



**Governing Board
Duluth Catholic School (interim name)
Minutes of 7 March 2017**

Present: Bob Lisi, Laura Schauer, Paul Fitzgerald, Fr James Bissonette, Stephen Olson, Karen Newstrom, Cynthia Zook, Fr. Richard Kunst, Hilaire Hauer, Sr. Edith Bogue, Bishop Paul Sirba.

Excused: Mary Lou Jennings, Fr Ryan Moravitz, Fr. Peter Muhich

Opening Prayer: Bishop Paul Sirba

Welcome by Bob Lisi.

Introductions: Each person shared his or her name.

Format of minutes: For the time being, lengthy minutes will be recorded to capture the flow of conversation, but any sensitive information will be recorded in a manner than is appropriate for external review.

Approval of the Agenda: No dissent.

Mission Minute: Chair offered explanation of Mission Minute. First person offers a recognition of Director of Schools Cynthia Zook for her "all in" commitment and all that she has done to help us truly become one. Cynthia responds that this is the joy of her life. One person reports that, before Mass, the child altar server told him that "you should say a prayer, Fr Y always says a prayer." Someone was asked to sub as a teacher, and found out it was an "off campus" day at one of the other schools. Calling for a "conversion of heart" in an accreditation meeting: humility to know we could do better. A parent of adult children is grateful for the opportunity to be part of this initiative, as it makes a reconnection with Catholic schools – people either glare or talk in the grocery store. The children are proud of this parent, and happy for the kids who will experience the school. Another parent reported a conversation with a child who asked, "Have you always been Catholic." The parent's honest answer about earlier times of practicing well prompted joy that having the child might not have a similar "away from the Church" experience because of the high school.

Organizational structure:

a. Recommended modifications to governing bylaws.

Fr. Bissonette and Cynthia Zook will continue to work on the by-laws. Goal is to approve the revised by-laws on March 30.

One board member brought forward areas for revision.



Section 3.03. What language to use about appointing priests? The suggested language specifies 3-4 priests who represent the parishes. The word "represent" may be too strong. Could be replaced by "drawn from."

Section 3.06. The Sole Member (Bishop) appoints members of the Board with input.

Section 3.05. The language in the section on staggered terms means that some members starting with a partial term might be eligible to serve 7 or 8 years without a lapse. The initial board will take terms of different lengths so that turnover is staggered. How this will be done is still to be determined.

Section 4.01. This section puts forward a traditional organization of officers, with a Chair, Vice-Chair, Treasurer, Secretary. The Treasurer would be providing oversight, but not involved with signing checks and the day-to-day business of the School. Chair Lisi says that we have chosen a Chair and Secretary, but need to fill out the other officers and also the leadership of the Standing Committees. The goal is to fill that slate by or on March 30. At the meeting on March 30, each member will silently write down the ways in which he or she feels most called to serve. If more than one person feels called to a particular role, we will need to sort that out.

Section 4.02 discusses length of offices for the four officers. One year is too short to learn the job and become effective. One option is to have a one year term with the possibility of serving of a second one-year term. Another option would be a progression: that the Vice Chair usually becomes Chair. Alternatively, the Vice Chair position (which might be a position with few duties) to also be a committee chair.

A member suggested choosing a Chair-Elect one-year or 6-months before the Chair's term expires. This might be the Vice Chair or another member. This would allow for smooth transition and some time to learn the role.

Article XII. The current sections 12.01 and 12.02 refer to DACS and a host parish that "owns and operates a school." Until we know exactly what we are going to do with regard to the support of the school, we should not write anything except for a general paragraph. Sections 12.01 and 12.02 will be removed.

A member asked whether this Board begin the conversation about support from the parishes. Someone else suggested that the Board and Bishop develop a plan for the support of the School, and bring it to the priests of the deanery or the diocese. Chair Lisi will speak to and have dialogue at one of the clergy study days. After that, the clergy will have to work on how they want to organize the contributions to support the school. We need to move forward with conversation before making specific plans. Someone suggested we research the way other dioceses with unified school structure obtain support from the parishes. The Bylaws will have a general statement that the School accepts support from the parishes. The Bylaws need to refer to the fact that the School will have Lease Agreements with the parishes that house the school campuses. The Finance Committee or the Development Committee might be the appropriate place to take the lead.

Committees: Section 5.02. One member recommended a shorter list rather than a longer list.

The need for a **Technology Committee** for the Board is questionable; one member said that this is more of an administrative function. The technology choices and work would be within the school, and so would be under the President.

Communications should also be a committee under the President. In this time when we do not yet have a President, we need to have a liaison to the Transition Team and its communication.

The Board members agree that Hilaire Hauer will serve as that liaison.

Development Committee: Is Development really the work of the Governing Board, or of the Development Office. The Board must plan a way to make clear delegation of this process to President and her or his staff. At the same time, it needs to recognize and make good use of the development expertise of members of the Board.

Chair Lisi and Director of Schools Zook will coordinate comments submitted on this topic by email and revise the By-Laws document.

6. President Search.

The job description document has been finalized and is being distributed through a variety of venues. The Board discussed the process of vetting and interviewing candidates after applications are received.

7. Updates on hiring.

Director of Schools Zook has been working with teachers, but the process of hiring and placing them is not yet complete. The principal and learning specialist positions will be announced first as soon as agreements are reached. Director of Schools Zook is working on this.

There is a heavier workload for the principals during this transition, but then the workload will be lessened or changed with the President role coming in to play.

The Board wants to move forward on the Principal and learning specialist positions. Director of Schools Zook will gather recommendation about the contracts, and share it with the three pastors. Open house events at the campuses begin on March 16. It would be helpful to be able to tell families the names of next year's principals before the open house events.

8. Discussion on High School action plan timeline and task force formation

The recommendation from the transition team is to extend the timeline for starting the High School so that it opens in September 2018. That first year might reasonably include both 9th and 10th grade. Families are expressing interest in Hibbing and Brainerd about initiating high schools there. We will have to give information to families who have already expressed interest in attending high school for the upcoming school year.

ACTION: Laura Schauer moved (seconded) to accept the recommendation that the timeline be extended to begin classes in September 2018 and to have both 9th and 10th grade. Unanimously approved.

9. Tuition Policy.

A draft of a letter explaining the new tuition policy was distributed. It would be sent out to families of children currently enrolled in Catholic schools this Thursday, March 9, 2017, before the Tuition Plan is released. The letter assures the families that those who face higher tuition have access to tuition assistance. At the same time, some families will see tuition levels lower than those they are currently paying. The letter is designed to develop a sense of generous participation in the school.

ACTION: Fr. Kunst moves that we accept the letter as written, seconded. Laura Schauer makes a friendly amendment that it be signed by Bob Lisi, Chair and Bishop Sirba so that it has a more human, rather than bureaucratic appearance. Unanimously approved.

The difference of tuition rates for Catholic and non-Catholic tuition rates was discussed. Several alternatives were discussed, both about the rates and tuition assistance itself and about the language and manner in which they can be presented.

Motion: Laura Schauer moved (seconded) that we accept the revised Tuition Policy. The Board decided to delay the vote until after we have received a clean copy of the revisions to the Tuition Policy. The vote will be carried out by e-mail. [Carried by email vote]

School Name selection:

Chair Lisi asks that each person send him their preferences for school names, allocating 3 votes across the names. Please state why you like or don't like certain names. These should be sent by Friday, March 10. Chair Lisi will collate them and (he hopes) be able to provide a short list for Bishop Sirba.

Duluth Catholic School calendar for 2017-2018.

The calendar was distributed, to be used in planning upcoming events and Board meetings.

Transition Team

The Board asks that the Transition Team take minutes about its actions, and share those minutes with the Governing Board.

Future Meeting dates for Governing Board.

It would be helpful to have a regular meeting date. There will also probably be a need to have one or more full-day retreats for planning.

Respectfully submitted,

Sister Edith Bogue, secretary

ADDENDUM:

The Revised Tuition Policy (clean copy) is appended to these minutes.

The vote was carried out by email sent by Chair Bob Lisi. The Tuition Policy was approved.

Tuition Policy 2017-2018

	Tuition Rate	*Parish Rate
Pre-Kindergarten (Monday/Wednesday/Friday)	\$3,250	
Pre-Kindergarten (Tuesday/Thursday)	\$2,150	
Elementary School	\$4,050	\$3,450
Middle School	\$4,350	\$3,750
Multi-student family discount (applied towards Kindergarten and older students)	\$600 off each additional student	
Enrollment Deposit (Non-refundable and applied towards tuition at the start of the school year per new family)	\$100 per new family	
Community Support Scholarships (Applications due May 1 st)	Scholarships to support families in various financial circumstances. Please contact the school office for an application.	

**Families active in their Catholic parish receive a "Parish Rate" tuition. Active parish families are defined as registered parishioners who regularly participate in the mission of the parish. Duluth Catholic School relies heavily on financial contributions from parish finances. Local parishes help reduce tuition for all families, provide Community Support Scholarships, and increase school programming. Families participating in these shared missions of parish and school receive a "Parish Rate" tuition.*