

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING
Minutes May 21, 2018
5:30 P.M. Saint Albert Catholic High School 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
- 5:32 5. **Approval of April 23, 2018 Minutes:**
Motion: Tamara Bernard Second: Lorrie Powers Approved: Y
6. **Agenda Adjustments:** none
7. **Unfinished/Ongoing Business:**
A. Enrollment Update: Dave Schweitzer presented information about the current enrollment as well as enrollment expectations for the upcoming school year. Dave stated that by comparing cohort groups, projected enrollment is on track for what was budgeted. Dave said foreign exchange student host families are set.
- 5:35 8. **New Business:**
A. Badge Program: Jay Kirwan a current lieutenant with the Bellevue police dept., presented information about the BADGE program. Jay outlined the program which involves off-duty law enforcement and certified retired law enforcement, volunteering via a master calendar, to be a presence on campus for the purpose of providing response to a life-threatening situation. Jay also stated that medical kits could be provided with training for some staff in case of a medical trauma. This program is slightly different than the one the Bishop supports in Des Moines. Dave Schweitzer stated that the school would post information about the BADGE program to solicit qualified volunteers. A motion was made by Fr. Wilwerding to advise to move forward with the steps to implement the BADGE program. Second: Tamara Bernard Approved: Y
B. SA Activity Renovation Proposal: Pat Ryan with James Cairney and Jeff Ballenger, presented a handout and spoke about a proposal to transition the current small gym into a fitness center to be utilized by more SA students, faculty and SA supporters. Pat said some benefits include: enriched physical education courses, increased participation, reduced anxiety toward workouts and decreased possible injuries. Pat stated that there was concern about where youth sports would have practices but that PAL coaches were positive about the proposal. Dave Schweitzer said that certain Council Bluffs facilities are to provide space at no cost for a certain period of time which would allow for PAL/ SA youth practices. Pat stated the cost would be approximately \$100K to renovate the gym space and purchase new equipment all of which would not come at any cost to the school due to outside donors. Jeff Ballenger added that they are expecting to have 20 donors each contribute \$5K and that \$35K has already been received thus far. Jeff stated that he estimated the \$100K was high but that more fundraising would take place if over budget. Jeff added that he did not want to compete with fund raising for the general operating budget campaign or the auction. Jeff said that he hoped that the equipment could be ordered by July 1st. Pat was asked to provide an itemized list of costs. James Cairney stated that all sports can be included in ways to utilize the space. It was suggested that the former wrestling room also have some updating for the group using that space. Also suggested were looking at ways in which to use the current elementary gym for practices. A motion was made by Kristen Kirwan to proceed with the proposal/conditions as outlined.
Second: Sheryl Genereux Approved: Y

- C. Staffing Update: Dave Schweitzer provided an update handout about the open teaching positions as well as those that have been filled. A question was asked about the recent resignation of the band instructor. Dave stated that Laura Nelson received an extension and then decided not to stay. Dave is preparing a skeleton schedule and making determinations for combining some aspects of certain open position with ones of currently filled teaching positions. Some concerns about the open counselor positions, were raised specifically about preparing upcoming schedules as well as sending final transcripts. Dave said that Jonna Anderson as well as Kathy Beckman agreed to assist in those situations but many of those tasks are done in the high school office as normal processes. Dave praised both counselors for their hard work and efforts.
- D. Diocesan Education Office Strategic Plan (Meitler Consulting): Dave Schweitzer stated that the Diocesan wide assessment of strategic planning had no predetermined outcomes and was designed to evaluate, assist and to communicate the viability of Diocesan schools. Dave stated that the initial findings will be shared on Tuesday afternoon at a meeting in Des Moines.
- E. 2019 Annual Benefit Auction: Dave Schweitzer thanked everyone for their support of and efforts On this years auction as it seems to be ahead of last years results. Dave said that he expects the final expenses paid and final results will be shared at the next area board meeting sooner. Dave explained the confusion with the way the Fund the Need was done the night of the auction as well as clarified the actual results. Dave stated that there is \$40K in the Sharing God's Gifts funds and that the Bishop makes the determination as to how/when those funds are utilized. Dave stated he spoke with the Bishop several times as well as the executive director of the SW Iowa Sharing God's Gifts, and the Bishop would not release the funds unless another source of funding was received to match the \$40K. Dave said that \$24K was received from the auction and that the \$40K will be released to use toward parking lot repairs, and the \$24K will be directed toward the general operating expenses of the school. Dave communicated that the auction chairs asked to move the date of the auction to March 30th, 2019. Discussion was held and the members supported that date and a motion was made by Kristen Kirwan to move forward with the proposal for setting March 30, 2019 as the date. Second: Andrea Barnes Approved: Y

6:52 9. **Administrator Reports:**

- A. Paul Hans Jr/Sr High: none
- B. Anne Jensen PreK-5: A report was previously presented. Anne stated that the 5th grade farewell mass is scheduled for this week as well as the talent show and field days.
- C. Dave Schweitzer: A report was previously presented. Dave stated that he is in communication with those that referenced an interest in planned giving from the recent finance audit.

6:57 10. **Committee Reports:**

- A. Facilities: none
- B. Finance: A report was previously presented. Cathy Faurot stated that the line of credit was paid from some of the recent auction revenue. Cathy said that she expects the need to draw on the line of credit again and is requesting the sponsorship/scholarship funds from the foundation be released. Dave Schweitzer stated that he is also anticipating to act on this request.
- C. Policies: none
- D. Faith Formation Committee: none
- E. Executive Committee: Mark Hohneke stated that they met and set the agenda for the Area Board meeting.
- F. SIAC: Meeting scheduled for June 21st.

11. **Executive Session:**

- A. Presidents Contract: A motion was made at 7:00 p.m. by Kristen Kirwan to go into executive session. Second: Lorrie Powers Approved: Y

A motion was made by Lorrie Powers at 7:10 p.m. to come out of executive session.
Second: Kristen Kirwan Approved: Y

7:10 12. **Closing Prayer:** Fr. Wilwerding

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								26				21
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