

Notre Dame de la Baie Academy  
**Board of Education Regular Meeting**  
WEBSITE  
May 9, 2023

4:00 P.M. 7 of 12 Directors present  
1 Corporate Member present

5 of 5 Staff present  
Staff & Student Liaisons present

**CALL TO ORDER**

The meeting was called to order by Chair, Alisa Conway at 4:00pm.

**PRAYER**

**MISSION STATEMENT** read

**Motion made and seconded to accept and approve the April 18, 2023, Regular Minutes and Summary Minutes. Motion carried.**

**Motion made and seconded to accept and approve the Consent Agenda of May 9, 2023.**

Discussion: *E-votes to be done following the CSL 5/18/23 meeting.* Information will be reviewed and brought to the BOE for an E-vote. **Motion carried.**

**LIVE REPORTS & INFORMATION**

- Notre Dame Academy was recently recommended for Accreditation following their visit the week on April 26-28. Congratulations on the work done, and for the Leaders and everyone involved in the process, interviews, etc. NDA's positive Culture was noted in the report.
- NDA's Campus Minister, announced yesterday that he is leaving NDA at the end of the year, and relocating to Tucson AZ.

**Student Liaison** – Nothing to report

**Faculty/Staff Liaison** –

- Upcoming change from 2 staff council members down to one. The change is due to the number of "staff" that would need representation.
- Staff Council welcomes new staff to volunteer.
- Tattoos - Staff Council is determining how to move forward.

*(Staff & Student portion concludes)*

**Live Reports: Administration & Board Committees**

**Principal's Comments - Academic Life-**

The 8th grade Graduation party was held last week for students and parents. While students were bowling, administrators met with the parents. Thank you to the Enrollment team who made this event a success.

- This year NDA is implementing a Recognition of Teachers and Staff (by the students). Students were asked to nominate a teacher and a staff member. Recognition will be awarded during the Senior Awards.

#### **Associate Principal's Comments: Student Affairs**

- In the process of building the student activities calendar for the next school year.
- Implemented the summer offices relocation for the summer, during the construction project. This will also affect Book Pickup and the Used Uniform sale.
- Repair work on the Atrium Doors is scheduled.
- The Student Handbook will be in English and Spanish moving forward.

#### **BOARD DISCUSSIONS**

##### **Questions/Issues from Consent Agenda Items or last BOE Triton Times**

- CCS interviews will conclude by May 10.
- CCS's Final Report with the BOE is scheduled for May 24.
- Eliza Campbell has been appointed as the new Alumni Coordinator. She will be building the Alumni Board this summer.

●

**Issues needing clarification in BOE Triton Times-** None

##### **Finance Committee**

- Catastrophic insurance on the building and contents was last assessed over 10 years ago.
  - Finance passed a motion to increase catastrophic coverage by 50% for 2023/24 and again increase coverage by 50% for 2024/25.
- Benefits and different styles of pay scale continue as future discussion.
- Transitioning from Prevea to Bellin for athletics coverage. NDA plans to work with Bellin for a year and then reassess moving forward.
- Handbook changes for Personnel Policy for 2023/24: The BOE has been asked to review the new Personnel Policy Manual (electronic), with changes for their review. *An E-Vote will be taken for approval following May 18, 2023.*
- ***Note: The 2023/24 Personnel Policy Manual was approved as presented through an e-vote on 5/31/2023.***
- ***Note: The Student and Parent Handbook for 2023/2024 was approved as written through an e-vote as of May 31, 2023, with the exception of keeping the Uniform section the same as the 2022/2023 year. We will put the suggestions from the document on the docket for early in next year's board agenda.***
- ***Note: The Capital Campaign Goal as presented by CCS, and authorization of the preparation of the Case was approved through an e-vote as of May 31, 2023.***
- The Sick Day policy needs reviewing after five years. A faculty committee will come together to discuss.

**Outgoing member recognition:**

- Two board members have completed their terms.
- We recognize both Eric Witzak and Gail McNutt for their contributions and wish them both well.

**Other Business:**

- All committee chairs remain in the same positions for the next school year Thanks to everyone that agreed to continue their service.
- Annual Review of the President is in process.

**Motion made and seconded to adjourn the Regular meeting at 5:03p.m. Motion carried.**

New Member Orientation will take place in early August.

Next Board meeting: August 29, 2023

*Respectfully submitted, Char Dunlap Executive Assistant to the President*