

Notre Dame de la Baie Academy
Board of Education Regular version
Tuesday, April 13, 2021
Approved _____, 2021
4:00 P.M. Zoom Meeting

11 of 13 members present
2 excused

Staff Present 4 of 5 present
1 excused
Staff and Student Liaisons 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 and EXECUTIVE MINUTES of March 9, 2021

Motion made and seconded to accept and approve Regular and Executive Minutes from March 9, 2021. Motion carried.

APPROVAL OF REGULAR MINUTES SUMMARY for Website of March 9, 2021.

Motion made and seconded to accept and approve Regular Minutes Summary from March 9, 2021. Motion carried. Minutes will be posted on the website.

WPCP NOTICE

- Each April and November, parents are invited to the board meeting to share comments or questions of the program. No parents were present or requested presence.
- WPCP Deadline ends Thursday. Currently have 189 held vouchers. 169 have been completed and 20 are not. It is expected that only 10 will be completed and that 10 students will not return due to credit deficiency.
- 12 new applications are from GRACE; 11 from public school. Choice students equal 26 percent of total enrollment.

CURRENT BUSINESS

School Activity Update:

- Process has begun to move desks to a 3-foot distance in the classroom that is consistent with CDC guidelines. 30 of 49 teachers are moving desks this week; the remainder will move after 2 weeks.
- Preparing for the 2021/22 academic year with hopes to look like a regular school in the fall.
- Athletics are doing well; the girls Volleyball are Regional champs; and playing Sectionals today. Football is rated #1 in the State in their division.
- The NDA Social Committee has an activity planned on May 1 for faculty/staff.
- Final exams will be in person at the end of May. The schedule will be published Thursday.
- Service requirements for sophomores were suspended this year due to Covid; however, NDA will require that next year's juniors along with sophomores are required 15 hours of service next year.
- Dual credit classes offered through the university and NDA include Calculus and Biology programs.

- Having difficult conversations with parents regarding students and their level of commitment to remain at NDA.
- One of our students was accepted into Yale!
- Star assessment gives a predicted score for the ACT.

GENERAL REPORTS / KEY UPDATES

Reports from Enrollment Management and Staff Council were included in the packet.

- Staff Council just met last evening. The Council is working on better defining the visions within the Staff Council; elections taking place soon.
- Student Government has wrapped up their Trivia Contest that went well with the students. Academy Awards are pre-recorded and shown in Advisory each day followed by live streaming of the crowning on Friday.

ADMINISTRATIVE & COMMITTEE REPORTS

Associate Principal's Report

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

- In the process of moving desks back to the classroom this week and next week.

Principal's Report

The Principal's Report was included in the packet.

Building & Grounds

B&G Minutes from April 1 was included in the packet.

- Summer projects include: 1) replace roof on auditorium; 2) parking lot repairs, sealing and striping; 3) replace service entrance doors in the atrium entrance. All projects are funded.
- Will be expanding IT items this summer for virtual learning.
- The boiler is patched for another year; fundraising for the boiler to be discussed later.

Curriculum & Student Life

CSL did not meet in March. The committee will meet April 15. Any action items can be dealt with electronically.

Marketing & Communications Report

- Discussing what the staff is doing in marketing and enrollment management. Will be discussing how to move forward with a wider understanding of NDA within the community. Getting more thoughtful and specific in those areas and how to approach in the future regarding enrollment.
- Will determine what items can be done in-house versus contracted externally. Due to Covid, this year had many more projects that had to be done by video.

Safety & Security Report

- Last meeting was in April. Safety plan was then approved.

Mission, Heritage & Culture Report

Mission, Heritage & Culture Summary of March 31, 2021 was included in the packet.

- Reported the combining of Mission & Heritage with the Culture committee into one committee. The report included ideas of how to move forward in that goal.
- Question: with combining these committees, does it require board approval to form the new committee. Per the Bylaws, the Board has the authority to create and dissolve committees. This will be added to the May Agenda.
- Thanks to Kate and Eric for taking the lead on the Culture Committee. It was shared that this is a very difficult year to gauge the success of the work from the culture committee due to Covid. It is noted that more work still needs to be done following a good start.
- Appreciation also for the work done by Tom and Bro. Jacob on the expansion of the Mission Statement and the Values as presented last month. Suggested changes will be placed in the April Triton Times for faculty comment before it comes before the Board for approval. Changes are focused on the adult community as well as the student community.
- Parameters are in place so the MHC doesn't cross over to the CSL committee work.
- It was suggested that as we roll into next year, we review things that we want to refresh from the last year. Key findings from the consultant work were put forth. Discussed if there was another review meeting from the consultant that didn't happen before Covid. Co-chairs met with the consultant and reviewed the final report. Verification is needed to see if we are entitled to any additional meetings from the consultant.

Board Formation Committee

- The Board Formation committee met on April 9. Nominees were included in the packet. Voting will take place at the May meeting.

SPECIFIC REPORTS

Finance Report

Finance Minutes from April 6, 2021 along with Cash Flows were included in the packet.

Personnel / Human Resources Report

Personnel did not meet in April.

- Prior to NDA having an HR person, Personnel's position was of operational discussions. Now that we have a contracted HR person, items are getting resolved without the need of a personnel committee. If there is a specific HR issue, board members can be reached. In addition, the president and HR person meet regularly, bi-weekly. Employees can reach HR by email or phone. Billing is done by various levels for the types of services.
- It is recommended that Personnel be disbanded at the May meeting.

Abbey Update:

- Discussions continue to identify parameters for the Listening Sessions previously scheduled for April 17 and 24. NDA has reached out a second time to alumni and have also offered a zoom format for a Listening Session on May 1. There has been only a small number of responses.

President's Report

The President's Report was included in the packet.

- Our College Counselor reported that only 69 seniors have committed to a college with a deadline of May 1. It was noted this is the first time the counselor has to urge the students to complete the paperwork. It appears that the students are also zoomed out.
- Envisioning for next year - curricular, job reporting, communications.

- Reviewed the Strategic Plan results from the surveys.
- Recently created a Technology Committee
- In the process of creating the Facilities Management Plan - Fields and Furnace Fundraising.
- Tritonfest was successful - but not the same energy by being virtual. All sponsors will be contacted.
- Development/Advancement Report - projected income doing well. Will be moving the fundraising funds to capital improvements for the school.
- It was suggested that the Board do something for Faculty/staff to show appreciation sometime in May.
- Discussion held on Board representation for Graduation. Due to Covid, only four members will attend for this year. Char to send email to board members asking for availability.
- IB Careers Program Update: Four IB Career areas are: Communication, Education, Health, and Business manufacturing.
- Youth Apprenticeship Program from DPI offers job experiences in 11 different areas. IB is usually non-paid. Youth Apprenticeship is a paid position from the company and has to be supervised from someone from the state. Discussion will continue with the CSL committee.

Board Formation:

- Nominees' bios were emailed separately. Voting takes place at the May meeting and then are presented to the Corporate Members in May.
- Tom also had conversations with three women from St. Thomas More, each with varied educational experience. who have agreed to serve on the Mission, Heritage & Culture committee.
- The Board can have as many as four new board members then being at the max of 15 members.
- Officer positions will be voted on in May. Mark reported that existing officers have agreed to be nominated for another term.
- Mark shared the intent to phase down the percentage of parents serving on the board over time.

Motion made and seconded to Increase membership to 15 members. Motion carried.

2021/22 Meeting Dates & Committees

- Discussed a draft for next year's meeting schedule suggesting five official board meetings with a retreat. Late Aug, Oct-Retreat, November, February, April and May.
- Plans are to implement a portal for the Board to stay informed. The Executive committee will discuss meeting frequency at their next meeting.
- The 2021/22 schedule will be approved at the May business meeting.

OTHER BUSINESS- none

ADJOURNMENT

Motion made and seconded to adjourn the Regular Meeting.

The Regular meeting adjourned at 5:14 pm. Motion carried.

NEXT MEETING - May 11, 2021

Respectfully submitted, Char Dunlap Executive Assistant to the President