

**REGIS CATHOLIC SCHOOLS
EDUCATION COMMISSION MEETING
Thursday, May 16, 2013
Regis High School, Room 107
5:00pm**

Present: Becky Alexander, Denise Boos, Kelly Bowe, Renee Cassidy, Rev. Paul Hoffman, Val Knobloch, Very Rev. Brian Konopa, Chuck Larson, Howard Ludwigson, Gina Ostrowski, Rev. John Schultz, Mark Seyer, Patty Usher

Absent: Rev. Georgekutty Thayikuzhithottu, Todd Fischer, Gayle Flaig, Barb Haag, Teresa Johnson, Rev. Eugene Klink, Rev. Derek Sakowski, Anna Sizer, Rev. George Szews

The meeting was called to order at 5:00pm by Chuck Larson, Chair. Fr. Paul Hoffman led the opening prayer. Minutes from the meeting of April 18 were accepted as distributed.

I. Administrative Report

- a. Renee Cassidy
 - i. Language Arts Curriculum – Completed this years’ work on Tuesday, May 14. The Curriculum will be entirely complete next year.
 - ii. Walk for Virtues – All elementary schools met their goal.
- b. Howard Ludwigson
 - i. Three capital projects are in need of approval
 - 1. Bathroom project – approved by the entire committee. Project must stay within \$80,000 approved budget.
 - 2. Library – upgrades will include air conditioning, a flat-screen television, more electrical outlets, a new check-out station, and murals to be painted. All upgrades were unanimously approved by the committee with the provision that the cost of the upgrades not exceed the amount of money available in the Carol Donahue Memorial fund.
 - 3. Roof repair – RCS received two different bids to repair the leaky roof at Regis. One bid covered the capstones (\$97,000), the second bid did not (\$74,500.) To cover the capstones with the second bid would cost an additional \$7,800. Mr. Ludwigson recommended the committee approve the second bid with the additional \$7,800 to cover the capstones. This would allow for the request of a reduced bill in the tuck-pointing project which would have covered the capstones for approximately \$13,000. The committee approved the request to accept the second big of \$74,500 with an additional \$7,800 to cover the capstones with the provision that the project cost not exceed the bid.
 - ii. Social Studies Curriculum – The Diocese has hired on with Notre Dame University to help our social studies department. In August, Mr. Ludwigson, Kelly Bowe, and Renee Cassidy will take 2-3 social studies teacher to a meeting to begin updating our curriculum.

- iii. iPads are ready for all 6th graders next year.
- iv. National Honor Society – The application process is changing. Previously, students applied at the end of their junior year which did not allow for improvement and re-application. The policy was rewritten: students will apply at the beginning of their junior year. If they are not accepted to NHS, they will have the school year to improve, try to meet the criteria for acceptance, and reapply at the end of their junior year if they so choose.
 - 1. Students accepted at the beginning of their junior year are subject to the rules of National Honor Society and will be monitored throughout the course of their membership.
- v. Handbook – The Student/Parent Handbook should be revised by the Student Life Committee.
- vi. 8th Grade Trip – The 8th Grade Class is going to Milwaukee June 30-31 to visit the Junior Achievement Business Park, thanks to generous donors
- vii. Scholarship – An RCS faculty member was awarded a \$25,000 continuing education scholarship. One scholarship is awarded each year in each state – it is a great honor. An announcement of the recipient will be made in the near future.
- viii. Enrollment – We currently have an enrollment of 832 – our goal is 839. There are 26 current students not yet enrolled for next year so it is expected we will meet the goal.
 - 1. Kudos to Anna Sizer and Teresa Johnson for promoting our school system
- ix. Fundraisers – Mr. Ludwigson would like the Advancement Committee and/or Student Life Committee to work with Mark Gobler to streamline fundraisers. This will make it easier to keep track of and thank donors as well as make sure the schools are equally provided for.
- x. 4K Enrollment – RCDC is full, Genesis is almost-full, St. Mary's is full
 - 1. One of our 4K teachers was invited to make a presentation about iPads to the ECASD school board – the board was very impressed and has now purchased iPads for all 4K teachers including at our schools
- xi. Distance Learning – Mr. Ludwigson proposed we pay for high school credits but students should pay for some or all of college credits they receive from distance learning courses
 - 1. The proposal was for students to pay \$180 and the school to pay \$180. Additionally, students taking more than 2 DL courses for college credit would pay the full cost of the class.
 - 2. After discussion, Father Konopa suggested we charge \$50 per credit as we do for Viterbo credit classes. This was approved.

II. Denise Boos

a. Finance Committee

- i. Debt to Diocese is currently \$349,000
- ii. Tuition collection is on schedule
- iii. Scrip is down \$170,000 in sales, but profit is only down \$7,000
 - 1. We are talking to Security Bank, hoping they will sell Scrip for us at their bank
 - 2. Mega/Holiday will be matching Kwik Trip's 10% contribution soon
- iv. Delinquent tuition from prior to the 2011-2012 school year has been written off – approximately \$135,000
- v. Working on a possible ceiling to the parish subsidy
- vi. Building use agreements for the elementary schools have been set for next year and will be evaluated again for upcoming years

III. Mark Seyer

a. Foundation

- i. Discussed planned giving at the last meeting
- ii. Hope to have Mark Gobler and Bill Uelmen attend next meeting to set goals
- iii. Would like more emphasis on planned giving – new brochures
- iv. Hoping to provide gift for teachers at the beginning of 13-14 school year

IV. Father Konopa

- a. Vision Statement – approved
- b. Mark Gobler is very excited to come to RCS. Father Konopa would like Mark to be a visible presence right away.

V. Chuck Larson

- a. Strategic Planning – Topic will be brought up in June since time ran out
- b. School Life Committee should address the Student/Parent Handbook
 - i. Patty Usher will help with this
- c. Val Knobloch was appointed to another three years on the Education Commission
- d. Thanks was given to Meta Hilson for taking minutes
- e. June's meeting will be followed by a social, probably at the Mega Foods conference room

Father Konopa led the Closing Prayer.

The meeting was adjourned at 6:38pm.

Notes submitted by Meta Hilson