

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING

Minutes September 25, 2017

5:30 P.M. Saint Albert Catholic High School Library

- 5:30** 1. **Call to Order:** Mark Hohneke
2. **Opening Prayer:** Fr. Wilwerding
3. **Roll Call and Reading of Mission:** Lorrie Powers
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
- 5:33** 5. **Approval of August 28, 2017 Minutes:**
Motion: Joan Gubbels Second: Kristin Kirwan Approved: Y
6. **Agenda Adjustments:** none
- 5:35** 7. **Unfinished/Ongoing Business:**
- A. Enrollment Update: Dave Schweitzer presented an enrollment update. Dave stated that the enrollment changes almost daily but as of today the total is 699 PreK-12. Dave stated that there is a process in place for new enrollments and can take days for final determination.
8. **New Business:**
- A. 2017-2018 Budget Approval: Mark Hohneke stated that the Finance Committee approved the presented 2017-2018 Budget and is asking for approval from the Area Board. Mark pointed out the deficit and stated it was an accurate assessment. Sheryl Genereux stated that the deficit is partly from the significant decrease in revenue from the hilltop and auction funds. Dave Schweitzer agreed and stated that spending will continue to decrease which will also correct the deficit. Dave also said that more ways need to be created to raise funds. A motion to approve the 2017-2018 Budget was made by Fr. Kottas. Second: Tamara Bernard Approved: Y
- B. Development and Fund Raising Update: Dave Schweitzer presented a draft letter for the hilltop campaign and welcomed suggestions and comments. Dave said that variations of the letter containing different asking amounts/wording would be sent to different groups this year which was not the case with last years mailing. The mailing is scheduled to be sent in approximately 30 days involving a new vendor.
- Dave stated that a committee was formed by the Bishop and consists of diocesan personnel, Tom Crowley, Mike Finley, Fr. Kottas, Marty Shudak, Kim Kouri and Mark Hohneke, along with himself. Major decisions and direction revolve around what is and what is not happening in fundraising efforts. Tom Crowley suggested that a development audit take place to gain institutional knowledge and provide a systematic report. Mark Hohneke stated that this is an ongoing process and that the audit would cost between \$5-10,000. The committee suggested a review to establish timelines, review the job descriptions, posting, salary and contracting elements for the development position. Dave said that the past job description was too broad and was recently edited with characterization of duties and is now posted to 2 different sites. It was determined that this would be an at-will contract without bonuses. Dave also said that he is waiting for a diocesan decision if the foundation board can fund the position. A question was asked about the duties and expectations of JoAnn Jensen. Dave outlined what her current position and responsibilities include.

Dave stated there was a work session with the Foundation Board with the intent to explain and continue to have dialogue about how gifts are processed and recorded. The outcome was that procedures and the process of documentation are done properly and with reason. Dave said the Foundation Board members in officers positions, are trying to determine the best way to work with the Foundation Board members and the school as donations are made to the school. Dave said he plans to continue to have open communication with those officers as the Foundation Board was established to support the school. Dave said that the Foundation Board recently opened a bank account titled; Saint Albert Educational Foundation (Board Account) at a separate bank. Dave said that account is not supervised by the school or the diocese, nor is it an annual audit item. Dave stated that the account may have some practical value on how the Foundation Board may account for things, but this is not an account where funds would be placed if donations are made to the school.

- C. 1st Reading Policy 951.3 (smoke-free/nicotine free-campus): Anne Jensen explained that a policy is being created regarding vaping by anyone on school grounds. Mark Hohneke read the policy in full. Policy 951.3 will be presented as a 2nd reading to the Policy Committee then presented to the Area Board.
- D. Draft Committee Assignments: Dave Schweitzer presented a draft of committee assignments. Dave welcomed and made additions and edits to the various committee assignments.

6:27 9.

Administrator Reports:

- A. Paul Hans 6-12: A report was previously presented.
- B. Anne Jensen PreK-5: A report was previously presented. Anne stated that the band has 41 students which is the largest in history. There is a Tier 2 Literacy Project in place which involves current teachers. This years professional development is having all teachers Google certified from the 1st level certification to advanced. A program named Reflex Math was added this year to assist with math facts. Anne stated that there is a comprehensive management review team the meets weekly to review all students who may need support (academic or behavior) and those on IEP's.
- C. Dave Schweitzer: A report was previously presented. Dave said that the world mission trip is under review due to conflicts in scheduling with ILAC and the timing of spring break. Dave is discussing this with Cindy Assmann and parents to determine other options or alternatives. Dave said in regard to the budget, it's important to balance the operating budget and obtaining reserves. Dave said most money generated has been predominantly directed toward capital improvements or a project. Dave said that funds generated should be directed toward building and maintaining a reserve. The community involvement day was postponed to the upcoming spring.

6:42 10.

Committee Reports:

- A. Facilities: none
- B. Finance: Report previously presented. See above.
- C. Policies: Mark Hohneke stated they discussed the 1st reading of Policy 951.3.
- D. Faith Formation Committee: Rubin Ramirez stated that new members are welcome. Cindy Assmann and Fr. Bright offer a monthly reflection for faculty. Kairos 9 is scheduled and other schools and parishes are invited to attend. Jason White from the Diocese spoke to students about DCYC. A fundraising effort called Seniors Support South was formed to collect financial donations to assist teachers with classroom expenses in a sister school involved in the hurricane in Texas. Faith formation for students is being discussed about ways to be involved rather than required.
- E. Executive Committee: The committee set the agenda for the Area Board meeting.
- F. SIAC-Enrollment Committee: Meeting scheduled for October.

11. **Executive Session:** none

6:48 12. **Closing Prayer:** Lorrie Powers

2017-2018			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
4:00	Faith Form	1 st Thurs.	3	7	5	2	7	4	1	1	5	3	7
5:00	Policy	2 nd Mon.	14	11	9	13	11	8	12	12	9	14	11
Noon	Facilities	2 nd Wed.	9	13	11	8	13	10	14	14	11	9	13
7:00	SIAC				TBD			TBD					
5:30	Exec	3 rd Tues.	15	19	17	21	12	16	20	20	17	15	19
5:00	Finance	3 rd Tues.	15	19	17	21	12	16	20	20	17	15	19
5:30	Area Board	4 th Mon.	28	25	23	27	18	22	26	26	23	21	25
5:30	Found Board	3 rd Mon.	21	18	16	20	TBD	15	19	19	16	TBD	18