Meeting of Lourdes Academy Board of Trustees
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI
October 17, 2018
6:00 pm

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

Roll Call:
Tom Baum, Diana Hellmann, Mary Pogue, Andrew Thorson, Tony Wihlm
Tom McDermott arrived at 6:07pm
Excused: Joe Brooks, Dave Flora, Fr. Tom Long
Absent: Gina Hafemeister
Others present include Ryann Belter, Karen Boehm, Kevin Corkin, Sarah Dempsey, John Dinegan, Lois Reischl

Open Forum I:
• Nothing brought forward

Open Forum II:
• Nothing brought forward

Approval of Agenda:
• Andrew Thorson motioned to approve the amended October 17, 2018 agenda; adding under New Business – November meeting date. Diana Hellmann seconded the motion. The motion carried.

Approval of Minutes:
• Tom Baum motioned to approve the September 19, 2018 minutes. Mary Pogue seconded. Andrew Thorson abstained. Motion approved.

President’s Report:
A. John Dinegan spoke about the employee Alpha retreat held at Most Blessed Sacrament-St. Mary’s site on October 5th. Kristin Bird led the presentation with a theme of the Holy Spirit. After a breakout discussion, a time for reflection and prayer was held in the church. Overall it was a very positive experience.
B. John reported he spent a lot of time this month on diocesan planning.
C. He’ll present at the Town Hall meeting Monday, October 22nd, 6-7pm.
D. An update was given on the open enrollment coordinator position. The team is taking the time to get the position right and make a good hiring decision.
E. A brief update was given on the dress code forum that Dave Mikesell held earlier this month.

Student Representative Report:
A. Ryann Belter reported that football and volleyball are in their post season.
B. Student morale is good.
C. An ALICE drill will take place this week.

Advancement Report:
A. Karen Boehm gave an update on current sponsorship numbers for the Auction.
B. She also spoke about the appeal goals-
   a. Increase alumni & parent participation
   b. Approach class and decade ambassadors to increase participation
   c. Creating competition and challenge matches
C. Pick of the Knight tickets are available – information about packages were passed around
D. The enrollment comparison from 17/18 to 18/19 was handed out and discussed.
   a. It was noted that 20 new families were brought into Lourdes this fall.
b. It was questioned if we knew the reason that families are leaving?
   i. During the period where the enrollment coordinator position is posted, Karen Boehm, Amy Geffers, Dave Mikesell and Carie Kollat are teaming up to act as an enrollment team. Offering tours, setting up shadow days, looking at potential red flag students that may be leaving.

c. A goal for enrollment is start a Parent Ambassador group – creating a resource for new families to buddy up to have another system parent to answer questions. Also, be the eyes and ears of happenings within the parent groups.

Reports and Communications:
A. Lourdes Academy Foundation Report:
   • There was further discussion on investment returns. The Foundation is looking to meet/review investments 2 to 4 times per year.
   • The investment of the construction fund was discussed.
   • A goal of increasing exposure/marketing of the Foundation has been set. The Foundation is looking to have a drawing at the Auction to give further education that a foundation exists for Lourdes Academy.

Parish Representative Communication
A. Mary Pogue has approached the Most Blessed Sacrament parish council regarding their relationship with Lourdes. Currently they don’t have any concerns but they will bring it to Mary if anything arises.
B. Tom McDermott has met with the Business Manager at St. Jude, Tom will be invited to a future parish council meeting.
C. John Dinegan will follow up with Sr. Pam on the status of a parish representative from St. Mary – Omro.

Strategic Plan –
• Curriculum and Instruction Report –
  o Discussion on Jon’s report:
    o Restorative circles are in use and successful
    o Safety grant training is being scheduled on emotional and mental health; this may also be an opportunity to educate parents on mental health
• Finance Committee –
  o The Lourdes Academy audit reports are available to Board Members, on the side counter.
  o Tony Wihlm gave a brief overview of the audit report
  o At the finance committee meeting, discussion was held on further segregation of duties ideas that have come from the auditors.
  o Discussion of the finance documents through September, 2018.
• Facilities Committee –
  o No questions on the two committee reports included in the meeting materials
• Marketing Committee –
  o Special guest, Patti Purcell, Marketing committee member and owner of Writing by Design, presented to the Board the process the marketing committee is working on to create a marketing plan that aligns with the strategic plan.
    ▪ Business objectives need to be defined by the Board and administration and then the process can begin by creating measurable goals.
  o The Scholars Program has changed this year. It will be a full day, all high school event. Alumni, Mark Corbett, has helped to plan many of the programs. Students are asked to choose their top three areas they’d like to participate in. The students then travel to the different businesses to experience in that area of interest. The event will take place on November 19th.
  o The Marketing committee is asking teachers to highlight/recognize students doing outstanding things in areas outside of sports and music. Those students will then be featured in future communications. It was suggested to also include alumni in these features.
• Advancement/Development Committee –
  o No questions on the report
• Human Resources Committee –
  o Discussion was held on the report from the HR Committee to the findings of salary comparison.

New Business:
A. November meeting date – the November meeting will be moved to the 14th at 6:15pm, rather than the 21st.

**Old Business:**
A. Nothing brought up

**Announcements:**
• The Town Hall meeting will be held on Monday, October 22nd. All are encouraged to attend.

**Future Agenda Items:**
• Budget discussion – December
• Tuition approval - January

**Adjournment:**
A motion was made by Tom McDermott at 7:59pm and seconded by Diana Hellmann to adjourn. Motion carried.

Respectfully submitted: Lois Reischl, Recording Secretary