

Executive Summary of the Minutes

-September 18, 2007 Public Meeting-

President Dick Gaietto called the meeting to order. Rose Gaietto, RIC led the group in a prayer service with students from all three campuses also participating. In attendance were Father Joseph Szybka, Matt Plotts, Heidi Brodman, Martin Koop, Ken Bowers, Dora Contreras, John Bremyer, Dick Gaietto, Trish Haley, Ted Rombach and Sister Rozanne Swope, recording secretary. Others invited to attend the meeting were Sue Reser, Business Office Manager for CCS and Lee Reineck, Special Needs Coordinator at Calvert High School. Jill Goshe from the Advertiser-Tribune was also present for this first open Board of Trustees meeting. Tony Mass was excused from the meeting because of a commitment at the high school. Also excused due to a prior commitment was Father David Ross.

Clarify Format of Open Meeting / Accommodate Input: Dick Gaietto explained the public input format of the 30-minute open session. Responses to comments, if not given immediately, would be provided at the next Open Meeting on October 16th. Administrative issues would not be addressed in this forum. Items which can be addressed in this forum are limited to those contained within the specific roles and responsibilities of the Board of Trustees as outlined within the CCS Statutes: Article IV.2. The superintendent should be contacted directly for administrative concerns. The first speaker, Pat Marinis, questioned whether bingo was still a viable way of subsidizing Catholic Schools. If so, more help is needed. Chris Harbin, the second speaker, made positive comments about the reconfiguration process and also encouraged the Board to consider requiring parents to participate in the activities that support the schools. He also noted that it is important to prepare parents ahead of time for any planned changes. Finally, the third speaker, Margaret Mary Kramer, asked for some clarification of parish subsidies.

Special Needs Presentation: Ms. Lee Reineck, special needs coordinator for Calvert Campus addressed the group. She explained that everyone at Calvert focuses on the students and their academic success in lieu of having a self-contained classroom where services are given. Teachers/tutors assist 29 out of 226 special needs students at Calvert by following their individualized Minor Adjustment Plan. The MAP allows curricular adjustments to be made, modification of schedules, additional time being given to complete tasks, and extended time allowed for testing. Both formal and informal assessments (done at the testing center at Lourdes Campus) are used to determine if a student needs a MAP. After qualifying, students are given assistance with developing study skills, and time management, and are provided with various techniques/tools that will aide them in the learning process. Sometimes a study hall period is used to provide students with assistance while others need a more intense amount of help. Ms. Reineck was able to identify a particular need of a student and walk Board members through the process of designing that student's MAP. She also commented that now that CCS is one school system, a K-12 Special Needs Coordinator is needed, as are additional teachers, to better address the learning styles of special needs students and to streamline the referral process. Ms. Reineck also addressed questions from Board members concerning the percentage of students with reading issues, the percentage of students identified as ADD or ADHD, if volunteer tutors have been recruited and where their optimal placement would be, and if a written procedure / process exists for identifying students' needs. Board members suggested that she utilize the large pool of well-educated alumni who would be glad to assist students and that teachers receive in-service instruction in the special needs of their students

Review and Approval of 9/4/07 Minutes: The minutes were approved with one change.

Review Status Reports from the Committees / Financial Status Report: Sue Reser, CCS Business Manager, provided the group with an explanation of terms as listed on the Finance Summation sheet, including operating expenses, non-operating expenses, administration expenses, educational expenses, student services, plant expenses, capital expenses and restricted funds. She also reported the summation of what the budget is and where we stood at the end of August. In addition, Mrs. Reser commented on the fiscal year (July 1 - June 30), how important it is to use past history to make budget projections, that the preschool and daycare costs were not included in the budget, that the cafeteria is self-supporting and not a part of the budget, and reported that the first monthly payroll for 82 or 83 employees was approximately \$190,000 and covered salaries and fringes.

Stewardship Considerations : Martin Koop encouraged BOT members to inform themselves about Stewardship and then decide if that is the way to go. John Bremeyer questioned whether Sr. Carla Murar was part of the agenda for the Cardinal Stritch Stewardship Conference. Perhaps we would be able to tailor the National Stewardship Model to our personal needs in order to increase non-operating revenues. Volunteers are an important component of this model with a requirement of assisting the parish or school in some way. When looking at the budget, we need to be proactive. Jack Altenberger

suggested Sr. Carla as a resource person and Dick will check on her availability for the October 2nd BOT meeting. It was suggested that several parishioners with expertise in this area as well as BOT standing committee chairmen be invited for an in-depth discussion of Stewardship.

Identify Issues That Need to Be Addressed and Researched for the '08-'09 School Year As Well As for Long-Range Planning: Trish Haley shared that CCS is going through the accreditation process. Survey input (to be compiled before November '07) from parents, students, staff members, and the community will provide CCS with information, concerns and successes in all areas: education, our buildings, finances, and Catholicity. She also suggested that the BOT members ask teachers for their input regarding the changes from last year to this year. Teachers see the impact that these changes have had on their students. They have a wealth of experience working with students to share with the board. Martin Koop suggested that a committee be assigned the task of looking at enrollment projections, calculate building space, classroom space, the needs of the parishes, and determine what types of programs need to be enhanced. Ken Bowers stated that we must give immediate attention to the finances for the upcoming '08-'09 school year. It was noted that a misconception exists that one parish is giving CCS more subsidy than the other parish. The children should be our focus. Furthermore, the money that is given to the church determines how much can be used to support CCS. The parishes have the responsibility to support other programs such as adult programs, the needy programs, etc. It is important to let the pastor know if you want a specific portion of the money being put in the basket to be directed primarily to Catholic education. Father Szybka inserted that it is important to have equitable support from both parishes in terms of the number of students from each parish who are enrolled in CCS. Irregardless of the vehicle that generates the money, it is up to each parish to provide it. He also reminded the group that it will be important to look at the exit surveys that are presently being gathered in order to determine any repetitive concerns and address them. Dick Gaietto shared that BOT members must work toward securing uniform financial reporting from both parishes, get a very accurate handle on expenses (with intricate access to and awareness of income and expenses before formulating a budget) and identify variables in income, specifically in the area of subsidies. All present were cautioned that stewardship is not to be perceived as a "golden egg." It should bring to mind the talent, time and treasure which must be vested in the parish family and in the community. Finances will come in time as people become more vested in this process. Everyone's attention was directed to CCS's Mission Statement. It must be kept in focus that Catholic schools must serve the Church in providing excellent academic education encompassed within a genuine and vibrant Christ-like spiritual atmosphere. In a final comment, John suggested that a representative from the Calvert Foundation be asked to attend the next CCS BOT meeting to clarify some possibly erroneous information and assist the 2008-2009 budget process.

The meeting was adjourned.