Meeting of Lourdes Academy Board of Trustees  
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI  
October 16, 2019  
6:00 pm

Call to Order, Opening Prayer and Pledge:  
Andrew Thorson called the meeting to order at 6:00 pm. The meeting opened with prayer led by John Dinegan, followed by the Pledge of Allegiance.

Roll Call:  
Dave Flora, Gina Hafemeister, Diana Hellmann, Jerry Stephens, Andrew Thorson, Tony Wihlm  
Excused:  Steve Anderson, Fr. Jerry Pastors  
Kevin Corkin arrived at 6:09  
Tom McDermott arrived at 6:14  
Others present include Karen Boehm, John Dinegan, Amy Geffers, Rudy Kuklinski, Gavin Meyers, Chad Rath, Lois Reischl

Open Forum I:  
- Nothing brought forward

Open Forum II:  
- Nothing brought forward

Approval of Agenda:  
- Andrew Thorson motion to approve the amended agenda, moving the Advancement Report, under Reports and Communications to after the Approval of Minutes on the proposed October 16, 2019 agenda. Diana Hellmann seconded the motion. The motion carried.

Approval of Minutes:  
- Diana Hellmann motioned to approve the September 18, 2019 minutes. Tony Wihlm seconded the motion.  
Motion carried.

Advancement Report:  
A. Auction update  
   a. Encore Event Planning has been secured as project managers for the auction. There is a learning curve for them but we have great volunteers heading committees which are very active and doing a good job.  
   b. The fee structure for Encore was discussed.  
   c. Jody Ruark will be heading up the auction volunteers  
B. Annual Appeal  
   a. The appeal is at the printer  
   b. A week after the auction, volunteers will be putting the mailing pieces together.  
C. Enrollment Report – Chad Rath spoke about the enrollment report sent out earlier  
D. Changing Our World update was given. The campaign volunteers will have their first meeting on October 30th.

President's Report:  
A. The student representatives were introduced; Gavin Meyers, senior representative and Rudy Kuklinski, junior representative.  
   a. Both gave a brief introduction of themselves  
   b. Gavin gave the student update -  
      i. A smooth transition into the school year, classes have started off well  
      ii. Homecoming week went really well – Knights pulled off a win, second largest crowd at the game with the alumni back for the 60th year anniversary  
      iii. Football and volleyball are conference champs, cross country is going for that this week
iv. This week could potentially be a 9-0 season for the football team. A first in the 60 year history of the school. With a win a Friday, they could have up to three post season home games.

v. The parking lot is better and has held up well. The lines in the parking lot makes it easier to park.

vi. Fr. Matt held his last school mass last week. The middle and high school students presented him with a bouquet of prayers and thank you notes.

B. There were no questions about the President’s report.
C. A very low response was received for volunteers for the capital campaign.
   a. Changing our World had identified people through the feasibility study that the priests, Karen, and John will reach out to.
   b. The volunteer committee representation will be from all three parishes and LA. They will meet on October 30th, 6pm.
   c. The two boards should be involved in the volunteer base. Members will be invited to the first meeting.

D. Professional Learning is being driven by the principals. WRISA is being led by the principals and CBO staff.
E. Curriculum Director position – the talent pool has been very low. Another candidate has recently applied who is being vetted. CESA 6 has also been contacted to see what services they can offer.
F. The final Parish Forum was held at Sacred Heart with approximately 35 attendees. A lot of good questions. Overall, having these forums was very beneficial.

Reports and Communications:
A. Lourdes Academy Foundation Report
   - Discussion on restricted funds at the OACF.
   - CliftonLarsonAllen is currently working on the review of the Foundation
   - Legal representation was acquired for any future needs

B. Parish Representative Communication
   - Dave Flora updated the Board on the parish planning process taking place at St. Mary’s Winneconne
   - Gina Hafemeister has been speaking with Fr. Tom; a new priest will be taking Fr. Matt’s place at St. Raphael parish. It’s unknown what his role will be to Lourdes.

C. Curriculum and Instruction Report
   a. Professional Development at the elementary school is taking place by aligning IXL and MAPS scores. This is rejuvenating the teachers.
   b. Professional Learning Communities training, at the elementary level, will start November 1st with another session in March. This is coordinating through CESA 6.
   c. New teachers in the elementary building are adjusting well. Jennifer Giombetti returned and is a great asset to the building. Julie Anderson joined as a third grade teacher and is very engaging with the students.
   d. Food service program was discussed. At the elementary level, unopened, packaged foods will be collected and donated to Fr. Carr’s.
   e. Update on the overall school lunch program after the first full moth of school was given. Participation has increased overall, at all levels.

D. Committee Reports
   - Finance Committee
     a. Auditors presented, in draft form, their report to the Committee. Final results will be presented to the Board of Trustees at the next meeting.
        1. The going concern comment has been removed from the audit report
     b. Budget, deficit, and financials will be the topics for the next finance committee meeting
     c. Discussion on the line of credit – currently at zero and been there since the end of August. Great job to the Team!!!!
     d. Tuition recognition within the finance cycle was discussed
     e. Discussion of the financial statements
     f. Chad is doing an awesome job!

   - Facilities Committee
a. No questions on the report

- Marketing Committee
  a. No meeting held
- Advancement/Development Committee
  a. No meeting held
- Human Resources Committee
  a. No questions brought up on the report

Official Action:
A. No official action

New Business:
A. Development coordinator – Jody Ruark has been hired as the development coordinator. She starts at the CBO on Monday. She’s coming from St. Mary – Omro and will be transitioning from that position to Lourdes while helping to onboard her replacement at St. Mary’s.
B. Policy 3240 – PSCP Eligible Education Expenses policy is being updated. The changes were reported to the Board and discussed. If any Board member has further changes, please forward them to Lois at least one week prior to the November meeting. The policy will be up for approval at the next Board meeting.

Old Business:
A. Strategic Plan –
  a. No update since the last meeting

Announcements:
- Curb Appeal, fall clean-up will be taking place on Saturday. Families are encouraged to come and help beautify the middle/high school campus starting at 8am and going no later than noon. Bring your work gloves.
- The movie Unplanned will be shown at MS/HS in the Commons at 5pm with free childcare. This is open to the parishes and Lourdes community.

Future Agenda Items
- Budget draft will be brought to the Board Meeting in December, with final budget for approval in January
- President’s review
- Revenue growth; review of tuition fees and athletic fees

Adjournment:
A motion was made by Tom McDermott at 7:03 pm and seconded by Dave Flora to adjourn. Motion carried.

Respectfully submitted: Lois Reischl, Recording Secretary