

Notre Dame de la Baie Academy
Board of Education Regular Meeting

Tuesday, May 11, 2021

4:00 P.M.

Zoom/In-Person Meeting

Approved: August 24, 2021

12 of 13 members present
1 excused

Staff Present 4 of 5 present
1 excused

Staff and Student Liaisons present

Directors of Enrollment, Development and Athletics present

CALL TO ORDER

The meeting was called to order by Chair Mark Warpinski at 4:00 pm.

PRAYER

MISSION STATEMENT read

APPROVAL OF REGULAR MINUTES for Website of April 13, 2021

Motion made and seconded to accept and approve Regular Minutes from April 13, 2021. Motion carried.

APPROVAL OF REGULAR MINUTES SUMMARY for Website of April 13, 2021.

Motion made and seconded to accept and approve Regular Minutes Summary from April 13, 2021. Motion carried. Minutes will be posted on the website.

APPROVAL OF EXECUTIVE MINUTES of April 13, 2021

Motion made and seconded to accept and approve Executive Minutes from April 13, 2021. Motion carried.

CURRENT BUSINESS

School Activity Update:

2020/21 Year in Review Slide Presentation

- The school year started with a hybrid schedule, followed with Nov/Dec with all remote learning. In January, students returned to in-school learning.
- 106 blended days; 63 entirely remote days. Still have approx. 100 fully remote students.
- Six students qualified for the National Merit Competition.
- Students are beginning to get vaccinated; NDA will host vaccination clinics over the summer.
- Graduation rate: 2017-2020 had 100% graduation rate; in 2021, 16 of 183 students are not on track to graduate. It may be difficult to get the upcoming classes to stay on track to graduate.
- Also noted that FASFA is down in their application process.
- Anticipate that ACT scores will be lower in the coming years.
- Next year's schedule will continue with Advisory each morning and return to the 8-period day. Will study other schedule models for the future.
- Students return the week of August 16 for the 2021/22 school year.

GENERAL REPORTS / KEY UPDATES

Written Reports from Staff Council, Enrollment Management, Director of Development and Director of Athletics, were included in the packet.

- Reported that the Staff Council elected new members and a Staff Liaison for next year. Discussed what is being done for Trauma informed care. What are we doing to be in the best position to respond to issues in our school? Due to Covid, students are experiencing trauma.
- Reported that students are getting engaged in outdoor activities such as Corn Hole Toss. Students also produced a movie that is scheduled to be shown in the auditorium. Board members thanked Skylar for her year of service with best wishes for the future.

Director of Enrollment Management:

- Piloting an Art /DIY Camp and Drama Camp this summer-both are full. Camps are held the first week that students are out of school and will not overlap with GRACE camps. Looking forward to growing the program by starting in the fall.
- Purchased 4-weeks of social media advertising. Will implement a full marketing plan for next year.

Director of Development:

- Reported that the projected total as of 6/30/21 is \$118,000 over budget.
- Golf Classic moved into the next fiscal year because Tritonfest was held much later than normal.

Director of Athletics:

- Shared a slide show for 20/21 Athletic Year in Review. The year met with many challenges, but has maintained the course in participation.
- Spring season will move further into June. Moderate spring weather has allowed all the sports to compete.
- 3 of 4 winter teams qualified for State.
- The Alternate fall season is underway; soccer qualified for sectionals; football went 5 and 2
- Spring season is underway
- Initiatives:
 - Proposed a leadership conference that will take place in October, hosted by NDA.
 - Will have 10 different camps this summer. Matt is working with Sarah to grow these activities.
 - Implement an All Sports Booster Club.
- Facility's needs: Tennis courts are cracked and need repair; The field is now 10 years old. The track has issues. Schools around us are making improvements that will attract students.
- The volleyball coach has resigned for personal reasons.

Staff & student portion concluded and were excused.

ADMINISTRATIVE & COMMITTEE REPORTS

Associate Principal's Report

The Associate Principal's Report was included in the packet.

- NDA participated in a CatholicLink Leadership conference from seven different high schools from around the State.

Principal's Report

The Principal's Report was included in the packet.

- Noted the online highlighting of the senior awards throughout the month on social media.

Building & Grounds

B&G Minutes from May 6, 2021 was included in the packet.

- Summer projects were approved. (Auditorium roof, parking lot filling, patching sealing/stripping) Delivery Door replacement.
- Future Maintenance items include bleacher seats replacement; library furniture replacement with furniture that supports the current/future use of the library. Wireless and server upgrades. Baseball field scoreboard needs replacement (looking at sponsorship).
- Discussed doing a better job of streaming varsity sports. Noted the difficulty is that we cannot stream "everything" as it is way too costly. Discussion continued with options of making it a student activity. How we can offer 'some' streaming. There would be a loss of gate receipts. Other schools buy a service in lieu of attending the event, charged by the month or the year.

Curriculum & Student Life

CSL did not meet in March. The committee will meet April 15.

- CSL wrapped up the agenda items for the year.
- Approved Catholic Social Teaching/Diversity/Inclusion recommendations.

Marketing & Communications Report

- Will start a bi-monthly meeting in June, 2021.

Safety & Security Report

- No report

Mission, Heritage & Culture Report

- Mission, Heritage & Culture Summary of April 29, 2021 was included in the packet. The report included several recommendations that include an updated Mission Statement to read: *Notre Dame de la Baie Academy, as an educational ministry of the Roman Catholic Church, educates the whole person by developing each student's Christian faith, commitment to service, and full academic potential within a caring, safe, diverse, Church community committed to the common good.*

In addition, a Profile of the Notre Dame Academy Graduate was added, and new language was added to the NDA Core Values including adding the Value of "Learning".

Motion made and seconded to approve these changes/additions to the documents brought forth by the Mission & Heritage Committee and Culture Committee.

Discussion: Leading with our faith, Kate suggests adding one overarching verse or scripture, constructing an educational philosophy. This has been referred back to committee to discuss as an addition. **Motion carried.**

Motion and seconded to combine Mission & Heritage with the Culture Committee. Motion carried.

Board Formation Committee

The Personnel Committee has disbanded and will meet as an Ad Hoc committee when needed.

Motion made and seconded to disband the Personnel Committee. Motion carried.

- The contract that the Culture committee had with RR Consulting Group was completed. A summary was previously distributed. NDA will continue to look to and follow the report as a guideline moving forward. The president has been moving this forward since he joined NDA.

SPECIFIC REPORTS

Finance Report

Finance Minutes from May 4, 2021 along with Cash Flows were included in the packet.

- Budget is on target with 175 freshmen.
- NDA qualified for \$451,000 in EANS grants.
- Budget will be presented to Corporate Members on May 18.
- Parish Subsidy continues to decrease each year.
- 214 Choice applications. 59 of 162 freshmen students are Choice.
- Implementing a retiree class for health insurance; working on the details and will be enacted in April, 2022.

- NDA has representation as part of the Diocese that studies Subsidy. Those discussions will include what is considered a member in good standing. It varies from parish to parish. Bishop Ricken has asked that parishes come to a unified determination that is the same for all.
- As of June 1, all parishes will use Gabrielle software that will identify which parish a student is affiliated with, as well as faith formation, etc. NDA will have access to this information. Per the Diocese, every parish has to be on board with this program.

Personnel/Human Resources Report

- Personnel did not meet in May. The committee has been disbanded moving forward and will only meet as Adhoc when necessary.
- The Human Resources person is contracted for her time. She has an NDA email, but does not have an office in school.

Abbey Update:

- A small group met with an alum who has done a lot of personal work and would like to partner with NDA to make the school an area of healing, including an NDA outreach to survivors. The generosity of this individual's participation is noted.
- Hopeful that progress will move forward after the Corporate Board meets next week.

President's Report

The President's Report was included in the packet.

- Final language for mission documents is included in the packet.
- Report included college-bound details.
- Template on Strategic Plan included; interfaces with Accreditation process.
- Rack Card to be mailed with Spring Appeal to 7,000+.
- Planning the relaunch to meet people at upcoming events.
- Build "cabinet" for Fields & Furnace Project.

Presentation of Awards

- Mark presented a gift of appreciation to outgoing board members, Kate Burgess and Walt Fountain for their service.

2021/22 Meeting Dates

Proposed 2021/22 Meeting dates were included in the packet.

Motion made and seconded to approve the dates for BOE meetings for 2021/22. Motion carried.

Motion made and seconded to adjourn to executive session at 5:49pm. Motion carried.

Respectfully submitted,

Char Dunlap Executive Assistant to the President