

**COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING**  
**Minutes April 23, 2018**  
**5:30 P.M. Saint Albert Catholic High School Library**



- 5:30 1. **Call to Order:** Mark Hohneke
2. **Opening Prayer:** Joe Sneed
3. **Roll Call and Reading of Mission:** Mark Hohneke  
**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
- 5:32 5. **Approval of March 26, 2018 Minutes:**  
Motion: Lorrie Powers    Second: Kristen Kirwan    Approved: Y
6. **Agenda Adjustments:** none
7. **Unfinished/Ongoing Business:**
- A. Enrollment Update: Dave Schweitzer presented a report listing the current enrollment as well as a list of the graduating seniors. Dave stated that 9 of the current seniors are foreign exchange students. Dave said that 7 students (2 families) have enrolled for the 2018-2019 school year.
  - B. PreK 3, PreK 4, Kindergarten Projected Enrollment Update: Anne Jensen stated that for the 2018-2019 school year the following enrollment numbers: 19 PreK3 students registered but she would like to increase to 24, 50 PreK 4 students registered and 42 Kindergarteners registered but would like to increase to 50.
  - C. Staff Contracts Update: Dave Schweitzer indicated this discussion will be regarding those individuals who have asked for an extension for contract signing and about the recent resignation will take place in executive session.
  - D. Graduation Requirements Update: In Paul Hans' absence, Dave Schweitzer stated that there will not be any changes for the current juniors and seniors. Dave said this will be tabled until the Fall when discussion and determinations can be made about social studies, specifically American History.
- 5:35 8. **New Business:**
- A. School Improvement Adv. Council; Proposed Mtg. & Future Plans: Anne Jensen stated that for the 2018-2019 school year, the committee plans to meet after the Iowa Assessments are back and their second meeting would take place in June. Anne confirmed that there will be a meeting immediately following the Area Board meeting on June 25<sup>th</sup>.
  - B. Auction Update: Dave Schweitzer stated that the auction book is to be completed by the end of the day with any additional items being listed in an addendum. Discussion was held about the potential of online bidding of certain items prior to the event. The overall opinion was to do so but by promoting and selecting certain items. Dave stated that online bidding for items (except oral auction items) can be done without being present at the event. Dave stated that there have been new volunteers helping this year.
- 6:15 9. **Administrator Reports:**
- A. Paul Hans Middle/Sr High:
  - B. Anne Jensen PreK-5: A report was previously presented. Anne stated that she has been speaking to Officer Hernandez about security precautions and lock in/out procedures. Anne said he stated that there should be a drill held before school dismisses for the school year and that conversations will take place with teachers for questions, input and to provide specific instruction. Anne said that over the summer, the SWAT team will use Saint Albert as a practice facility and to familiarize themselves with the building. A grant was received and fund used to purchase items for the music program and to add another level to the reading program. Kindergarten screening was held and summative evaluations will be completed by the end of April.

Anne stated that she would like to move 2 current part time daycare employees to full time and eliminate 4 other part time positions. She said this would allow 2 additional children and eliminate overtime hours but not add any additional expenses. Cathy Faurot asked for more specific information about the specific employees and their hours. Dave Schweitzer said that all the specific information should be provided and discussed at a Finance Committee meeting.

- C. Dave Schweitzer: A report was previously presented. Dave stated that the Diocesan Blue Ribbon Committee will be here on Thursday for strategic planning. Dave provided some names of those on and invited to be on the committee. Dave stated that host families are need for the foreign exchange students for the upcoming school year. Dave has been having working to have our security system synched with emergency responders as well as having conversations with members of the police force including Jay Kirwan. Progress has been made to obtain an off duty/retired police officer on site. Dave indicated that some of the funds from Sharing God's Gifts have been released to use toward the repair of the parking lot. There are discussion being held about the using funds from the "fund the need" at the auction, to also be used toward the parking lot repair.

6:20 10. **Committee Reports:**

- A. Facilities: A report was provided.
- B. Finance: A report was previously provided. Lorrie Powers stated that a line of credit of \$175K was requested and approved to meet payroll. The net from the auction will be used to repay the line of credit. There are hopes that this years auction is greatly improved from the \$70K net from last year. In June, funds from the foundation scholarship/sponsorship will be transferred to the school. Cathy Faurot stated that at this point, there is a surplus of nearly \$70K in the budget for the 2018-2019 school year. This includes the tuition adjustment and salaries as well as certain placeholders and actuals. Cathy stated that it's important to maintain this as to move past the previous, large deficit. Fr. Tom added that 70-80% of parish contributions are directed to the school.
- C. Policies: Andrea Barnes said that they continued to review the school website by eliminating dead links, making additions and improvements to the usefulness, especially for parents.
- D. Faith Formation Committee: Rubin Ramirez said that they reviewed the past year, including fundraising activities. They spoke about modules for respect, chastity, inclusiveness, and character building.
- E. Executive Committee: Mark Hohneke stated the committee discussed finance, staffing, enrollment and set Area Board agenda.
- F. SIAC: Anne Jensent reiterated there will be a meeting following the Area Meeting in June.

11. **Executive Session:**

- A. Staffing Update and Administrator Update:  
Motion was made by Kristen Kirwan at 6:25 to go into executive session.  
Second: Andrea Barnes Approved: Y  
Motion was made by Kristen Kirwan at 7:25 to come out of executive session.  
Second: Lorrie Powers Approved: Y

7:25 12. **Closing Prayer:** Mark Hohneke

**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								26				25
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 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