

**GRACE Board of Trustees**  
**April 11, 2023**  
**Minutes**  
**6:30 p.m., GRACE Riverside Office, Faller Training Room**

**Present:** Sue Amtmann, Nick Anderson, Dan Bins, Mary Burich, Leah Cohen, Ed Kippley, Chet Lamers, Bill Micksch, John Peterson, Marv Wall, Kelly Williams

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

**Not Present:** Jessica Beauchamp, Amy Pautzke

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 proceeded to review the primary focus areas of the school: enrollment growth, teacher coaching expanding teaching and learning strategies, increased preschool retention and continued overall retention of existing families. Principal Young reviewed that Fr. James Baraniak is a significant partner in his support of Catholic education sharing values, goals and investing time in developing the school as a destination school. Kim Desotell added that campus wide safety initiatives are taking place in addition to formidable work on athletics. Discussion followed.
2. Catholic Identity: Principal Young as chair of the Catholic Identity Committee reported that the Committee is working on incorporating Bishop's Pastoral Letter focusing on support of teachers and students. Principal Young distributed a draft of a Catholic Mass booklet that is under development by the Committee. A subgroup of priests will be providing input on the Mass guide which is being developed to assist students in understanding the Mass. The tool potentially will be expanded and tailored for various audiences, i.e., elementary students, middle school students, teachers, parents, adults, etc. Appreciation was extended to Principal Young for his steadfast leadership of the school and his contributions as Chair of the Catholic Identity Committee.
3. Minutes: Motion made by Marv Wall and seconded by Sue Amtmann to approve the February 14, 2023 Board meeting minutes. Motion carried. Motion made by Marv Wall and seconded by Kelly Williams to approve the presented meeting minutes of the Education and Finance Committees. Motion carried.
4. President's Report: Kim Desotell presented her report and highlighted the following.
  - a. Enrollment: The to-date 2023-24 enrollment summary was reviewed.
  - b. Affordability Webinar: An affordability webinar has been created led by Director of Marketing and Communications, Madeline Janssen. The webinar provides a synopsis of tuition incentives and assistance. It will be posted on the website: [gracesystem.org | Admissions | Tuition Assistance](https://gracesystem.org/Admissions|TuitionAssistance).
  - c. Staffing: Status of principal and teacher contract renewals was provided. Superintendent Drew Mulloy is assessing and working with the Technology Services team to determine the next step in relation to the open Director of Technology Services position. The GRACE Athletic Director (AD) position has been posted, which is a direct result of the Strategic Plan. The role and responsibilities of the position were outlined. Principal Jere Kubuske will lead the search team. Discussion ensued regarding the AD's involvement with Chesterton Academy and how this position could also support other extracurricular activities. The potential for this position to evolve and become comprehensive was discussed. A retitle of the position to Athletics and Activities Director was proposed for consideration.
5. Board of Trustees Chair Report:
  - a. Board and Committees Restructure: Bill Micksch outlined the restructure to the Board's

support committees: disbanding the Human Resources Committee and adding a Development Committee and a Governance Committee.

- i. Human Resources has matured internally to a level that needs can be accommodated on an as needed basis. Mary Burich has spoken with all Human Resources Committee members.
- ii. A Governance Committee will be established to focus on areas such as bylaws, constitution, Site Advisory Council Bylaws, and succession planning. This Committee will support the effective function of the Board and ensure compliance.
- iii. The Development Committee is also a timely addition given the foundation and ongoing potential to explore best practices and further capitalize on the system's mission given our credibility.

The 2023-24 proposed outline and roster was distributed and reviewed. Ad hoc teams will be comprised of Technology Advisory, Catholic Identity, Alumni Strategy, Strategic Planning, and Public Relations. Discussion followed.

- b. Transition to New Chair: The Board of Directors will formally address Nick Anderson as Board of Trustees Chair at its spring meeting in May. Kim Desotell outlined plans to recognize and celebrate Bill Micksch for his years of service.

#### 6. Committee Reports:

- a. Education: Sue Amtmann reported that principals will be submitting their Voice of the Customer Survey reflections to the Committee which will be evaluated. As in the past, there are some common themes but some uniquely different. A team of five GRACE employees are attending the NCEA Convention including two principals and Director of Curriculum, Laura Blicharz. The Committee will be receiving a report from the team on their experience and takeaways.
- b. Facilities: Chet Lamers reported that a comprehensive survey is in development that will be extended to each parish/school site. This survey is intended to serve similarly to a "Health Risk Assessment" to gather common data to assess and identify facilities across our campuses to be proactive in our partnership with our school site parishes. This survey experience will also lend itself to the Facilities Grant Application. Discussion followed.
- c. Human Resources: Mary Burich acknowledged the report involving the Committee provided by Bill Micksch. A Human Resources staff resignation was announced.
- d. Finance: Marv Wall reported on financials to date which are tracking to budget as we look to the end of year. Melissa Wolcanski proceeded to review the 2023-24 proposed budget highlighting notable elements from Revenue, Expenses, and Parish Support. Discussion ensued involving enrollment, staffing, exit of pandemic funding, and technology. Motion made by John Peterson and seconded by Ed Kippley to approve the 2023-24 budget for recommendation to the Board of Directors. Discussion continued regarding tuition rates, tuition assistance, incentives and regional comparison. Motion carried.

7. Other: Mary Burich reported that the Alumni Strategy Team continues its foundational work for which the goal is engagement. This initiative is foreseen to lend itself to the Development Committee in the future. Discussion ensued regarding alumni spotlights, legacy families, social media, networking, and alumni identification.

8. Adjournment: The meeting was adjourned at 7:56 p.m.

Next Meeting: June 13, 2023