

Notre Dame de la Baie Academy  
**Board of Education Regular Meeting**  
February 8, 2022  
4:00 P.M  
Approved: 2/19/2022

13 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**

**Motion made and seconded to accept and approve the November 9, 2021 Regular and Summary Minutes. Motion carried.**

**Motion made and seconded to accept and approve the November 9, 2021 Executive Minutes. Motion carried.**

**Motion made and seconded to accept and approve the Consent Agenda of February 8, 2022. Motion carried.**

**COMMITTEE REPORTS Included:**

Admissions  
Finance  
Principal  
Associate Principal  
Fundraising Performance  
Student Liaison  
Faculty/Staff Liaison  
Marketing & Communication  
Mission, Heritage & Culture  
Curriculum & Student Life  
Safe Environment & School Security  
Building & Grounds  
Board Formation  
Development Council  
President's Report

## **LIVE REPORTS & INFORMATION**

### **Student Liaison**

- Advisories made cards for local Veterans in November.
- Academy awards were hosted in person and had our first female winner.
- The Give a Gift Program helped 7 local families. 72 tags were filled. The Student Government would like to increase the number of families for next year.
- Preparing for the Winter Dance on February 12.

### **Faculty/Staff Liaison**

- Staff Council assisted in reviewing the policy for sick leave related to covid.
- Faculty/Staff burnout concerns were reviewed and recommendations were shared. Will work with other committees as needed.
- The extra day off was greatly appreciated by all.
- Additional subbing has been an extra burden. Options are being sought.
- Looking for ways to improve new staff onboarding.
- What should Advisory look like moving forward?

*(Staff & Student portion concludes)*

### **Principal's Comments**

- Faculty/Staff Retreat this Friday, 2/11.
- Sense of joy around the school with the lower Covid numbers and optional masking. It was noted how our NDA community handled the Covid decisions with respect.
- Students liked getting back together and socializing, and are learning how to get acclimated to being in school.
- STAR testing, round 2, completed. Reading scores have seen growth since September.
- Aquinas Program has had a positive impact on the students involved.
  
- Sick day policy needs review by administration. Policy changes go into the employee manual by May for the next year. The current sick day policy was put in place in 1990.
- Continue discussion at the April meeting reviewing data in the Executive committee.
  
- Have been short on sub teachers all year and current teachers are covering extra classes.

### **Associate Principal's Comments**

- Greg is participating in the CatholicLink Leadership Academy. Initiative student leadership training model continues this spring. Our students are working as leaders with GRACE students.
- Covid formed some advancement for activities at school. Levels of recruitment and rebuilding has to be done. What did we learn and what can we do?
- Parent to Parent orientation is a focus. Fr. Jordan also works with the parents' group to increase the level of engagement.
- How to reach the students that need encouragement to become involved. Open building events with moderation. The musical was a great event for people to return to school activities.

## **BOARD DISCUSSIONS**

**Questions/Issues from Consent Agenda Items:** none

**Issues needing clarification in BOE Triton Times:** none

### **2022/23 Budget discussion - Tuition & Salary Increase**

- PPT shared by Tom and Ken reviewing NDA expenses from 2020/21
- Proposed tuition increase was discussed.
- There is an increase in health insurance for 2022/23. Lengthy discussion on comparison in coverage.
- Change in Activity Fee would allow all students to enter games at no cost.
  
- Lunch Costs: Number of students who can't afford lunch has increased dramatically. Prefer to keep the program in house. Feeding 50 students per day at \$6.75 each. Need a plan on how to move forward.
  
- NDA's tuition is less than St. Francis Xavier - Appleton.
- 82.39 FTE's. and planning for approximately the same in 2022/23. (84 individuals)
- 187 Freshmen currently registered.
  
- Add a 3rd full-time counselor through EANS funding for two years. Then absorbed into the budget.
- Request 4 para-professionals to cover study halls and other duties.
- Include robust professional development over a two-year program covered by EANS
  
- It was noted that NDA has made tremendous adjustments over the past four years to assist the students at their different learning levels.
- Credit completion program in the summer for students short of credits.
- Proactively identifying students who require additional help. This is the first year of the Aquinas program.
  
- Compensation increases the base by \$900 to \$34,000; this is 83% of local public schools, 98% of our similar private schools in the Diocese, and 91% of the Wisconsin average.

**Motion to approve the finance recommendation on base salary and tuition. Motion carried.**

- Base salary and tuition will be recommended to the Corporate Members on February 17.
- A balanced budget will be presented at the April 19th meeting.
- Thank you to the Finance Committee and administration for their work on this.

### **Discussion Issues:**

#### **Confidentiality**

- All matters discussed are confidential.

#### **Strategic Plan & Accreditation**

- Work is in progress

### **Constitution & Bylaws**

- Propose to amend Bylaws to state Constitution & Bylaws at the Corporate meeting.

### **Principal Search process**

- 16 active applications. First meeting of the search committee held on 2/9. Choose six applicants to interview and move on from there. An interview committee will be established.
- Marketing & Communications Manager position has 33 applicants.

### **Data Project Update**

- Templates were created to show how students are improving and responding to intervention. Results can help with more state funding.
- What public schools are the kids coming from? Implement an entrance interview to find out why they chose NDA.
- NDA is hosting speaker Jodee Blanco in May with plans to invite the whole Green Bay area community to NDA for an evening session. How best to market? Suggestion: Geo-fencing ads through Gannett.

### **Vision Statement**

- Vision Statement draft was shared. A vision statement should state: Who are you and who do you serve?
- Board members are to review and determine what changes need to be made.

### **Retiree Health Proposal**

- Under review

### **ADJOURNMENT**

**The Regular Meeting adjourned at 6:09 p.m. Motion carried.**

**NEXT MEETING - April 19, 2022**

*Respectfully submitted, Char Dunlap Executive Assistant to the President*