

COMMISSION APPROVAL PENDING

Newman Catholic Schools
Education Commission Meeting Minutes

Tuesday, January 25, 2011 6:30 pm
Gathering Space St. Michael Parish

Present: Randy Pagel, Troy Brown, Shelly Norman, Jan Klosinski, Phil Menzner, Fr. Bill Grevatch, Mary Brotz, Fr. Al Slowiak, Fr. Gerry Pehler, Luann Pyan, Fr. Janusz Kowalski, Fr. Steve Brice, Fr. Bob Thorn, Lisa Sloan, Kelly Meverden, Kevin Wolf, Fr. Greg Michaud

Not Present: Cathy Bush, Carol Luetmer, Kris Fritsche, Peggy Johnson, Mike Vesel

Non-Members Present: Jeanne Lang, Tina Meyer, Vicki Koeppel, Larry Theiss

I. Opening Prayer was led by Fr. Grevatch

II. Welcome and introduction of new member

A. Welcome Peggy Johnson, St. Anne Parish Rep.

Although she was unable to make it to the meeting, Phil Menzner welcomed Peggy Johnson as a new commission member.

III. Approval of November 30, 2010 minutes – The minutes were approved as submitted.

IV. Program presentation/ Discussion Topic:

Feedback on 2009-2010 restructuring process – group activity (15 minutes)

A. Commission discussion and sharing following activity

B. Stakeholder feedback

See attached for report.

V. Catholic Faith Formation in NCS

A. Faith Literacy Results Update – Initial overview of 2010 results

B. Update on Service and other activities

Mrs. Klosinski reported:

- Testing is unique to this diocese – 4th, 8th, 11th grade students tested
- All areas surpassed expectations but some areas we can do better
 - 4th grade – church
 - 8th grade – church, Christian life, prayer & worship
 - 11th grade – virtues
- Additional information will be presented once results are more fully analyzed by teachers and administrators
- Overall students have performed well on faith literacy and NCS is proud of its faith formation

- Fr. Grevatch asked if we are compared to other schools in the diocese
- Mrs. Klosinski replied that data is not reported in a fashion where it is easy to compare to other schools
- Fr. Michaud indicated a new virtue program will be released by the diocese to further supplement the curriculum

VI. Licensed child care centers update

Mrs. Klosinski reported:

- A \$6,000 loss was reported at the November 2010 commission mtg.; compared to last year at the same date the center is performing better, although still in a deficit.

- St. Michael center is currently in the black by \$8,000 and this center seems to be picking up more students
- St. Therese center has reported a couple of new students that have enrolled
- NCS may be able to offer summer 4K program at St. Michael center which could produce revenue
 - could assist in additional children enrolled in the licensed child care center following morning classes
 - WSD reimbursement to NCS is \$11.43 per day per student for 24 days of summer instruction
- Fr. Brice asked if this validates keeping St. Therese center open as long as we are still picking up students
- Finance Council stated NCS needs to look at the bottom line
- Overall question; is it possible to increase enrollment?
- If DCE begins a 4K, they will partner with licensed child care and preschool programs. This could be an opportunity for both NCS programs at St. Therese and St. Mark
- Fr. Grevatch indicated he thinks it should continue to be monitored
- Kevin Wolf asked if we broke even since October it seems more positive
- Mrs. Klosinski indicated we are using staff more efficiently, and overall enrollment has been maintained
- Phil Menzner feels we should see how the DCE 4PreK option develops
- Mrs. Klosinski indicated the state budget may have answers regarding grants for districts to begin 4PreK programs
- Fr. Brice asked what portion of the \$12,000 total cost per public high school student comes from the state and Mrs. Klosinski responded over half

VII. 2011-2012 Updates

- A. Recruitment activities
- B. Enrollment/registration process
- C. Fees/tuition merger

Kelly Meverden reported using:

- Commercials
- Increased advertising efforts in 2010-2011 including church bulletin inserts, WDH, Families First, and Catholic Times
- Catholic Schools Week will be advertised and is also used as enrollment advertising
- Parents of 5th grade students were invited to in-home meetings hosted by current parents to encourage families to consider continuing enrollment in the middle school
- 4 open houses for elementary and child care were scheduled in January
- Middle School open house was very positive
- St. Michael had 12 families attending for both child care and preschool
- Current parents presented testimonials at each meeting and that was positive
- Mrs. Klosinski reported we are trying to move fees over to tuition – finance council approved to begin moving them over a five year period but the overall increase (fees & tuition combined) from last year is 5%

VIII. President's Report

- A. Catholic Schools Week Planning update
- B. President's evaluation process
- C. Legislation updates affecting Catholic schools in WI
- D. Staff Development update
- E. Technology Fund a Need Grant Process
- F. Update on the controlled hunt request from the Village of Weston

- President's report is attached.
- Fr. Thorn indicated the celebrant for CSW Mass will be Fr. Diermeier

IX. Commission Committee Reports

A. Finance Committee Report – (1/18/11 minutes attached)

In Mike Vesel's absence, Phil Menzner asked if anyone had any questions regarding the finance report. No questions were raised.

1. Phase II Ad Hoc Committee update

In Mike Vesel's absence, Mrs. Klosinski reported:

- Phase II Ad Hoc Committee met the previous evening and is scheduled to meet again on 2/21
- Committee has agreed to which elements to include in the formula – income sources, building use/facility expense and are exploring parish debt
- They are working through the process
- Fr. Grevatch asked when to expect a final report
- Mrs. Klosinski stated that the committee has not set an exact deadline, but is anticipating a report to pastors will be presented in the spring of 2011
- Fr. Brice asked if the formula is still intact
- Mrs. Klosinski said the representatives express a desire for each parish to be successful – they are exploring the current formula and discussing it at length. It is a complex process.

B. Development Report – (12/15/10 & 1/12/11 minutes attached)

Kevin Wolf & Kelly Meverden reported:

- There are new members to the committee who have younger students in the system
 - members are asking for home work and assignments
- They are interested in learning more about the endowment fund and how to establish an NCS foundation
- Fr. Grevatch asked if the commission can get a report on it at the next meeting for the endowment fund
- Fr. Grevatch indicated that Bill Tehan would be a good source for endowment information
- Mrs. Klosinski reported that Mary Ann Johnson, Diocesan Controller, is working on the history of the endowment and about \$760,000 is currently in the endowment. Mary Ann Johnson has met recently with Bill Tehan regarding it
- Endowment committee last convened in Oct. 2008
- Kevin Wolf asked who is on the committee
- Fr. Grevatch said the bishop, vicar, Bill Tehan, Jack Scholz, Mike Vesel and Mrs. Klosinski added she thought Bill Reif was also on the committee
- It was noted that Mike Vesel would also be a good reference source

C. Marketing/Enrollment – (1/5/11 minutes attached)

Kelly Meverden, Mary Brotz & Shelly Norman reported:

- See previous notes under Item VII.
- Many actions with the marketing plan have been implemented
- Kelly Meverden reported that the Harold Tessmer estate will provide funds for tuition/scholarships but could be used at all levels of high school not just 9th grade like most of the other scholarships
- Mrs. Klosinski reported that Kelly Meverden is reviewing and coordinating all scholarships

D. Facilities – (12/15/10 minutes attached)

Randy Pagel reported:

- Newman is planning to use both soccer and football field in the fall of 2011
- 2009 auction presented revenue for goal posts and bleachers
- New quotes for track are in process

E. Athletics – (1/5/11 minutes attached)

Troy Brown reported:

- Middle School level is working on the basketball program
 - participation
 - invited coaches and parents
 - put together mission and values
 - use middle school as feeder program to high school
 - have curriculum & skill levels to build program

F. Strategic Planning (and SICA) – Carol Luetmer absent

G. Curriculum and Instruction – see report in Item V. above

H. Student Life

Phil Menzner reported:

- This committee chair is vacant and is an open ended committee
- Need to talk about where we want to go with it, perhaps include this in the long-range plan
- Larry Theiss asked that climate surveys be authorized at both high school and middle school levels in order to be able to bring back report to meeting next month
- Mrs. Klosinski indicated it would be good to report back to students also to see if they can help with solutions

The closing prayer was led by Fr. Thorn.

The meeting was adjourned at 8:18 PM.

The next regular meeting is scheduled for February 22, 2011.

Meeting minutes respectfully submitted by Patty Thomson, Administrative Assistant

Feedback on 2009-2010 restructuring process

The following information was gathered by the Commission members present at the 1/25/2011 meeting.

Process overview

- 1) 2-3 individuals – 5 minutes
- 2) 2-3 small groups join together to discuss / share content collected in step #1- 5 minutes
- 3) Larger group discussion – as a full commission share responses from discussions – 5 minutes

Discussion questions

- 1) 2-3 positive aspects of Catholic school education in our community
 - Academics
 - Opportunity to live your faith everyday all day
 - Opportunity to relate with other students of your faith outside of church
 - Students involved in ministry
 - Parental involvement
 - Faith of students and families
 - Respect for themselves and others
 - High quality of education and safe environment
 - Small class sizes
 - Greater pastoral involvement
 - Mind, body & spirit
- 2) 2-3 positive aspects of the recent restructuring process
 - Closer community of middle school/high school and families being together
 - Mentoring & modeling of middle school/high school
 - Early childhood center at St. Michael increasing in enrollment
 - Financial savings to the system
 - Greater name recognition
 - Elementary schools have diversity of students from all different parishes
 - Pastors are being more involved in all NCS schools
- 3) Any unforeseen challenges that came out of the restructuring process?
 - Traffic at Newman coming off of Bridge St. in the morning and end of school day
 - Athletic facilities availability – middle school gym availability
 - Physical move was more than really imagined – 8 moves occurred in under 2 months
- 4) Things that need further development or implementation?
 - Increase school spirit at NCHS
 - Increase connection to alumni
 - Enhance a positive attitude of high school students
 - Grow enrollment
 - Provide for staff development – more special needs students
 - Address gym space
- 5) What group(s) should be involved in completing #4?
 - Should this be brought up to H & S or Booster Club
 - Tap into staff and what they see – collect additional information

- 6) Next steps?
- Ownership
 - Survey alumni about what makes them come back or not come back
 - Annual fund a great majority of donations come from alumni
 - If do this it should be with structure so that it can be used for strategic planning
 - Take topic back to executive committee for further development of planning process

Background Information

January 2010 - Announced bishop's approval of local pastors' recommendation

January-May 2010 – Planning and Implementation Phase

Communications, recruitment, enrollment, transitioning of students/staff, reorganization planning, personnel planning and changes

May 2010-August 2010 – Moving Phase

Continued communications, updates to buildings, movement of staff, equipment, instructional materials

September 2010 - Present

Launched Phase II restructuring – Parishes study of investment formula

December 2010 - Present

Pastors meet with group facilitator

January 2011

Assess progress

Standards/Values presented at parish meetings fall 2009 (Slide #17)

Outstanding enhanced Catholic identity

An excellent academic program

A Catholic school system with ownership by all Wausau area parishes

Realistic enrollment projections – appropriate class sizes

Balanced budget – debt reduction

Efficient facility and staff utilization

Ease financial burden on parishes

Faculty/staff compensation lag

Affordable Catholic education

President's Report January 25, 2011

- A. Catholic Schools Week
PDF of activities included in Commission email w/ agenda
Theme: Catholic Schools A+ for America
President's letter attached
Pastors and speakers are welcome to use all or part of it in homilies, bulletins, etc.
Sunday 1/30/2011 2nd reading 1 Cor 1:26-31 Everything we have comes from the Lord
Gospel Mt 5:1-12a Beatitudes
- B. President's evaluation process
Commission members and pastors will be receiving a document from the diocese soon asking them to complete an evaluation on the president. Document is confidential and is used by the director of schools to provide feedback to the administrator.
- C. Legislation updates
- 1) WI Act 309 School Safety
Private schools must have in place a school safety plan – NCS working on updating – follow up from restructuring
 - 2) WI Act 160 Medication Administration Training. 2009 Wisconsin Act 160 requires the department to approve training in administering nonprescription drug products and prescription drugs to pupils by school personnel or volunteers. NCS is in the process of training key staff members.
- D. Staff development update
- 1) Scripture inservice for teachers – Advanced religious certification credits – 8 hrs
Feb. 21 and April 25
- E. Technology Fund a Need Grant process
- 1) Implemented Grant process for teachers and administrators
needs assessment, prioritize needs both in equipment and training, effective use of resources
- F. Update on Village of Weston's controlled hunt at REC
- 1) Personal insurance requirement per diocesan policy
 - 2) Weston has additional landowners participating
- G. Pathways to Excellence report – NCS Commission and leadership encouraged to review the strategic plan about Catholic Schools from the Archdiocese of New York
<http://www.adnyeducation.org/media/pdfs/M1054%20Archdiocese%20of%20NY%20Strategic%20Final%202.pdf>

January 19, 2011

Dear Friends:

On Sunday, January 30th, we begin our annual celebration of National Catholic Schools Week, the time each year that we honor the role of Catholic education in our parish, our community, and our nation.

This year's theme, "Catholic Schools: A+ for America," celebrates Catholic schools as an added value for our nation. It's amazing to consider the influence and impact of Catholic schools in our country. Many Americans have been educated in Catholic schools. Take a look around most work places and it's easy to find people that have been educated in Catholic schools. The Catholic Church in the United States has done something that hasn't been done anywhere else. It developed the largest non-public educational system in the world taking children from the earliest ages all the way into adulthood and provided educational opportunities from early childhood to the post-graduate, doctorate level. Our nation has been blessed by the presence of Catholic schools and that is something to celebrate!

Catholic schools offer A+ service to our country by serving students from all backgrounds. An education grounded in Catholic values, strong academics, high standards, service-learning, and parent and community support, enables students to succeed in life. Catholic school students go on to serve in all walks of life; Catholic ministry, education, manufacturing, health care, service professions, government, industry, business, nonprofit, finance, military, engineering, entertainment, and so many more. Approximately 1 out of 10 people living in our country have received some level of Catholic school education. That's pretty impressive. More importantly, Catholic schools are a ministry of the Catholic Church and further the work of Christ and the apostles.

We are fortunate to have a wonderful model of the value of Catholic school education in our community; our own Newman Catholic Schools (NCS). I urge you to check the schedule of NCS events that celebrate Catholic Schools Week, included in the parish bulletin or on www.newmancatholicsschools.com, and join the celebration. Please feel welcome to encourage friends and neighbors to participate also, particularly those considering Catholic school education for their own children. I know they will be impressed by the schools and dedicated professional staffs.

When you do visit our Newman Catholic Schools, please take a moment to express your appreciation to the teachers, staff, and volunteers for all they do to support this ministry, and congratulate the students on what they have accomplished. They are shining examples of a bright future and how Catholic Schools are an A+ for America! We're proud of Newman Catholic Schools!

Yours in Christ,

Mrs. Janet M. Klosinski,
President Newman Catholic Schools

Newman Catholic Schools
Finance Committee Meeting Minutes
Tuesday, January 18, 2011
NCS Central Office

Members Present

Finance Chairperson	Mike Vesel
Resurrection	Stew Etten
St. Matthew	Jim Nikstad
St. Michael	Gary France
Dean's Delegate	Rev. William Grevatch
NCS President	Jan Klosinski
NCS Business Manager	Coleen Krasowski
NCS Dev. Director	Kelly Meverden

Members Absent

St. Anne	Tim McKeough
Holy Name	Rich Theisen
St. Mark	Larry Mynsberg
Commission Chair	Phil Menzner

Open Positions

St. Therese Parish

- I. Prior Meeting Minutes
 - A. November 16, 2010 minutes approved.
- II. Parish Investment
 - A. Current year outstanding –
Report distributed: "Parish Investment Collection Analysis 2010-2011 Fiscal Year as of 1/17/11" (Handout #1)
 1. St. Therese owes \$70,544.25, includes January 2011
 2. St. Anne owes \$75,539.60, includes most of December plus all of January
 3. Remaining parishes owe only the January 2011 investment

B. Prior year investment

1. The Diocese transferred the unpaid 2009-2010 investment amounts on December 21, 2010.

2. Request included	The St. Therese	\$152,982.89
	Holy Name amount	\$17,739.71

The Diocese to credited the full amount of \$170,722.60 to medical insurance invoices. The Diocesan Finance Office stated that they do not have the ability to apply the credit to specific month's invoices, NCS applied \$100,000 to prior years invoices and the remainin \$70,722.60 to June, July, and August 2010 invoices. Mary Ann Johnson has expressed concern to NCS that Bishop Callahan may not approve the loan program. She has provided written support of the program to Bishop Callahan. NCS has received no explanation thus far as to why the Bishop would not be in favor of continuing this program.

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C. Phase II Parish Investment process update

1. Jan Klosinski reported that it appears the process is moving towards creating a more simplified formula. If the process continues at the current pace, Jan anticipates the committee would be ready to give a written report to the pastors sometime during March 2011.

D. St. Paul Parish Investment Amount

1. Fr. Przybylski and the finance committee chairperson from St. Paul Parish met with Jan Klosinski last week. Fr. Przybylski informed Jan that effective July 1, 2011, the parish will be reducing its investment amount from \$17,000 per year to \$5,000 per year.
2. Jan Klosinski reported that she asked Fr. Przybylski if there might be an opportunity for the St. Paul Parish school to partner with NCS. The parish school is struggling with low enrollment, especially in the upper grades.

III. Tuition Collections

Report distributed: "Tuition Collection Analysis 2010-2011 as of 1/17/11" (Handout #2)

A. Coleen Krasowski provided information regarding 2010-2011 tuition charges:

1. 46% (\$915,157) of tuition is collected through the FACTS payment program
2. 38% (\$759,438) of tuition is collected by annual payors – \$17,821 is still outstanding
3. 10% (\$203,132) of tuition is billed to families with special payment arrangements – of this \$78,413 is outstanding
4. Remaining tuition is paid through payroll deductions or the Southeast Asian tuition billing plan
5. 28% (\$555,697) of the total tuition billed for 2010-2011 is currently outstanding

B. Prior year tuition receivable is approximately \$432,034; \$126,175 of this amount is due from families that are currently in the NCS system.

C. The Delinquent Tuition and Fees Payment Policy appears to be working fairly well. One challenge that has been identified is that grades and assignments for middle school and high school students are posted online to Skyward throughout the semester. One of the policy's consequences is withholding grades and report cards, which will require NCS to disable the Family Access login rights for applicable families.

D. Report distributed: "Instructional/Technology Fee Adjustment Worksheet" (Handout #5). This worksheet shows a gradual shifting of a part of the Instructional/Technology Fees to the tuition category from the 2011-2012 through the 2014-2015 school year. The committee felt this was a good course of action that will present a cleaner and more accurate picture of costs to attend NCS.

IV. Financial Update

A. Balance sheet and Revenue/Expenditure statements as of 12/31/10 were distributed (Handouts #3 and 4). Coleen Krasowski noted the current cash position is adequate, however cash flow problems are likely as early as January or February 2011. Coleen Krasowski stated that she and Mike Vesel had implemented some changes in revenue recognition that differ significantly from how this had been done in the past. Scrip income is now being accrued on a monthly basis instead of being recognized once a year in April. Per Diocesan directions, parish investment income is now being recognized over 12 months instead of 10 months as had been the NCS practice in prior years. As a result of these changes, the Statement the Statement of Revenues and Expenses showed a year-to-date net income of \$219,537.06.

- B. Revenue/Expenditure statements as of 12/31/10 for the licensed child care programs at NCECC: St. Michael and NCECC: St. Therese were distributed. (Handouts #6 and 7)
1. The St. Michael licensed child care program is showing approximately \$8,000 in net income. It is too soon to tell what the retention from preschool or licensed child care to kindergarten will be.
 2. The St. Therese site is showing a net loss of approximately \$6,545. The current enrollment is between 20 and 25 children. Two years ago the enrollment was in the 40's. Jan Klosinski stated that at their last meeting the Education Commission expressed a strong desire to continue a "south side presence" for NCS at the St. Therese site. There is a possibility of implementing a 4K program at the site if DC Everest begins a 4K program. The site has lost money consistently over the past several years. The facility could use some updating and repair to make it more inviting. The Finance Committee recommended that the Education Commission direct the administration to investigate the costs to upgrade the facility. The site also has not proved to be a feeder into the NCS school system. The Finance Committee feels that if the site is not a feeder to the school system and consistently loses money that it is not a wise choice for our stewardship.

V. 2011-2012 Budget

- A. Jan Klosinski reported that the Diocese of La Crosse did approve the NCS Preliminary 2011-2012 budget and tuition rates. Included in the budget are costs to help with the completion of the athletic fields and two classrooms of new windows.

Handout Summary:

1. Parish Investment Collection Analysis 2010-2011 Fiscal Year as of 1/17/11
2. Tuition Collection Analysis 2010-2011 as of 11/17/11
3. Balance Sheet – General Operating Fund as of 12/31/10
4. Statement of Revenues and Expenditures from 7/1/2010 through 12/31/2010
5. Instructional/Technology Fee Adjustment Worksheet
6. Statement of Revenues and Expenditures for NCECC: St. Michael licensed child care
7. Statement of Revenues and Expenditures for NCECC: St. Therese

Meeting Schedule: (All meetings are scheduled for 7:00am at Central Office)

February 15, 2011
March 15, 2011
April 19, 2011
May 17, 2011
June 21, 2011

NCS Development Committee Meeting
Wednesday, December 15, 2010 – 6:00 pm
Minutes

Attendance: Kelly Meverden, Kevin Wolf, Louise Wolf, C. Ann Dietrich, Jan Klosinski, Jeff Plier, Paul David, Nick Zeimetz, Barb Boehm, Lynn Goethel

New Members-

- Welcome new members: Paul David, Nick Zeimetz, Barb Boehm, Lynn Goethel, Collette Brill

Development Committee-

- The Development Committee is a standing committee of the Education Commission.
- Kevin Wolf is the current Chair of the Development Committee.

Development / Fundraising Support of NCS-

- The NCS annual budget is comprised of 3 main sources:
 - Tuition = 1/3
 - Parish Support = 1/3
 - Development/Other = 1/3
 - This includes 3 large system fundraisers: Winter Wonderland Auction, Annual Fund, Phonathon

Currently the breakdown is approximately 39% - Tuition/Fees, 33% - Catholic Parish Investment, 28% - Development / Fundraising. How can we increase Development / Fundraising / Donation percentage?

NCS Fundraisers / Donations -

- The Development Committee reviews all NCS fundraiser requests. When request is approved it is added to the NCS annual fundraising calendar in order to track timing of fundraiser, who is solicited, what the funding is for, and amount earned). After examination of all fundraisers held in September – December, there were concerns about NCS parents being heavily solicited during this time of year.
- In an effort to further examine the need of some of the annual fundraisers, Jan Klosinski has requested scheduling of 2011-2012 be temporarily put on hold. The fundraising calendar needs to be reviewed in order to prevent overlapping requests/events thus creating competition for donations. System-wide fundraisers must be first consideration when scheduling. Calendar will be expanded to include ALL donation requests in order to create a clear picture of how often our families are approached for donations.
- **NEW POLICY**-Effective immediately: All NCS **donations** are to be sent to NCS Development department for recording and deposit. Excluding donations made to club accounts or Home & School organizations, i.e. Athletic Booster, Home & School, School clubs etc. Fundraising income does not need to be sent to Development Office, but must be reported. The Development Office will record, deposit, and process thank you / donation letter for tax receipt purposes.

2010-2011 Budget Goals-

- The NCS Annual Budget relies on donations and funds raised from the NCS Annual Fund Drive campaign, Phonathon and Winter Wonderland event.
- Goal for 2010-2011 **Annual Fund** drive is \$210,000.
 - Paul David and wife Patty agreed to serve as chair(s) for the 2010/2011 Annual Fund.

- The first donation request letter will be mailed 1/28/2011 to approximately 5100 people. This mailing is sent to alumni, parents, past parents, and friends of NCS.
 - This year we will be mailing letter instead of brochure in an effort to reduce printing and mailing cost.
- The second request will be a reminder postcard mailed on 2/14/2011.
- **Phonathon** is a phase of Annual Fund drives in which NCS high school students call past donors requesting support. Phonathon is scheduled for 3/14, 3/15, 3/21, and 3/22/2011.

Winter Wonderland Auction is one time during the year that NCS requests donations from the community. The event includes dinner, dance, raffles, silent and live auction. The goal for the 2010 auction was \$200,000. An Income / Expense summary was distributed.

Total income to date: \$168,917.00

2010 Summary: Cash, Dinner, Silent, = \$12,575 (decrease from 2009)

Table Sponsors, Live = \$4,925 (increase over 2009)

- In an effort to offer an opportunity for donors to make a restricted donation at Winter Wonderland, “Fund-A-Need” was added last year. This year’s need was to raise funds to add / improve technology to assist in teaching students 21st Century skills. A “Smart Board” and “Smart Table” were on display and available for guest interaction. This raised \$18,500 to be used towards SMART technology for classrooms.
- 2009-2010 Income Totals-
 - Annual Fund- \$228,860 (Restricted-\$101,195 / Unrestricted-\$115,076)
 - Phonathon- \$12,590
 - Auction- \$179,172

Miscellaneous Discussed-

- NCS Raffle License-
 - All raffle fundraisers must follow specific guidelines and regulations set by the State of WI Division of Gaming Office.
 - Before planning a raffle approval from NCS Development Director is required.
 - If raffle laws are not followed, NCS runs the risk of losing the raffle license.
- The NCHS athletic fields status was discussed.

January Meeting Items:

- Quality Assurance Review - Jan
- Update NCS Development Plan -
- Annual Fund and Phonathon, new ideas
- New revenue source ideas

Meeting Schedule for 2010-2011

Wednesday	January 12	6:30 pm	Development Office
Wednesday	February 9	6:30 pm	Development Office
Wednesday	March 16	6:30 pm	NCHS Room 100
Wednesday	April 27	6:30 pm	Development Office
Wednesday	June 8	6:30 pm	Development Office

Meeting adjourned 7:30 pm

NCS Development Committee Meeting
Wednesday, January 12, 2011- 6:30 pm
NCS-Development Office

Attendance: Kelly Meverden, Jeff Plier, C. Anne Dietrich, Matt Rowe, Paul David, Nick Ziemetz, Barb Boehm

Membership-

- Welcome newest member - Matt Rowe.
- Colette Brill has decided not to participate in committee due to numerous other NCS commitments. The committee thanks her for her work and consideration.

2010-2011 Annual Fund Appeal-

- Mail drop dates and Reminder timeline was distributed and discussed.
- The first donation request mailing will be mailed 1/28/11 to 4,800 constituents to coincide with National Catholic Schools Week.
- Calendar year end reminder letters were mailed in December 2010.
 - Good response from the letter.
- Current Annual Fund totals: \$56,010.
- Brainstorm – discussion followed on ways to increase Annual Fund:
 - A large percent of donations come from older alumni. How to encourage “stewardship mindset” in younger alumni?
 - Facebook- having constant communication with those young alumni on Facebook will remind them they are a Newman graduate and are still apart of the Newman family.
 - The NCS Marketing Committee is researching Facebook / Social media and how we can use it effectively.
 - Offer a summer alumni event-
 - Cluster reunions, weekend event, all school reunion
 - Invite all alumni back to event when NCHS track is completed

2011-2012 Budget-

- Revenue Sources: 1/3-Parish support, 1/3-Tuition, and 1/3-Fundraising/Other
- Currently – Parish support 39%, Tuition 31%, Development/Fundraising/Other 30%
- How can we increase?
 - Committee members are asked to bring any new ideas to the next meeting.
- New revenue sources-
 - NCS Endowment – current value: approximately \$1.1million
 - Can we encourage donors to help grow the endowment? Kelly and Matt Rowe will look into current NCS Endowment Funds, formula to use earnings and restrictions from Diocese, and share information at the next meeting. Mike Vesel, NCS Finance Committee chairman would be a good source – will request him to attend a future meeting to provide update.

- Newman Catholic Schools create a Foundation? People may be more willing to donate to a foundation rather than the current endowment. Kelly will do some research on other Catholic school foundations.

WB2C Capital Campaign-

- Distributions have decreased over time because many of the pledges have been completed and / or unfulfilled.
- NCS Facilities Committee will secure updated quotes on the work needed to finish the track and other building needs. There may be potential grant opportunities to assist with track. Kelly will research and discuss at next meeting.
- Question was asked - Does the Newman building qualify for any type of energy grant since the new windows and HVAC systems have been installed? Will refer this to NCS Facilities Committee to investigate.

Meeting Adjourned 8:00 PM

Next Meeting: Wednesday February 9 6:30 pm Development Office

Future Meetings:

Wednesday	March 16	6:30 pm	NCHS Room 100
Wednesday	April 27	6:30 pm	Development Office
Wednesday	June 8	6:30 pm	Development Office

DRAFT

Newman Catholic Schools
Marketing/Enrollment Committee Meeting
January 5, 2011
NCS Central Office

11:00 AM- Principals, Administrators and Chairperson Meeting

Attendance: Kelly Meverden, Shelly Norman, Jan Klosinski, Vicki Koeppel, Tina Meyer, Jeanne Lang

Strategic Marketing Plan-

- Copies of the 2010-2011 Marketing Plan were distributed.
 - Goals and strategies were explained by Shelly Norman.
 - Jan will organize the goals and tactics to put the most critical first.
 - After the goals have been organized, tasks can be delegated to the appropriate people.
- An Advisory Group will be put together to research the programs, classes and clubs offered by other middle schools in our community and compare them to our programs.
 - Shelly Norman will lead the Advisory Group.
 - The ideal group would consist of Jan Klosinski, Tina Meyer, current middle school teacher, 6th grade parent, 5th grade parent, 4th grade parent.
 - The group will research and report to Shelly. Shelly will compile the findings and present them to the Marketing Committee.
- A new goal was suggested to add the marketing plan:
 - Retainment of 4K students into elementary school.
 - Tactics for new goal: include 4K students in elementary activities (carnivals, etc.)

12:00 PM- Full Committee Meeting

Attendance: Kelly Meverden, Shelly Norman, Jan Klosinski, Vicki Koeppel, Tina Meyer, Jeanne Lang, Wendy Furrer, Jill Mabry, Mary Brotz, Dale Thoreson

NCS System Recruitment Activities Tool-

- Each building/department is providing Wendy with their activities/events for the school year. Wendy will put the information on a spreadsheet. This will keep track of all recruitment activities for school year.
 - Jan and Kelly to meet and decide who will be responsible for keeping the spreadsheet updated.
- 5th Grade Peer to Peer/Parent to Parent gatherings:
 - Two current parents have volunteered to host the meetings at their homes on February 2, 2011.
 - Another informal peer to peer/parent to parent meeting may be held in the spring.
 - Kelly will confirm details of the meetings at the next Administrators meeting.

NCS Marketing Schedule-

- A current NCS marketing schedule was distributed.
 - The activities on the schedule were explained.
 - A postcard for the January informational meetings will be mailed on 1/7/11 to 6,300 local families with children ages 0-14.

- Bulletin inserts about the January meetings will be included in local parish bulletins this weekend.
- Radio ads will be played on WXCO and Relevant Radio.
 - Kelly to coordinate the creation of the ads with student testimonials.
- The NCS commercial is running with a crawl on the bottom about the January meetings.
- Billboards- Wendy will look into costs and possibilities of using local billboards.
- An email using Constant Contact was sent to all alumni inviting them to the upcoming Alumni Basketball Night.
- A business page has been set up on Facebook for NCS – Kelly and Jan to research Diocesan rules/regulations.
- Press Releases and Media Contacts:
 - Shelly Norman has created a press release template. This template will be used to send any press releases to the media.
 - Staff is encouraged to send press releases before and after an event. The building principal will be responsible for sending the press releases.
 - Kelly will update the Media Contacts list and send to each principal.
- Catholic Schools Week:
 - Wendy is compiling all the CSW activities into one spreadsheet.
 - Bulletin inserts with all CSW activities will be sent out to the local parishes.
 - Kelly will send out a press release with the activities listed to local media.

NCS Website Update-

- Ad hoc committee- Jill, Jason, Kelly, Emily Nowak and Wendy Furrer will be on the committee. Other volunteers are needed. Recommendations included Rob Tourdot, Larry Theiss, and Michelle Klein. Kelly will follow up on availability.
- Wendy will research websites of other Catholic schools to compile list of recommended updates needed.

Upcoming Meeting Dates for 2010-2011, all at NCS Central Office, 12:00 noon:

- **Wednesday, February 23**
- **Wednesday, April 6**
- **Wednesday, May 4**
- **Wednesday, June 8**

Meeting Adjourned 1:30 PM

NCS Facilities Committee Meeting
Wednesday, December 15, 2010 - 3:00 pm
NCHS/NCMS

Attendance: Kelly Meverden, Danny Rozwadowski, Jan Klosinski, Larry Theiss, Steve Robison, Randy Pagel

We met as a way to review where we stood to date and to regroup and discuss on how we wanted to move forward.

Randy, as the new facilities manager, had asked for this knowing that the field project as it stands is as far as we can go. From the beginning of the project many people had heard rumors, and there were decisions made that right or wrong are done. Now we must figure out how to use any funds left and if not we develop a game plan to continue. While the fields take most of the conversation, we still as a facilities group have to remember that facilities encompasses windows and building requirements not just the field project.

Jan gave a review of budget numbers year to date and also with Kelly's input what they thought we could expect to see from the "We Belong to Christ" campaign. It is their opinion, after review with La Crosse, that we can't expect to see any more money coming our way from the campaign. We can only think that commitments were not made due to the downturn in the economy. A question was asked if La Crosse had money for us to proceed. The answer is no because they also are not seeing commitments met from parishes. Jan mentioned that food service is discussing a program with Sysco that if we join could get us possible reductions in many different areas including contractors.

Kelly said she has lists of area organizations and foundations that we are going to look at as far as available funds that we could secure for Newman to use for the many areas we need to update/upgrade or as in the fields project to keep it moving. Kelly said in many cases, there were forms/letters for the grants. She was going to determine which made the most sense for us to pursue. We are also going to look at past donors to see if they would be interested in contributing further. We also kicked around potential new people to approach.

Larry said he and Tina would like to see an area developed for the middle school that would have 3 basketball goals and areas for 4-square. We discussed this area would be in back and possibly would require moving the storage shed. This is a possibility because we do have a shed we need on the north end of the fields.

Randy said he thinks the best bet for the fields is to get new quotes on the work yet to be done since the original quotes are from 2009. Steve and Randy will work together on moving forward with this. We also discussed there are other needs that Danny and Steve have and that Randy, Danny and Steve would meet at another time to put this additional "wish list" together.

We concluded the meeting at this time knowing we have a large hill to climb and still many questions to answer, but in no way is anyone going to give up and one way or another we will make it happen. The next facilities meeting is February 9 at Newman HS/MS in room 100.



Newman Catholic Schools
Athletic Committee Meeting
Agenda

Wednesday, January 5th, 2011
@ NCHS Library
6:30 pm start

2010-2011 Theme: “NCS: United Through the Spirit”

Attendance: Troy Brown; Tracy & Kristy Deaton; Paul Baumann; Tom Weinkauff; Josh Thomas; Tina Meyer; Carol Luetmer; Paul David; Jan Klosinski; Paul Michlig; Mike Switalski;

- I. Opening Prayer (Danny)
- II. Approval of October 20th, 2010 minutes (Troy) Tom Weinkauff approved the minutes, Josh Thomas seconded it.
- III. Middle school basketball program – recommendations for program change, improvement.
 - A. Overall Program and Philosophical Info.
 1. Overall Mission and Structure of the Middle School BB program
Player development-Tom Weinkauff mentioned he adopted a curriculum for younger basketball teams for player development (skills) #1 priority. Carol Luetmer agreed and stated that we’ve lost focus on player development where some coaches place winning first. An agreement that there has been a lost sight on skill development.
FUN-is a must in any mission.
Keep things open for participation as all skill levels are different. Coaches need to encourage this.

Value system needs to be incorporated in the middle school program: Work ethic; dedication; sacrifice; team work; people skills –getting along with others; sportsmanship award/respect; team player
Relationship among multiple levels (concept of combined practices).
Value system must be in place.
Drafting a curriculum for skills at every level....Tom Weinkauff and other coaches to come up with this; possibly looking at different websites for ideas.
Another idea: To come up with a parent meeting with the teams and have the value system talked about during the entire season.

Commitment-Dedication – participation challenge consistent scheduling to calm the waters
 2. **Goals of the program – program description**
Possible discussion questions: How does the MS program fit with the larger picture of NCS Basketball? Commitment of middle school athletes to the sport, schedules, etc. Perception of pressure on students about winter athletic choices, etc.
 - B. **Participation Challenges**
 1. Changing in number of MS athletes in basketball
An importance for being competitive for middle school tournaments like the GNL.
Tom Weinkauff mentioned concerns on combining teams will actually lose participants. Jeff Gress head varsity boy’s coach also agreed from his notes.

Question came up with coaches maybe not entering some grade levels into GNL tournaments...Being discouraged.

Proposal is to play in a tournament to bump up on Tournament teams if there is no grade commitment and if a team needs a player maybe they will be invited to do so.

Bumping up grade levels is not a healthy or good option according to Tom Weinkauff .

Great Northwest Tournaments pairings seem pretty fair in its pairings as it rates teams based off of previous year's results.

Consistency in practice times has to be a must.

Message in the commitment of the program of time.

2. Division of teams - how should teams be structured?
3. 2011-2012 participation forecast – advance planning
Troy Brown committee recommendation-Middle schools clinic in May or Early Fall for forecasting participation forecast-volunteer parents to run or even varsity

Club volleyball challenges were discussed briefly.

C. Competition Challenges

1. League and tournament team competition - how to divide teams – how much to schedule, what leagues/ tournaments should NCS be committed to, etc.

Recommendation: Jan mentioned – Josh Thomas and Tina Meyer need to do a review with our 8th grade coaches and seeing what needs to continue and then also what to eliminate.

Josh Thomas mentioned to prioritize for each particular team when it comes to tournaments and signing up.

Cheesehead league has been pretty solid for competition in boys & girls basketball. Recommendation for limits on games and tournaments was suggested. Looking at playing time and team size for number of games.

2. Procedures for how/when to advance players to higher level teams
-practicing with older levels in the middle school age...a recommendation from Troy Brown.
-appropriate to have discussions with Tina and Josh in bumping up

Is it a possibility for a change in the tournament team philosophy in entering and/or modifying this?

Should we look at downsizing tournament teams and focusing more on paid coaches for lower levels.

D. Facilities Challenges

1. Practice and competition sites, needs, etc.
Paul Baumann-mentioned on combining teams practicing

(ex. 5th-6th – 7th-8th)

Not worrying about the inbounds plays or offense...we need to focus on player development/skills. Each coach knows a consistent set of skills and instruction and we work with the volunteers.

Paul Baumann mentioned having too many games a week
(3 some weekdays)

Practices for 5th and 6th grades at Holy Name and St. Michael's, things have been very consistent. At St. Matthew's we don't have as much flexibility we are tied down to FCA and the parish items.

During the month of December the inconsistency of St. Anne scheduling has led to some problems with the overall practice times.

A recommendation from Jan that the committee has a few members to chat with Father Bob Thorn to discuss this situation with St. Matthew's gym. This is a huge concern and has been a challenge.

Another recommendation speaking with St. Anne and Father Steve about their December gym situation.

Situation with 8th grade girls this year needs to be addressed. Tina and Josh will look into this and communicate.

Troy Brown, Carol Luetmer, Danny Rozwadowski, and Josh Thomas volunteered to speak to the priests about our current gym situation.

E. Equipment Needs

1. What equipment (uniforms) do the athletes need? When? How is that being planned for? Who is responsible? (Did not get to this agenda topic)

F. Summary and next steps in process

Process for gathering input for all parents and coaches

Tina suggested looking at the original draft and taking bits and pieces from tonight's meeting and modifying. Teams would drop out of a tournament if not enough players can go and no one from the next lower grade level.

Tina and Josh will get a new draft and things will be run off of the discussion at this meeting tonight. Recommendation and a new draft will be presented at the next meeting.

Next regular meeting: Wednesday, March 23rd, 2011 – Location TBD 6:30pm