

GRACE Board of Trustees
December 12, 2017
Minutes
6:30 p.m. - GRACE Administrative Offices

Members present: Sue Amtmann, Dan Bins, Mary Burich, Phil Busch, Gerry Faller, Lisa Jackovich, Ed Kippley, Sheila Kujava, Chet Lamers, Bill Micksch, Amy Pautzke, John Peterson, Chris Steier, Marv Wall, Melissa Wolcanski

Others present: Jim Beining, Adam Aicher, Kim Desotell, Frank Nicely, Lori Ashmann-Recorder

Members not present: Jessica Beauchamp, Paul Kunesh

Bill Micksch called the meeting to order. Gerry Faller led the opening prayer. Bill Micksch welcomed guests.

1. Holy Family School: Jim Beining and Adam Aicher were welcomed to the meeting and presented a report regarding the school's SAC. Board will consider reported information through Finance Committee. Appreciation was extended for their work and passion for Catholic education.
2. St. John Paul II Classical School: Frank Nicely, Headmaster of St. John Paul II Classical School, was welcomed to the meeting and provided a report encompassing four main areas. (1) Students: Students are happy, joyful and in sync with the teaching method. School has experienced a 35% enrollment increase and 100% retention. (2) Teachers: Teachers are passionate and engaged. Mentoring from Carol Ricken has been of significant value. New and existing partnerships are being developed. Work involving the [Institute for Excellence in Writing \(IEW\)](#) cited. (3) Parents: Parents are very involved and dynamic, community building is occurring in addition to connections to home life. There are generous contributions of time and talent. The Site Advisory Council is working very hard. (4) Priests: Relationships are being built with many priests within the Diocese of Green Bay. Discussion followed regarding opportunities and challenges of which the following were addressed: resources for teachers, enhancing the writing program, keeping the curriculum thriving and supporting teachers. The school-within-a-school model was addressed. There is good rapport and collaboration with Holy Family School. Board referred to the school's newsletter posted on the school website: [SJPII December Issue of Totus Tuus \(School Newsletter\)](#). Appreciation was extended to Mr. Nicely for his contributions.
3. Wisconsin Parental Choice Program: Parent welcomed and commentary was provided on experience in the Wisconsin Parental Choice Program, GRACE school, and the GRACE community. Dialogue ensued. Appreciation was extended for valuable input to the Board.
4. Meeting Minutes: Motion made by Melissa Wolcanski and seconded by Mary Burich to approve the October 10, 2017 meeting minutes. Motion carried. Motion made by Gerry Faller and seconded by Chris Steier to approve the meeting minutes presented by the Committees. Motion carried.
5. St. Thomas More Catholic School: In follow-up to the October meeting, Gerry Faller provided an update on the continued exploration by the Planning Committee concerning possible relocation of the school to the Ss. Peter and Paul Parish campus. Comprehensive communications are taking place with affiliated parishes, parents, teachers/staff and community members. The GRACE Board of Directors is supportive of, and has approved the initiative, and a formal request will be submitted to the Bishop for permission to relocate. Goal is for fall 2018 occupancy if approved. Details discussed including academic programming, facility updating, finances, start-up needs/costs, enrollment projections and capacity, support from affiliated parishes and possible sponsorships. Motion made by Bill

Micksch and seconded by Gerry Faller to approve the initiative to move St. Thomas More Catholic School to Ss. Peter and Paul Parish. Motion carried. Discussion followed regarding need for discretion. Suggestion made that Dash Card be created with talking points to assist in support and communication of the project.

6. 2017-18 Annual Appeal: Bill Micksch provided the status of the Annual Appeal. Appreciation extended for support and contributions. The Appeal is now above the goal set.
7. 2018-19 Academic Calendar: The proposed school year calendar was presented. Discussion occurred regarding the 2017-18 Diocesan in-service scheduled on a Tuesday. Motion made by Marv Wall and seconded by Dan Bins to approve the 2018-19 Academic Calendar as presented. Motion carried.
8. Board of Directors: Bill Micksch provided an update involving strategic progress; revenue growth planning (via enrollment growth, Choice, sponsorships, summer school, and birth-to-three offering); teacher compensation/retention efforts; parish/priest relationship building; and Meitler Study recommendations. The Board viewed the YouTube video involving Fr. Mark Vander Steeg's engagement with St. Bernard Catholic School:
https://www.youtube.com/watch?v=id_IS1bzESk&feature=youtu.be.
9. Meitler Study: Bill Micksch reported that consistent with the Meitler Study recommendations, the Trustees' Executive Committee will be reactivated to engage in strategic planning, in part, addressing membership, nominations, and governance. An outline of committees was provided as follows and each Trustee was charged to bring forward names of two-to-three committed individuals that may be good representatives.
 - Education and Catholic Identity Standards - continue
 - Finance and Risk Management - continue
 - Human Resources - continue
 - Executive Committee - reactivate
 - Goals and Strategic Planning - new
 - Governance and Nominating - new
 - Marketing, Enrollment and Public Relations - HOLD (future)
 - Facilities and Technology - HOLD (future)
 - Development - HOLD (future)Discussed followed. Suggestion made to have a descriptive outline of each committee's purpose, expectation, and skill set needed for members as this information will aid in identifying possible contributors. Involvement of clergy on committees will be included during formation. The suggestion that contributors be sought for a specific project or task that involves a more defined beginning and end may lend itself to increased interest in serving.
10. President's Report: Kim Desotell provided her report:
 - a. Enrollment status and plans for 2018-19 open enrollment reviewed.
 - b. Summer programming was announced; a pilot summer program will be offered in summer 2018. Exciting efforts are underway to launch this offering.
 - c. CatholicLink initiative is ongoing.
 - d. Bishop Mass Schedule involving GRACE schools distributed.
 - e. Mid-year GRACE-wide in-service will take place on February 9, 2018.

11. Committee Reports:

- a. Education and Catholic Identity Standards – Sue Amtmann
 - i. The involvement of Director of Teaching and Learning, Kay Franz, has been very positive to the Committee.
 - ii. Data focus is taking place.
 - iii. Build Your Own Curriculum (BYOC) demo will be provided in January.
 - iv. MAP results will be addressed in February.
 - v. The Catholic Identity Tool #1 is being address.
 - vi. Committee will be addressing and supporting as needed the activity of the subcommittees of the Principal Leadership Team.
- b. Finance and Facilities – Marv Wall
 - i. Marv reviewed the financial report; finances are tracking break-even.
- c. Human Resources – Mary Burich
 - i. Mary Burch presented and reviewed policies for Board action as follows:
 1. Harassment and Retaliation Prevention - ATTACHMENT A.
 2. Timecard Reporting - ATTACHMENT B.
 3. Unpaid Leave (Non-FMLA) - ATTACHMENT C.Motion made by Sue Amtmann and seconded by John Hanley to approve the policies as presented. Motion carried.
 - ii. Mary Burich presented follow-up to the Board's action at its April 11, 2017 meeting concerning the requirement that all SAC members undergo a background check and complete VIRTUS training. The premise of this requirement was that the SAC member would be involved with children at the school(s). Experience has found that in some instances there are SAC members who are involved that do not interact with children at the school(s). Therefore the Committee proposed that the requirement be changed so that VIRTUS training is not required, but will still be offered and highly encouraged, of those SAC members who do not interact children. A background check will remain a requirement. It was confirmed that Diocesan policy requires VIRTUS training for those in contact with children. Motion made by Melissa Wolcanski and seconded by John Hanley to approve the revised recommendation. Motion carried.

12. Adjournment: The meeting was adjourned at 8:55 p.m.

Next Meeting: February 13, 2018

Harassment and Retaliation Prevention Policy

GRACE is committed to maintaining a work environment that is characterized by mutual respect, professionalism, and the absence of harassment and retaliation.

It is the policy of GRACE that harassment and retaliation are prohibited and will not be tolerated. All leaders and employees are expected to adhere to a standard of conduct which exemplifies and supports a professional work environment free from all forms of harassment and retaliation. GRACE is committed to compliance with all federal, state, local and other applicable laws related to the prevention of harassment and retaliation.

Harassment is prohibited under this policy and will not be tolerated. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment. All employees are expected to take prompt and appropriate action to prevent harassment in the work place.

Harassment is defined as unwanted, deliberate, or repeated conduct, whether verbal, physical, visual, or through social media that creates an intimidating, hostile, or offensive working environment.

Sexual harassment includes, but is not limited to, unwelcome conduct of a sexual nature, such as sexual advances, sexual flirtations, propositions, displays of sexually suggestive objects or pictures, requests for sexual favors, sexually-oriented teasing or practical jokes, suggestive or insulting sounds, looks, or gestures, or any unwanted physical conduct and other verbal, visual, written or physical conduct of a sexual nature such as comments, innuendos, touching, teasing, joking or intimidation. Expressly or impliedly conditioning a job benefit (or the absence of a job detriment) on sexual favors is also considered sexual harassment.

GRACE prohibits unwelcome sexual advances, request for sexual favors, and all other verbal, visual, written, or physical conduct of a sexual or otherwise offensive nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or,
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Workplace bullying is defined as "repeated, inappropriate behaviors conducted by one or more persons (the perpetrators) against another or others at the place of work or during the course of employment that take one or more of the following forms":

- Verbal bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: non-verbal threatening gestures, glances which can convey threatening messages.

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Timecard Reporting Policy

Accurately reporting in the timecard is the responsibility of every employee and their leader. GRACE keeps an accurate record of time worked in order to calculate employee pay. Timecards also record time not worked such as time off for vacation, personal leave, sick leave, and funeral leave.

Non-exempt employees

- Employee responsibility
 - Accurately record their total number of work or paid time off hours for each day. Time worked includes all time that an employee is required to be physically at work or doing work for GRACE.
 - Request planned vacation and personal leave through Paylocity.
- Leader responsibility
 - Review and/or approve/deny requested time-off through Paylocity.
 - Review your employee's timecard to ensure it is complete and accurate.

GRACE's work week runs from Sunday to Saturday each week. (Jami will confirm)

Exempt associates

- Employee responsibility
 - Request planned vacation and personal leave through Paylocity.
 - Record any used sick time during the pay period through Paylocity.
- Leader responsibility
 - Review and/or approve/deny requested time-off through Paylocity.

Not accurately reporting your time in your timecard as prescribed above could be considered time falsification and is subject to disciplinary action, up to and including termination.

Policy adopted 11/14/17 Human Resource Committee

Unpaid Leave (Non- FMLA)

Our mission at GRACE is to build academic excellence and life skills while growing in our Catholic faith. One of the ways we do this is through providing quality and continuity of education to our students. We want to ensure that our staff is present with the students; however, we do recognize that infrequently it may be necessary for a staff member to be away from work due to extenuating circumstances, in this case unpaid leave may be approved through an application process.

The unpaid leave cannot be a partial day. All applicable paid time off accruals must be exhausted before any unpaid time is considered. Years of service, job performance and school site/departmental needs will be taken into consideration before a request is approved. Approvals of unpaid leave are non-precedential.

Unpaid leave will not be granted for pure recreation or vacation time that occurs during the school year. Unpaid leave will be the exception and not the norm. Generally unpaid leave is limited to up to 30 days per year. Unpaid leave will be limited to 30 days after any FMLA time has been exhausted, unless otherwise required by law.

A review process of requested Unpaid Leave is as follows:

- Employee will complete the Unpaid Leave Request Form at least 60 days in advance of the requested leave date or as soon as possible
- Employee must then obtain a signed approval by the school site Principal
- Employee submits the completed form to the GRACE Human Resources Department or email humanresources@gracesystem.org
- Unpaid Leave Request forms will be reviewed by a committee of three members, two HR Committee Trustee Members and GRACE President
- Applicants will be informed of decision via email from the GRACE Human Resources Department within 30 days of the request submission

Policy adopted 7/1/15 Board of Trustees

Policy updated 11/14/17 Human Resource
Committee