacher Compensation Study, and Summer School exploration.
 - f. Each Board member was provided a Dash (Palm) Card. The Fall 2017 edition reviews statistics to help members as they advocate and educate the community about GRACE. Cards in winter and spring will be provided; topics are anticipated to be Catholicity and Partnerships.
 - g. GRACE's newsletter will continue to be published in fall, winter, and spring. However, this year, the winter edition will be exclusively online as a pilot given feedback in addition to environmental and fiscal awareness.

Discussion followed regarding Annual Appeal Commitment weekend feedback and ideas for future presentations involving student/teacher relationships, scheduling of weekend given other Church activities, and parish linkage and designations for Appeal donations. Board will invite Lisa Niemuth, Director of Development, to the April 2018 meeting to receive an update on the 2017-18 Annual Appeal and plan for the 2018-19 Appeal.

6. Marv Wall presented the financial report.
 - a. 2016-17 Audit: The Wipfli Independent Auditor's Report was reviewed and discussion followed. Marv Wall will follow-up on the Wipfli "Opinion" terminology in relation to unqualified and will also provide the Management Letter which contained no negative findings. Motion made by Bill Micksch and seconded by Mary Burich to approve the 2016-17 Audit as presented. Motion carried.
 - b. 2018-19 Budget: The draft 2018-19 budget was reviewed. Specific notation, in part, was made to elements involving parish subsidy, increase in Choice students, conservative approach given graduation of large classes in 2018, proposed tuition increase, SAC goals, program revenues, investment income, grant activity, purchase services, and personnel review. Discussion ensued. Marv Wall will follow-up on clarification involving Hot Lunch Program expenses. Motion made by Mary Burich and seconded by Melissa Wolcanski to approve the 2018-19 budget. Motion carried. The Finance and Facilities Committee was commended for their work.

7. Committee Reports:
 - a. Education and Catholic Identity Standards – Sue Amtmann
 - i. Kay Franz attended the October meeting and will attend each meeting in her role as Director of Teaching and Learning.
 - ii. A monthly curriculum newsletter has been established for teachers in addition to one for parents. Activities are being paired with faith. The purpose of this is to help create consistencies throughout GRACE curriculum.
 - iii. Four subcommittees have been established of the Principal Leadership Team, and ECIS is very pleased: Spirituality/Catholic Identity, Safety, MAP and Wellness.
 - iv. The Osprey Point/STREAM Project (outdoor education) visit was held on October 4 2017. Gerry Faller and Kim Desotell commented on their observations from their visit. Discussion followed. The Committee will continue to address the benefits of this project.
 - b. Human Resources – Mary Burich
 - i. Mary Burch and Jami Hintz, Director of Human Resources, conducted a comprehensive crosswalk of the Diocese of Green Bay's Board of Education policy manual in conjunction with the GRACE employee manual. A revision of the handbook will be completed; it was last done in 2015. The Committee presented three policies for action.
 1. Confidentiality. This is a new GRACE specific policy developed so that it is appropriate to all employees. Policy statement reviewed. Motion made by Marv Wall and seconded by Chris Steier to approve the policy as written. Motion carried. (ATTACHMENT B)
 2. Family Medical Leave (FMLA). Motion made by Marv Wall and seconded by Chris Steier to approve the policy as presented. Motion carried. (ATTACHMENT C)



Our Lady of Lourdes

Implementations and Initiatives 2017-2018

- Stations of the Crib
 - Programmed designed by our Religion Teacher
 - Follows the Stations of the Cross template, depicts 14 images that connect to the birth of Christ
 - Mrs. Wagnitz is working with St. Mary's Press for publication
 - Students tour the school in groups as the Stations are set up on the doors of the classrooms
- Night of Keys
 - New fundraiser this year
 - Early returns suggest that we raised \$73,000
 - Strong support from OLOL Parish
- Parish-School Connection
 - Fr. Benny highly supportive of school
 - Chris Steier spoke with Fr. Benny and are planning a school forum conversation
- Quaver Music Program
 - Purchased the Quaver Music program that is interactive and one of only a few music programs that centers on 21st Century Skills
 - This \$6,500 curriculum was paid for by a donation from a grandparent that attended Christmas and spring concerts.
- Destination Imagination
 - We are in the process of establishing Destination Imagination at our school for the first time
 - It appears that we will have 2 teams of 5 competing in this creative learning program
- Pray like a Champion
 - Mr. Farr, our athletic director, attended this program at South Bend.
 - Program centers on how faith plays an integral part of athletics.
 - Plan is to pilot it at OLOL this year and bring it GRACE-wide next year

Confidentiality

Employees shall maintain the confidentiality of information entrusted to them by GRACE and any other confidential information about GRACE, its business, or students. Such information includes, but is not limited to, student academic, health, and behavioral records or matters; electronic records; financial records; personnel records or matters; software; research or development projects or results.

Updated 9/25/17

Family Medical Leave (FMLA)

Employees may be eligible to take unpaid family or medical leave under federal or state law. The federal and state leaves run concurrently.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 12 months to take the following leaves (below list is not all-inclusive) in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child.
2. Up to 2 weeks of family leave to care for a child, spouse, or parent suffering from serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

Federal law allows employees who have worked at least 1,250 hours in the past 12 months to take up to 12 weeks of leave in a calendar year for one or more of the following reasons (below list is not all-inclusive):

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition.
3. Medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

Generally, employees should provide at least 30 days' notice to the Principal and HR for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations. Employees should make reasonable efforts to schedule planned medical treatments so as not to disrupt the regular school day.

Employees will be required to complete a leave of absence form and a medical certification form which will need to be signed by the health care provider. Failure to return the completed medical certification within 15 days will result in a delay of the leave. These forms are available from the GRACE Human Resource Department.

FMLA may be a continuous stretch of time, or it can be intermittent depending on the medical issue you are dealing with. Please inquire with your doctor or the GRACE Human Resource Department for more information on the types of medical issues that may fall under FMLA.

Family and medical leaves can be unpaid; however, when Federal FMLA applies, employees will be required to apply sick, vacation or other accrued compensation during this time.

Updated 9/25/17

Mileage Reimbursement

GRACE School System will pay the IRS mileage rate per mile when an approved employee uses personal vehicles in the performance of pre-approved school activity.

The following guidelines and procedures apply:

- GRACE reimburses only for mileage if the GRACE employee travels between GRACE schools for assigned duties.
- GRACE employees who travel out of the Green Bay area for conferences or regional/state meetings are required to car-pool and combine trips whenever possible. These trips require prior approval from the employee's supervisor.
- GRACE employees are required to fill out the "Monthly Mileage Expense Form" in order to be reimbursed. The Form is due to the GRACE Business Services Office by the 15th of the following month. All forms need to have the approval & signature of the Principal/Supervisor prior to submission.
- The GRACE Business Services Office requires that employees accrue a minimum of \$25 in mileage expenses in order for a check to be processed. All lesser amount will be held and processed at the end of the fiscal year.

Guidelines for calculating mileage are as follows:

1. Mileage to a location for pre-approved school activity *in excess* of commuting mileage to one's initial/regular work site will be reimbursed.
2. Mileage to and from one's initial/regular work site is not permitted for reimbursement.

Policy adopted 7/1/15

Updated 9/25/17