

Saint Elizabeth Ann Seton Catholic School
School Board Minutes August 13, 2019 at 6:30
Seton School, Book Room

Present: Father Matthew, Paul Schweigl, Stephanie Nardi, Bea Van Geffen, Kate Miller, Michael Ries, Julie Walker, Karl Nienhuis, Mike Beil (Guests: Jen Lefeber and Rich Matthews)

I. Opening Prayer

A. Father Matthew offered a prayer

II. Open Session

A. No submissions

III. July 2019 Minutes

A. Approved

IV. Election of Officers and Committee Liaisons

A. School Board is still seeking an At Large Board Member (per bylaws, the slot that must be filled by an individual who's not a member of the Sheboygan North Catholic Parishes).

B. Treasurer — Father Matthew nominated Mike Beil for Treasurer — Accepted and Passed

C. Vice Chair — Father Matthew nominated Michael Reis — Accepted and Passed

D. Secretary — Tabled until September Meeting

V. Principal/School Report

A. Discussion regarding the title of the board. Milwaukee Archdiocese recommended that as a non-governing group the distinction be made that we are not a board and suggested referring to this group as an Advisory Committee. This would require amending school bylaws. Bylaws were submitted to and approved by the Milwaukee Archdiocese in June 2019 and no recommendation was noted. Decision was made to not take any action at this time. Stephanie would reach out to the school's office.

B. 2019/2020 Handbook presented. Nardi presented a **Code of Conduct for a Parent, Guardian, Caregiver, Volunteer, and Visitor** (*attached*). The clarification was made that changes and additions to the handbook did not need to be approved by the board. Discussion included Dr. Nardi indicating that the code be in place before the beginning of the school year. As written, the code addresses behaviors that have become an

issue and are intended to protect the staff and parents. Recommendation was made to amend the content. Revisions will be made by administration and priest delegate.

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C. 2019/2020 Aftercare

- YMCA not able to continue offering on-site aftercare. Offered to add Seton to the Tripper Route, providing transportation for students to the YMCA for aftercare.
- Survey sent to parents indicated there were 14 students who would use aftercare occasionally until 4:30 and 11 students who would use the aftercare occasionally until 5:30. According to the rules of Safeguarding, this program would require 2 adults be present at all times. The position pays \$15/hour. Dr. Nardi prepared several scenarios at various pricing tiers and concluded that running aftercare was not financially feasible. The suggestion was made that the school supplement the program as needed as an investment. The need to provide aftercare to our families is clear, offering the program is both a good financial investment and nurtures the community. All present discussed a logical arrangement and agreed on \$8/per day for each child. Father Matthew agreed to support and move forward. Dr. Nardi will communicate this decision to the school and seek to fill the supervisor positions.

VI. Pastor Designate Report – Father Matthew

- Parish invested roughly \$90,000 to make necessary repairs to the grounds at school.
- Presented the “Catholic School Advisory Board Member Handbook” as reference. (Note that this contradicts the recommendation to amend the group name to “Advisory Committee.”)

VII. Standing Committees

A. Finance

1. Report through Consent Agenda
2. Kate Miller joined
3. Dr. Nardi reported that the accountant advised that the 2019/2020 Budget should not be presented showing changes from the 2019/2020 Budget that the board approved in May 2019 and does not require approval.

B. Marketing

1. No Report
2. Michael Reiss and Kate Miller joined

C. IT 1. No

Report

2. Michael Reiss joined

D. Safety and Grounds

1. No Report

2. Beatrix Garcia joined

VIII. Old Business

A. SWOT

1. Tabled until September meeting

i) Board members should prioritize top 3 items from each category and submit to Paul

IX. New Business

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A. Meeting Schedule

1. Board Members agreed on the second Wednesday of each month.

2. Schedule listed below. Board members should be prepared to discuss conflicts and amend the schedule at the September meeting.

i) September 11, 2019

ii) October 9, 2019

iii) November 13, 2019

iv) December 11, 2019

v) January 8, 2020

vi) February 12, 2020

vii) March 11, 2020

viii) April 8, 2020

ix) May 13, 2020

x) June 10, 2020

3. Approval of By-Laws

i) Approved

**Karl Nienhuis recommended that policy changes be presented and discussed at one board meeting per year. Further, we should have other school policy available for reference. Board agreed.*

X. Review of the Mission Statement

A. Paul advised that we will be opening the meeting with reviewing our Mission and close by discussing how our work during the meeting reflected our Mission

XI. Adjournment and Closing Prayer

A. Meeting adjourned at 8:40 pm

Next Meeting – September 11, 2019, at 6:30 pm in Conference Room