

GRACE Board of Trustees
April 13, 2021
Minutes
6:30 p.m. – Google Meet

Present: Sue Amtmann, Jessica Beauchamp, Dan Bins, Mary Burich, Leah Cohen, Ed Kippley, Chet Lamers, Bill Micksch, Amy Pautzke, John Peterson, Chris Steier, Marv Wall, Kelly Williams
Others Present: Kim Desotell, Gerry Faller, Jeff Young, Lori Ashmann-Recorder

Bill Micksch called the meeting to order with an opening song.

1. Our Lady of Lourdes Catholic School: Principal, Jeff Young was welcomed and introduced. Principal Young provided a school update involving the following: a) summary of middle school renovation on the second floor in summer 2020 funded by donations; b) remodeling plan for the first floor which is anticipated to commence June 8th; c) counselor hiring for 2021-22 which will be a shared position with Notre Dame School of De Pere; d) preschool recruitment; e) increasing enrollment; f) minimal COVID impact due to excellent mitigation efforts by all and g) fundraising completed by each grade which accounted for funds typically achieved by their key fundraising event. School's strength is community. Relationships are integral in the school's success. Discussion followed including, in part, the appointment of Fr. Jim Baraniak to Our Lady of Lourdes Parish. Principal Young was acknowledged for his passion, energy and strong leadership.
2. Meeting Minutes: Motion made by Marv Wall and seconded by Jessie Beauchamp to approve the February 9, 2021 Board meeting minutes. Motion carried. Motion made by John Peterson and seconded by Chris Steier to approve the presented Committee meeting minutes. Motion carried.
3. President's Report: Kim Desotell presented her report and highlighted the following.
 - a. Enrollment: The status of 2021-22 enrollment was presented. Eight of nine schools have increased enrollment compared to this time last year. The ninth school is working closely through multiple admission applications. Schools continue to focus on retention and growth.
 - b. Our Lady of Grace Virtual Academy (GVA): The rationale for not offering GVA in 2021-22 was outlined. Discussion followed.
 - c. Graduations: 2021 graduation dates were shared. St. John Paul II Classical School will have its first eighth grade graduating class; founding Headmaster Carol Ricken will be the keynote speaker at the school's graduation ceremony.
 - d. Staffing: Teacher renewal contracts have been issued and are due April 15. Normal fluctuation is being encountered. All other employees will have contracts or work agreements issued in May as that is the time enrollment is more solidified.
 - e. Chesterton Academy: Fall 2021 ninth grade enrollment is currently at 17; goal is 20. Year 0 start-up activities continue, and the Academy is taking shape.
4. Board of Trustees Chair Report: Bill Micksch reported on the following.
 - a. Strategic Plan: The Strategic Planning Team met on April 9th, and the progress report will be available on the website in the near future. Gerry Faller will be arranging for a half-day session for the team to reset and define next steps.
 - b. June Board Meeting: Query was posed to the group concerning meeting in June virtually or in person with safety protocols. Discussion ensued. Decision will be made on the meeting mode/venue in the future and communicated.

5. Committee Reports:

- a. Catholic Identity Committee: Sue Amtmann reported that an update will be provided at the June meeting.
- b. Education Committee: Sue Amtmann recapped the Board's approval of the Voice of the Customer (VOC) Survey and Process at the April meeting. A summary report form has been developed which solicits information from each school principal on their specific VOC survey responses. The tool was reviewed. The principal summary reports are due April 15 and to date there have been very rich responses. The Committee has developed several ideas to address how to engage actions and demonstrate how GRACE will use the feedback as the VOC Process evolves. Principals have already recognized the VOC responses and have taken actions given feedback. The Committee has also received updates from Laura Blicharz on progress involving the Covid Response Academic Achievement Committee in addition to Spring MAP testing.
- c. Facilities Committee: Chris Steier reported that the Committee met in February. The Committee's primary goal is a continued sanitation plan and guidelines for the next school year. Gerry Faller added that the Committee's mission involving positive relationship building continues and progress is being made through communication and connections with parishes and principals.
- d. Human Resources: Mary Burich reported on the following:
 - i. Survey: Director of Human Resources, Brenda Daming, will issue a voluntary, anonymous survey to employees regarding Covid vaccination. Survey responses will provide helpful information for future health safety planning.
 - ii. Policies: Revised policies were presented for approval: Personal Time, Sick Leave Benefits and Vacation Benefits. The essence of changes entail additional language to clarify benefits. Changes were reviewed. Motion made by Marv Wall and seconded by Ed Kippley to approve the revised policies. Motion carried.
 - iii. Training: Committee is addressing succession and leader training.
- e. Finance Committee:
 - i. Financial Report: Marv Wall provided the financial report indicating that eight months experience has resulted in operations in the black. Discussion followed concerning the PPP loan for which Gerry Faller reported that it is audit.
 - ii. 2021-22 Budget: Gerry Faller provided an overview of the budget process and the change in cadence from fall to spring. Gerry Faller proceeded to review KPI's, parish investment, salary and benefits, technology resources, rent, expanding marketing and research into other revenue sources (Title, CARES, EANS, etc.). Zero based budget is proposed. Discussion ensued including that involving budgeted enrollment. Motion made by Chris Steier and seconded by Kelly Williams to approve the 2021-22 budget as presented. Motion carried. The 2021-22 budget will be presented to the Board of Directors at its April 28th meeting.

6. Adjournment: The meeting was adjourned at 7:50 p.m.

Next Meeting: June 8, 2021