

Notre Dame de la Baie Academy
Board of Education Regular Meeting

Date: November 9, 2021

4:00 P.M.

Approved: _____

12 of 15 members present

6 of 6 staff present

Staff and Student Liaison present

CALL TO ORDER

The meeting was called to order by Chair, Mark Warpinski, at 4:00.

PRAYER

MISSION STATEMENT - Read

WPCP Report: No parents were in attendance in response to the invitation letter sent to them Purpose of the invitation is to allow parents to have a conversation or ask questions regarding the program.

(Director of External Programs was excused following this portion of the meeting.).

Motion Made and seconded to accept and approve all Minutes (Regular & Summary Minutes) of August 24, 2021 and (Business Meeting) of October 1, 2021.

Motion carried.

Any items from the Consent agenda can be discussed separately. Two items were requested for further discussion.

Motion made and seconded to accept and approve the November 9, 2021 Consent Agenda with further discussion regarding MHC policy and NDA Foundation discussion. Motion carried.

COMMITTEE REPORTS Included:

Director of Enrollment Management

Finance Report

Principal's Report

Associate Principal's Report

Fundraising Performance

Student Liaison

Faculty/Staff Liaison Report

Human Resources

Marketing & Communications Report

Mission, Heritage & Culture Report

Curriculum & Student Life

Safe Environment & School Safety

- Verification of School Safety Drill Report

Building & Grounds

Board Formation Report (did not meet)

Development Council

President's Report

LIVE REPORTS:

Student Liaison gave the following summary:

- September was spent in preparation for October activities. Afghanistan refugees were the local organization chosen that also helps globally. Collected monies were donated.
- Also partnered with Blaney Funeral Home to collect clothing to send to Fort McCoy. Raised \$1,000 that was sent to Fort McCoy.
- October included activities/games to get students excited for FallFest. Each day was focused on a Core Value. 559 students attended FallFest.

Staff Liaison Report:

- Staff Council has met three times.
- Highlights included a salary bump based on credentials in areas of need, First aid kits for classrooms, and morale discussion.
 - Extra time getting the students re-acclimated to being in school.
 - Identifying other issues with discussions with HR.
 - Staff Council will produce a document that can be shared with Administration

Members inquired about the issues with overall class sizes, which vary.

- In the process of setting class caps based on needs moving forward. Average ratio is 13:1. We have the same number of teachers as last year - fully staffed.
- How can the BOE be supportive?
- Clarified that with three FTE openings, two are non-teaching positions (custodial).
- There are no subs this year, so teachers are also asked to fill in for subbing for other teachers.
- Registration data collected in January changes a lot by the time school starts in August. Need to evaluate when the classes are selected. Taken into consideration is: timing and what is best for the student.
- Faculty burnout is an issue. Patrick is meeting with teachers 1:1. Are there tools to help the teachers with this? It was noted that teachers have received and responded well to additional time off.

At a past joint meeting with Corporate Members, it was decided to have a Liaison from the Corporate Board attend the BOE meetings.

(Staff & Student portion concludes)

Dir. of Enrollment Management

Preview Night was held at NDA on November 4th.

- 118 families attended. 33 families cancelled due to quarantine/conflicts/sickness. Admissions is in communication with those families to bring them information and offer individual tours.
- Targeted Marketing
- Encourage Shadow Days for students
- Athletic and Activities Fair in the Triton Center on Nov 4th went very well
- Finance Presentation - “*We can get you here*” was well received and questions were asked. Productive presentations. Need to keep promoting the available tuition assistance.
- Noted that every student does receive \$3,000 in financial aid (difference between tuition and full cost.)
- Suggestion made to use a direct referral card to share.

Principal’s Comments: Academic Life

- Are dual credits an attractive option for our families? Survey to determine.
- Soccer came in 2nd at the State tournament. Congratulations to Coach Prudisch.
- Cross Country also did well.
- Teachers appreciated the extra time off - given two opportunities in the last month.

Associate Principal’s Comments: Student Affairs

- Students are doing well and striving to get back to normal. i.e., eating lunch together, recent Club Fair and the FallFest Dance.
- Students and staff gathered as one community for Mass in the auditorium.
- Other activities are getting back to a normal direction.
- Triton Morning News started as a need last year due to Covid, but now evolved into students running the technology, writing the scripts, and running the show with many more students getting involved. How to create an opportunity to bring into the curriculum? Move forward to the TV studio for broadcasting. There may be a TV donation opportunity for NDA.
- The Advisory period put in place last year has many uses with that time. The Advisory Committee reviews and continues with suggestions. Ex.: The College Counselor has been able to meet with the students through Advisory.
- It was stated that both students and parents are happy with the extra efforts in returning to normal.

Consent Agenda Question

- A) Who is all involved in the Resolution proposal discussion as noted in the Mission, Heritage, Culture report? Campus Ministry? Norbertines? Should the Corporate Board be reviewing the Resolution? How does this affect the bylaws or whose responsibilities?

Resolution proposal:

The Notre Dame Academy community’s organizational structure and ensemble of religious activities should reflect the many cultural expressions and ways of being Catholic, and embrace the Church’s

ecumenical and inter-religious positions. In all things the school's core values and profile of the graduate should be the guiding documents in the planning and performance of religious activities.

Motion made and seconded that the BOE recommend to the Corporate Board the resolution for discussion. Administrative action.

A summary statement will come back to the Board after the Corporate Board meets to discuss.

B) Funds from NDA Foundation (see following discussion)

Finance

- Reviewed the options of transferring funds that are under consideration.
- Seven of 11 Funds are Board designated & unrestricted. This information was shared with the NDA Foundation earlier in the day; the Foundation Board of Directors agreed with the proposal to transfer funds.
- Any growth in those funds are also BOE designated.
- Additional monies will be raised for the additional needs and infrastructure.
- Bishop is understanding of our needs to move forward with raising funds.

This first part of the project would address the boiler/classroom concerns and those needs that are meshed together.

Motion made and seconded to authorize the re-designation of earnings from seven funds previously restricted to BOE designated - for the boiler project. Motion Carried.

It was clarified that no principal funds are being withdrawn.

Boiler construction would start in spring 2022 and be over two summers.

Summary of Audit

- The Foundation reported to have a healthy profit.
- Met new GAAP laws.
- Don't have a CPA in the building, Wipfli will do it, but we *could* have a board member who is a CPA do it.
- Clean audit.
- Assets up to \$39.0m
- Reserve of \$867,000 for Choice and for SNSP and meet all requirements and laws.
- Review the letters included in the packet.

Insurance Change:

Moving from Johnson Insurance to Guardian Risk Solutions effective July, 2022 as the Agent of Record for the schools Management of Property & Casualty Insurance Program.

Final 2021/22 Budget:

For the record: Final 2021/22 Budget was approved by the BOE at the 10/1/2021 Business Meeting and will be presented to Corporate Members on 11/11/2021.

Key Issues

- Strategic Plan Draft & Update for review.
 - Recently met with four focus groups
 - Plan will come to the BOE for approval in the spring.
 - Reviewed Build Out NDA Development Plan 2021-22 quick review.

ADJOURNMENT

**Motion made and seconded to adjourn the Regular Meeting at 5:40 p.m. Motion carried.
Meeting ended at 5:40 pm.**

NEXT MEETING - February 8, 2022

Respectfully submitted, Char Dunlap Executive Assistant to the President