

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING

Minutes June 26, 2017

5:30 P.M. Saint Albert Catholic Elementary Library

- 5:30 1. **Call to Order:** Mark Hohneke
2. **Opening Prayer:** Kristen Kirwan
3. **Roll Call and Reading of Mission:** Tamara Bernard
MISSION STATEMENT: *Saint Albert Catholic School, in partnership with our parishes, will inspire our students to fulfill their spiritual, academic, moral and physical potential by following the teachings of the Catholic Church.*
4. **Public Comments:** none
5. **Approval of May 22, 2017 Minutes:**
Motion: Fr. Glen Wilwerding Second: Jackie Bertelsen Approved: Y
6. **Agenda Adjustments:** none
7. **Unfinished/Ongoing Business:**
- A. **Enrollment Update:** Dave Schweitzer presented updated enrollment information indicating that the projected enrollment for the 2017-2018 school year is 711.
- 5:37 8. **New Business:**
- A. **Election of Officers:** Dave Schweitzer stated that there were multiple nominations of officers but only current officers accepted their nominations. Each officer position ran unopposed. Results from the ballots were as follows: 11 votes for Mark Hohneke retaining his position as Area Board Chair, 11 votes for Tamara Bernard retaining her position as Area Board Vice-Chair/Secretary, 11 votes for Lorrie Powers retaining her position as Area Board Treasurer.
- B. **Personnel Update:** Dave Schweitzer stated that due to a Diocesan policy currently in place, from this point on, a vote is not required from the Area Board for approval to hire teachers/staff. The president, canonical administrator and the bishop have that authority. Dave said that there can continue to be dialog and an executive session if necessary. Only names will be presented for discussion with the appropriate timeline to allow adequate discussion. Dave stated that Brian Petersen has been hired as the new language arts teacher in high school level. Brian also is willing to help teach religion if needed. Due to the high number of students taking Spanish foreign language, Fani Barajas has been hired as a teacher assistant in the high school level and to work with Hispanic outreach.
- C. **Foundation Update:**
Coordinating Scholarship Funds and Researching School & Foundation Funding of Scholarships 2014-2017: Dave Schweitzer stated that that the recent Foundation Board Meeting he informed then Board that \$120,000 of the scholarship funds were transferred to the school for allocations for the 2016-2017 school year. Dave said that it had been necessary to transfer those funds in recent years but due to the current financial state, it was necessary to do so at this point. Dave indicated that some of the Foundation Board members were concerned that the transfer was made prior to their knowledge. Mark Hohneke stated that mechanisms have not been in place but are now which will allow for better communication between the Area and Foundation Boards as well as school officials. Mark also encouraged members to attend other committee meetings. Fr. Kottas stated that since there have been years that the school did not transfer the scholarship funds from the foundation and if the funds are not claimed, it should be applied to the outstanding loan the school owes the foundation. He said he would like to see the loan forgiven and written off. Dave stated that some Foundation Board members felt that was reasonable. Dave said that a request was made by the Foundation Board to provide documentation how scholarship funds are dispersed each year. A report with that data was then presented to an officer attending the Finance Committee meeting in which it was stated that not all of the information provided was necessary, but that the data satisfied the inquiry. Dave said that these scholarship funds are restricted by donors and that donor restrictions must be honored.

Each foundation gift generates a journal entry, all of which are reflected in the financial statements of the school and the foundation. Foundation and school financial statements have been, and will continue to be audited annually.

Exploring Options to Financially Support Development Staff and Fundraising Activity:

Dave reiterated that the Foundation Board members want to financially support development staff positions. Dave said that the Foundation Board wants to allocate \$240,000 from foundation funds. Dave has spoken with the Diocese about this and they are looking into the legalities of this prospect since the foundation funds are restricted and that all employees of Saint Albert are in fact employees of the Diocese. Dave said that the funds to support any potential development positions would have to be in place prior to any hiring. Fr. Kottas added that foundation funds are generated to support the school and that Bishop Pates ultimately supervises those funds.

6:24 9. **Administrator Reports:**

A. Paul Hans 6-12: Paul presented a handout for a 1 year and a 4 year proposal regarding 1:1 chromebook implementation and when to require all high school level students to have a chromebook device. After a lengthy discussion it was agreed that due to the time frame, it will be recommended that 9-12 grade students have a chromebook for the 2017-2018 school year but required to have one for the 2018-2019 school year.

B. Anne Jensen PreK-5: Report previously provided. Anne stated that the summer reading camp has been a success and she thanked the teachers involved: Kim Gorman, Sara McColloch, Lori Epperson, and Felisa Avalos. Anne said that the Dept. of Human Services completed their inspection of the pre-school and KidzKare program and both programs passed inspection and are licensed through June 2019.

C. Dave Schweitzer: Report previously provided. Dave said that the line of credit drawn is zero and he is hopeful to end the fiscal year the same. A donation totaling \$45,000 was recently received and directed for repairs and improvements to the HVAC system in the daycare and elementary building.

7:16 10. **Committee Reports:**

A. Facilities: Misc. summer work projects underway.

B. Finance: Report previously presented.

C. Policies: none

D. Faith Formation Committee: Rubin Ramirez stated that the committee met and discussed having combined masses. He said that the committee determined that there will be 2 reconciliations during the 2017-2018 school year. They are discussing alternative faith formation ideas.

E. Executive Committee: Tamara Bernard stated that the committee discussed the Area Board agenda.

F. SIAC-Enrollment Committee: none

11. **Executive Session:** none

7:22 12. **Closing Prayer:** Rubin Ramirez

Schedule of Meetings:

2016-2017		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
4:00	Faith Form	4	1	6	3	1	5	2	2	6	4	1
5:00	Policy	8	12	10	14	12	9	13	13	10	8	12
Noon	Facilities	10	21	14	9	21	11	8	8	12	10	14
7:00	SIAC			24				27				
5:30	Exec	16	20	18	15	13	17	21	21	18	16	20
5:00	Finance	16	20	18	15	13	17	21	21	18	16	20
5:30	Area Board	22	26	24	28	19	23	27	27	24	22	26
5:30	Foun.Board	15	19	17	21	19	16	20	27	24	TBD	12