

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING
Minutes October 23, 2017
5:30 p.m. Saint Albert Catholic School (High School Library)

5:30 1. **Call to Order:** Mark Hohneke

2. **Opening Prayer:** Joe Sneed

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

5:35 5. **Approval of Sept. 25 2017 Minutes:**

Motion: Lorrie Powers Second: Fr. Kottas Approved: Y

6. **Agenda Adjustments:** Dave Schweitzer stated that he will have additional topics with his report.

5:40 7. **Unfinished/Ongoing Business:**

A. Policy 951.3 2nd Reading: Dave Schweitzer stated that language was adjusted. Dave read the policy in full. Motion to approve Policy 951.3 made by Joan Gubbels.

Second: Andrea Barnes Approved: Y

B. Enrollment Updates: Dave Schweitzer presented an enrollment update. There are 695 students enrolled with some interest from prospective students.

5:45 8. **New Business:**

A. Development Update: Dave Schweitzer presented a final draft of the letter for the annual appeal. Dave stated that this is referred to as the annual appeal rather than the hilltop fund. The letter is shorter and more specific with information about building the cash reserves. Dave stated that there are variations of the solicitation amounts for different groups. Dave gave examples of the various groups and asking levels. The goal of the annual appeal is that we more clearly convey the necessity of what is being asked and how it fits into the continuum of Saint Albert. Dave said that ongoing letters may be sent to those who have not yet contributed but those who have contributed will be recognized. The letter will be mailed by Nov. 1st. There will be an update in November.

Dave said that two proposals have been submitted for the development audit. There are adjustments of a bid with onsite visits with opportunities for further consultation. Dave has spoken with Dr. Bonday about using funds from the Catholic Foundation of Southwest Iowa for funding this cost. Dave is in the process of working with Dr. Bonday in regards to releasing the funds directed to Saint Albert from the Sharing God's Gifts donations. Fr. Kottas indicated that these funds were for debt retirement for which we should have access. Dave stated that there is not anyone from Saint Albert listed as an officer on this account. Dave said that there have been no new applicants for the development position since September.

B. SIAC: Anne Jensen said that a question was raised about Iowa Assessments and if they should wait to meet until after the testing and results are received. It was decided that they would wait and discuss results in January.

6:05 9. Administrator Reports:

A. Paul Hans 6-12: Report presented at meeting. Paul stated that Iowa Assessments will take place in November. The data will be individualized to decipher growth and areas for improvement. The middle/hs are piloting kindness cards to recognize students who have demonstrated positive behavior. Conferences were held with nearly same number in attendance as last year. STEM program having STEM Fest in March. Technology changes are being implemented to limit some sites accessed. Paul listed some of the different examples of events and student accomplishments.

B. Anne Jensen PreK-5: Report previously presented. Anne said that October is the month of the Rosary with a challenge to pray at least a decade each day. Anne said there is an elementary parent battling cancer and several staff members participated in a benefit walk. BMX show held for reward for last years fundraiser. Wellness Comm. (adm. teachers, parents, counselor and lunch staff) met; goals were set. Anne is working to obtain a grant for a water bottle refilling station. Social standards from Iowa released. Anne thanked Diane Shanno and Cecilia Hallstrom for their work completing the BEDS reports.

C. Dave Schweitzer: Report previously presented. Dave said on Nov. 15th KVSS will visit the school. Dave stated an agreement was made for snow removal with G.I. Mow as the vendor. Dave outlined how their charges are comprised. When school is closed due to inclement weather, KidzKare and the child care center will be closed. Dave presented information about the agreement with IWCC regarding online and main campus enrollment. Information presented and Dave explained campus/online and high school instructor delivered courses. Dave stated that in public schools this agreement is presented to the school board for vote/approval, but in our diocese, our Area Board is an advisory board so it does not require a vote/approval.

6:31 10. Committee Reports:

A. Facilities: Report was previously presented.

B. Finance: Report was previously presented. Dave summarized that we are cash poor and need to be very conservative with any future and current spending. A conservative budget was presented as actual numbers used to create the budget were based on low revenue from the previous year. Fr. Kottas suggested a reserve of approximately 1-1.5 million is needed to build reserves and not for specific projects, obtained through a campaign or other means. Fr. Kottas stated that Saint Albert has a good relationship with the parishes.

C. Policies: Report previously presented. They are discussing web page improvements and functionality.

D. Faith Formation Committee: Rubin Ramirez stated that KAIROS and DCYC held. Nov. 4th is the Taco Run, Nov. 9th is NCYC, and March for Life is the last week in January. Discussion about introducing children in the child care program to the chapel and involvement in mass. World Mission may be open to juniors and other schools which may allow different dates as options.

E. Executive Committee: The committee met and set board meeting agenda.

F. SIAC: none

11. **Executive Session:** none

6:43 12. Closing Prayer: Mark Hohneke

Schedule of Meetings:

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

**Area Board Committee Assignments
2017-18 (Revised 9/25/2017)**

Faith Formation

Cindy Assmann
Fr. Bright
Joan Gubbels
Paul Hans
Anne Jensen
Rubin Ramirez

School Improvement Advisory

Tamara Bernard
Paul Hans
Anne Jensen
Kristen Kirwan
David Schweitzer
Joe Sneed

Policy

Andrea Barnes
Paul Hans
Anne Jensen
David Schweitzer

Finance Committee

Tamara Bernard
Cathy Faurot
Sheryl Genereux
Anne Jensen
Paul Hans
Mark Hohneke
Kristen Kirwan
Fr. Kottas
Lorrie Powers
David Schweitzer
Diane Shanno
Joe Sneed

Facilities

Joan Gubbels
Cecilia Hallstrom
David Schweitzer
Diane Shanno

Development Committee

TBD . . . Winter 2017-18