

**COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING**  
**Minutes November 27, 2017**  
**5:30 p.m. Saint Albert Catholic School (High School Library)**



- 5:30** 1. **Call to Order:** Mark Hohneke
2. **Opening Prayer:** Fr. Kottas
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:** Fr. Kottas pointed out that the December Area Board meeting is on Dec. 18<sup>th</sup>.
- 5:35** 5. **Approval of Oct. 23, 2017 Minutes:**  
Motion: Tamara Bernard Second: Lorrie Powers Approved: Y
6. **Agenda Adjustments:** none
- 5:37** 7. **Unfinished/Ongoing Business:**
- A. Enrollment Summary: Dave Schweitzer presented a current enrollment summary. Dave stated there is 1 less student than last month but he is working with 4 prospective families.
- B. Blue Ribbon Comm. Development Audit Proposal: Dave Schweitzer presented a development audit proposal including a short term and long term outcome plan from the Steier Group. The Steier Group is working with the St. Patrick's capital campaign, offered the most time and deliverables invested and also has the lowest bid which was \$10K (with an additional \$1,000 for expenses). Dave stated that the Diocese released \$10K of the Saint Albert funds from the Catholic Foundation of Southwest Iowa. Dave is going to recommend to the Blue Ribbon Committee to proceed with this proposal.
- C. Annual Appeal Update: Dave Schweitzer stated that there have been 87 donors with approximately \$19,995 received by direct contact and an additional \$8,060 through electronic bidpal donations providing a total of about \$28,350 thus far. Dave stated the cost for the mailing will range between \$3,500-4,000 which is lower than last year's mailing. Dave addressed questions about multiple mailings and explained the different lists compiled (alumni, employee, parent, etc.). Dave also stated that the second mailing was sent regardless of a donation being received or not yet received. Dave said he feels progress has been made and has goals to improve the process to implement a critical decisions tree which would eliminate multiple household mailings.
- 5:52** 8. **New Business:**
- A. none
- 5:52** 9. **Administrator Reports:**
- A. Paul Hans 6-12: A report was previously presented. In Paul's absence, Dave Schweitzer pointed out that the middle/hs band and vocal concerts are on separate dates this year.
- B. Anne Jensen PreK-5: A report was previously presented. In Anne's absence, Dave Schweitzer point out that the Ambassadors are again taking up a collection for needy families this Christmas.
- C. Dave Schweitzer: A report was previously presented. Dave stated that the KVSS radio road show was a great experience and thanked Jen Brown for her representation and assistance. Dave said he has received many positive comments about the show. Dave said that he has received questions about the financial outcome of the fall auction party; Dave said that with a match from a donor, the total was close to \$15K.

**6:00** 10. **Committee Reports:**

- A. Facilities: none
- B. Finance; Audit Findings: Lorrie Powers explained that the auditors presented a clean audit which was the best outcome. Lorrie said the auditor stated the CAGR goes back 5 years rather than the typical 2 years. Lorrie said the auditors also explained the underwater endowment and unappropriated earnings. The auditors compared Saint Albert to other nonprofit schools and discovered that 89% of funds to Saint Albert go to the actual cause which is better than 79% from other comparable schools. Mark Hohneke said that the auditors did have some suggestions but were respectful of the administration of the finances.
- C. Policies: Dave Schweitzer said that the focus of the committee is improving the website by including parish information, using current versions of documents and removing dead end or outdated information/links, among other edits.
- D. Faith Formation Committee: Rubin Ramirez said that there has been a clothing drive (hats, gloves, socks, etc.). Rubin stated that the Feast of Immaculate conception is on Dec. 8<sup>th</sup> at 9:30 a.m. Rubin is encouraging students who attended NCYC to speak at their parish or school to share their experience. Rubin thanked the Knights of Columbus for their financial support of these students.
- E. Executive Committee: Mark Hohneke said that the committee met to set the Area Board agenda.
- F. SIAC: Meeting in January.

11. **Executive Session:** none

**6:11** 12. **Closing Prayer:** Rubin Ramirez

**Schedule of Meetings:**

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