Meeting of Lourdes Academy Board of Trustees  
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI  
November 20, 2019  
6:15 pm

Call to Order, Opening Prayer and Pledge:
Andrew Thorson called the meeting to order at 6:15 pm. The meeting opened with prayer led by John Dinegan, followed by the Pledge of Allegiance.

Roll Call:  Steve Anderson, Dave Flora, Gina Hafemeister, Diana Hellmann, Tom McDermott, Jerry Stephens, Andrew Thorson, Tony Whlm  
Excused:  Fr. Jerry Pastors  
Absent:  Kevin Corkin  
Others present include Karen Boehm, John Dinegan, Rudy Kuklinski, Gavin Meyers, David Mikesell, Lois Reischl

Open Forum:  
- Nothing brought forward

Approval of Agenda:  
- Tom McDermott motion to approve the agenda.  Dave Flora seconded the motion.  The motion carried.

Approval of Minutes:  
- Jerry Stephens motioned to approve the October 16, 2019 minutes.  Steve Anderson seconded the motion.  Motion carried.

President’s Report:  
A.  Heather Thorson spoke to the Board about Continuous Enrollment, beginning with the 20/21 school.  Students would be automatically advanced to the new school year.  
   a.  This was discussed by the Board, with their support.  
B.  John updated the Board on his Rotary membership  
C.  Strategic Plan – (handout) MAP Data and Middle/High school assessment schedule.  Dave Mikesell spoke about these handouts.  
   a.  Dave will send ACT testing results.  The data will be for the 2019 graduating class.  
   b.  Discussion on the 8th grade MAP results as reported on the handout.  
D.  The student representatives; Gavin Meyers and Rudy Kuklinski  
   a.  The Board shared their congratulations on an outstanding football season to the student representatives.  
   b.  Internet safety presentation went great, it addressed some awkward topics which the students appreciated.  
   c.  Choir and Band – Trailways Honors took place.  
   d.  Holiday Parade went really well, which the band marched in  
   e.  Lunch app in use, with the upcoming menu.  The students like that they can look ahead.  
   f.  Boys and girls basketball started this week, along with wrestling.  The hockey and boys swimming co-op teams are also starting their season.  
   g.  Peyton Kane represented the boys cross country team at state and the girl’s team won the state title.  
   h.  Regional champs:  football, volleyball, boys soccer  
   i.  Coach Wopat was named Coach of the Week by the Green Bay Packers.  
   j.  A note that Lourdes football, volleyball and cross country teams were still in playoffs while the other Oshkosh teams were out.  
E.  Newsweek magazine has name Lourdes High School one of the top STEM high schools in our area  
F.  Congratulations to Gavin Meyers on the Herald article about his football performance.

Reports and Communications:  
A.  Lourdes Academy Foundation Report  
   1.  Alumni association was discussed
B. Parish Representative Communication
   1. Tom McDermott reported that Fr. Louis is looking for participants in the capital campaign at St. Jude parish.

C. Advancement Report
   1. Handout – Auction revenue summary, the expenses are not yet completed.
   2. Appeal mailing should be arriving at homes this week.
   3. All scoreboard advertising spots have been sold and updated.
   4. Humongous thank you to the staff, students and a ton of volunteers for the help with the auction.
   5. Mission Moment – Veteran’s Day cards sent to alumni, parents, friends: Facebook message shared
   6. Adopt a Nativity figure information passed out. The Business Office has kicked off the collection for purchasing a nativity scene to be displayed outside of the middle/high school. Interest in adopting a piece or part of a piece, please see Karen.

D. Curriculum and Instruction Report
   1. CESA 6 facilitated an in-service for the elementary Professional Learning Communities (PLC).
      a. The middle/high school implemented PLCs by blending the middle/school grades by subject matter.
   2. Safe environment lessons are being facilitated
   3. Reconciliation will be coming up during the Advent season
   4. Mission Mondays were started at the elementary, by stating the mission statement and recognizing students that have shown the mission thru their actions.
   5. Middle school musical was held; a Broadway medley. The kids did a phenomenal job.
   6. Discussion on safety drills at the middle/high school.
   7. Andrew Thorson commended the elementary school on data driving professional development and the Mission Moment Mondays.
   8. Accreditation process has brought up conversations of improvement.

E. Committee Reports
   1. Finance Committee
      a. Discussion on the annual financial audit.
         1. Management letter has comments but not unusual for a finance department of our size.
      b. Financial documents were discussed. Note that tuition is being booked current rather than deferred as in previous years.
      c. There is a deficit due to lower enrollment, approximately $341,000. Leadership has been tasked to come up with areas to make this up.
   2. Facilities Committee
      a. No meeting held
   3. Marketing committee
      a. Meeting held last night. A few new members have joined the committee, Heather walked through the marketing plan as it relates to the strategic plan with the committee.
      b. Continuing to look at areas for specific marketing efforts.
   4. Advancement/Development Committee
      a. No meeting held
   5. Human Resources Committee
      a. No questions on the report

Official Action:
A. Policy 3240 – PSCP Eligible Education Expenses
   a. No changes to the proposed policy were brought up. Steve Anderson motioned to approve the updated policy. Diana Hellmann seconded the motion. Motion carried.

New Business:
A. Nothing brought up

Old Business:
A. Strategic Plan –
   a. The status was discussed in the Presidents report
   b. Andrew will send out the one-page document to the Board to be distributed.
   c. Karen asked that at the Ambassador meeting at the February that an update on the strategic plan be given.

Announcements:
• Craft fair, this weekend
• Alumni memorial mass is next week
• Elementary New Year’s Party happening on Tuesday, to celebrate the new liturgical year

Future Agenda Items
• Budget draft will be brought to the Board Meeting in December
• President’s review; Presidents job description
• Revenue growth; review of tuition fees and athletic fees – part of the budget process

Adjournment:
A motion was made by Tom McDermott at 7:32 pm and seconded by Dave Flora to adjourn. Motion carried.

Respectfully submitted: Lois Reischl, Recording Secretary