

**GRACE Board of Trustees**  
**April 12, 2022**  
**Minutes**  
**6:30 p.m., Riverside Office Training Room**

**Present:** Sue Amtmann, Nick Anderson, Jessica Beauchamp, Mary Burich, Ed Kippley, Chet Lamers, Bill Micksch, John Peterson, Chris Steier, Marv Wall, Kelly Williams

**Others Present:** Kim Desotell, Melissa Wolcanski, Jeff Young, Lori Ashmann-Recorder

**Not Present:** Dan Bins, Leah Cohen, Amy Pautzke, Gerry Faller

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

1. Our Lady of Lourdes Catholic School: Bill Micksch welcomed Principal Jeff Young. Principal Young provided an overview of the school summarizing the school's team participation in the CatholicLink Leadership Academy. The school is increasing in enrollment and parent engagement along with enhanced parish relations and support. Discussion ensued concerning preschool enrollment growth and the new Parish Verification Form process.
2. Committee Report- Catholic Identity: Principal Jeff Young is the new Chair of the Committee beginning this 2021-22 academic year. Committee membership is also largely new and is committed to their goal of strengthening school/parish connection. The Committee is also working on the Catholic Identity process and ACRE test results will be reviewed in May. Discussion followed regarding youth and family ministry. Principal Young invited feedback and input at any time regarding school and Committee activities. Appreciation was extended to Principal Young for his leadership.
3. Meeting Minutes: Motion made by Nick Anderson and seconded by Chet Lamers to approve the February 8, 2022 Board meeting minutes. Motion carried. Motion made by Kelly Williams and seconded by Nick Anderson to approve the presented Committee meeting minutes. Motion carried.
4. President's Report: Kim Desotell presented her report and highlighted the following.
  - a. Enrollment: A synopsis of 2022-23 enrollment was provided.
  - b. Parish Verification Form: Experience with the ongoing new verification process was discussed. Information from the Diocese was addressed indicating potential impact on Mass attendance. Discussion followed.
  - c. Voice of the Customer: The 2022 Report of the Voice of the Customer survey results was provided and reviewed. The GRACE report reflects aggregate data, and each school has an individual school report. Reports have been shared with families. Action plans are in development based upon feedback.
  - d. Teacher Contracts: Contracts have been issued with an April 15<sup>th</sup> return date. Nothing out of the norm has been encountered with this year's contract renewals.
  - e. St. John the Baptist Principal: A candidate has been hired and the announcement will be made tomorrow at noon. The candidate is very excited about joining the GRACE, brings a strong faith presence and is looking forward to being part of a principal leadership team to draw upon and share support, strengths and best practices.
  - f. Curriculum Review: A report of the significant work involving the curriculum review cycle was addressed. The elements of the review cycle were summarized: textbook selection, professional development, assessment and integration. An example involving the work evaluating science texts and curriculum was provided. Team Curriculum's work on developing resources to help communicate what is taught was reviewed and viewed; a demonstration occurred of the [webpage resource](#) outlining the GRACE instructional topics taught by subject and by grade. Discussion ensued. The Diocese's

- standards are core to the curriculum. The instructional topics tool provides transparency and a cross walk was conducted for any gap identification. Chet Lamers suggested the possibility of incorporating the uniqueness of each school, i.e., classical, IB, language, etc. It was announced that for the coming academic year, Curriculum Coordinator, Laura Blicharz, will become the Director of Curriculum and report to Superintendent Drew Mulloy. Principal Kay Franz will focus solely on her Principal role.
5. Board of Trustees Chair Report: Bill Micksch reported on the following.
    - a. Parish Investment Update: Considerable work has taken place this year in conjunction with the Diocese. Parish leaders are very involved. Efforts to reduce and balance continue in earnest. The GRACE Finance Committee is diligently addressing other revenue sources and adjustments to meet a reduction goal. A formalized process is also under development in the event a parish hardship arises.
  6. Committee Reports:
    - a. Education: Sue Amtmann reported that the Committee is now working on the next step of the Voice of the Customer Learning Survey process which involves each principal's reflection of their school's survey results and development of a summary report to bridge to next year's goals and VOC survey. Each principal will report on growth trends from the prior year's growth goals, strengths, areas for further growth and action steps. Principal reports are due to the Committee in May. The Committee is also poised to address their 2022-23 goals based upon the updated Strategic Plan.
    - b. Finance:
      - i. Current Year: Marv Wall reviewed the February financials which are tracking slightly above expectations due to enrollment above projection. No concerns or issues are present, and finances are tracking to close the year in the black.
      - ii. 2022-23 Budget: Melissa Wolcanski presented and reviewed the proposed 2022-23 budget. Factors address included: 4% tuition and fees increase, increased enrollment, increased Choice enrollment, preschool enrollment reset following the pandemic, Chesterton Academy expansion to 10<sup>th</sup> grade, decreased parish investment and Food Service loss of pandemic funding. Personnel continues to be the largest expenditure with no change to benefits cost sharing. Discussion ensued concerning decreasing bad debt due to efforts of Finance staff, rent, workman's compensation and the adjustment of marketing from an outsource to in-house (expenses now reflected in personnel). Option to provide parish support is being addressed due to a healthy unrestricted reserve balance. Bill Micksch facilitated further discussion regarding options to allocate this balance moving forward. Motion made by Sue Amtmann and seconded by John Peterson to approve the 2022-23 budget as presented. Motion carried. Discussion continued regarding parish investment, focus on growth in other areas, competing priorities, Meitler Study findings and recommendations in addition to parish/family engagement and impact of the parish verification process.
    - c. Human Resources: Mary Burich reported a compensation study is being addressed and use of a consultant is being explored.
    - d. Facilities: Chris Steier reported that the Committee's work continues to help facilitate school and parish conversations. At the Committee's last meeting, Director of Development, Lisa Niemuth, met with the team to address safety assessments and the Committee will support the goals identified through the assessments. A log of needs and improvements will be done. Discussion followed.

7. Other: Kim Desotell reviewed a recent SAC workshop led by Lisa Niemuth. A regular gathering of the SACs and their communication is beneficial. Sharing of best practices and successes is supportive and engaging. This group reflects excellence in school leadership.
8. Adjournment: The meeting was adjourned at 7:58 p.m.

Next Meeting: June 14, 2022