

COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING

Minutes September 24, 2018

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



- 5:30 1. **Call to Order:** Sheryl Genereux
2. **Opening Prayer:** Fr. Wilwerding
3. **Roll Call and Reading of Mission:** Kristen Kirwan  
**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 Aug. 27, 2018 Minutes:**  
Motion: Andrea Barnes      Second: Tamara Bernard      Approved: Y
6. **Agenda Adjustments:** none
- 5:35 7. **Unfinished/Ongoing Business:**
- A. Enrollment Update: Dave Schweitzer presented current enrollment information which is 668 Pre-K-12 students. He stated that enrollment continues to vary.
- B. 2018-2019 Board and Committee Calendar: Dave Schweitzer added a SIAC meeting date to the calendar. No additional meeting dates were changed/added.
- C. Committee Assignments: Dave Schweitzer stated that some committees could use additional members. Some additions were made to the various committees. Dave stated that with the upcoming Meitler assessment and various committees being formed in the near future, there will be opportunities to join more committees.
8. **New Business:**
- A. 2018-2019 Budget Approval: Sheryl Genereux said the proposed budget for the 2018-2019 school year is a wide range due to the unknown situation with Corpus Christi and their parish assessment payments. If the full payments resume and past due balances are paid by June, the budget shortfall will be approximately \$109K but if no more payments are received through June, the budget shortfall will be approximately \$681K. Sheryl stated that, at the recent meeting with Bishop Pates and Dr. Bonday, they indicated a Salvation Task Force is being formed to fundraise for the immediate financial needs of the school which is of great concern. Fr. Kottas stated he had a recent conversation with Bishop Pates where Bishop Pates said that Corpus Christi will pay their full assessment by June. Cathy Faurot stated that Corpus Christi continues to be billed their full assessment of over \$51K each month. Cathy said that the cash projection by November would indicate a shortfall of approximately \$200K which is dependent on what the assessment payments are from Corpus Christi. Dave Schweitzer stated that timing as well as amounts of Corpus Christi payments are both important. Cathy said that, per Bishop Pates' request, she is compiling proposed budgets for the current and 19-20 school years in which several factors, including Corpus Christi assessment payments are a significant unknown. Dave Schweitzer addressed the possibility of a modest raise in Kidz Kare rates to increase revenue. Anne Jensen stated that the Kidz Kare rates were increased 2 years ago and now are the same as Lewis Central and Kids & Company. Anne said that currently no deals are being made but that funds have been received from DHS for families that qualify for assistance. Anne also said that she will make arrangements with families for no cost afternoon Kidz Kare if their children are picked up by 4:00 p.m. Anne stated that when the daycare increased its rates there were no losses in families but has concerns with an increase in Kidz Kare some families may choose to leave Saint Albert. Dave stated that possible Kidz Kare rate increases will be a discussion with the Finance Committee.

Mark Hohneke asked for clarification on what was approved at previous Area Board meetings. Cathy Faurot stated that those approvals were for staff/faculty raises and tuition increases for the 2018-2019 Budget. Cathy indicated that they initially projected 680 students, which is higher than the current enrollment and that placeholder salaries were included. A motion was made by Fr. Kottas to approve the 2018-2019 budget as presented. Second: Rubin Ramirez Approved: Y

- B. Strategic Planning Update (Proposed Calendar of Events): Dave Schweitzer provided a draft project schedule from Meitler. Dave stated that the Diocese is in the process of identifying individuals for various task force groups but has not received any further information.
- C. School Improvement Advisory Council (November 2018) 2017 ITBS (Student Achievement Update): Dave Schweitzer provided reports from the 2017 ITBS testing. Dave explained the results pertaining to reading, science, and math, while being compared to the AEA and state. Dave said it was overall good news with progress being made in classrooms but room for some improvement for upper grade to improve their test scores (especially after students have been accepted to college).
- D. Dev. Update (Auction and Annual Appeal): Dave Schweitzer said that they are close to finalizing the tickets for the raffles for the upcoming annual auction and auction teams are forming. Dave said that the annual support letter is now going to print and that the final mailing list is being compiled. Dave stated that he requested it to go out by October 1<sup>st</sup> with the final mailing date being no later than the first week in October.

**6:09 9. Administrator Reports:**

- A. Anne Jensen PreK-5: A report was previously provided. Anne said that the elementary fundraiser is now complete and funds received will be directed toward updating the elementary gym's sound system and a projection system. Anne said she received donated funds to replace locks in 5 rooms. This enables the rooms to be locked from inside by pushing the button on the lock in case of an emergency situation. Anne said it costs approximately \$700 per lock.
- B. Dave Schweitzer: A report was previously provided. Dave encouraged the Area Board members to attend the ambassadors potluck held that evening. Dave said the Foundation Committee is compiling funds for the STREAM program and for ACT prep courses. Joe Sneed was thanked for his assistance in an audit of the billing from IWCC for college credit classes. Dave said that Joe's assistance discovered a double billing of \$5-7K for which IWCC is issuing a corrected invoice.

**6:15 10. Committee Reports:**

- A. Facilities: Joan Gubbels stated that the committee discussed the elementary sound system, took a tour of the facility/weight room renovation. Joan stated that they discussed getting stackable chairs rather than the current folding chairs being used.
- B. Finance: Sheryl Genereux stated that the committee discussed the 2018-2019 budget.
- C. Policies: Andrea Barnes said the committee is focusing on policies impacted with the refounding/restructure of Saint Albert and looking at aspects for specific discussion. Andrea said a digital form will be provided to the Area Board.
- D. Faith Formation Committee: Dave Schweitzer said that they updated event schedules, recruiting others to help with reflection day besides core team. Dave said the kitchen staff will provide the meals on site for these days/events.
- E. Executive Committee: Sheryl Genereux stated that the committee set the Area Board agenda.
- F. SIAC-Enrollment Committee: Dave Schweitzer set the upcoming meeting dates.

**6:19 11. Executive Session:**

- A. Elementary Update: A motion was made by Fr. Kottas to go into executive session. Second: Kristen Kirwan Approved: Y

A motion was made by Fr. Kottas at 6:30 p.m. to come out of executive session.  
Second: Joan Gubbels Approved: Y

**6:30 12. Closing Prayer: Fr. Wilwerding**

**Schedule of Meetings:**

<b>2018-2019</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.	2	6	4	1	6	10	7	7	4	2	6
5:00	Policy	2 <sup>nd</sup> Mon.	13	10	8	12	10	14	11	4	8	13	10
Noon	Facilities	2 <sup>nd</sup> Wed.	8	12	10	14	12	9	6	13	10	8	12
7:00	SIAC					26			25				24
5:30	Exec	3 <sup>rd</sup> Tues.	21	18	16	20	11	15	19	19	23	14	18
5:00	Finance	3 <sup>rd</sup> Tues.	21	18	16	20	11	15	19	19	23	14	18
5:30	Area Board	4 <sup>th</sup> Mon.	27	24	22	26	17	28	25	25	29	20	24
5:30	Found Board	3 <sup>rd</sup> Mon.	20	17	15	19	*17	21	18	18	15	20	17

**Area Board Committee Assignments  
2018-2019**

**Faith Formation**

Anne Jensen  
Fr. Bright  
Cindy Assmann  
Dave Schweitzer  
Sheryl Genereux  
Joan Gubbels

**School Improvement Advisory**

Anne Jensen  
Dave Schweitzer  
Tamara Bernard

**Policy**

Andrea Barnes  
Dave Schweitzer  
Anne Jensen  
Joe Sneed  
Rubin Ramirez

**Finance Committee**

Fr. Kottas  
Cathy Faurot  
Sheryl Genereux  
Kristen Kirwan  
Anne Jensen  
Lara McClelland  
Dave Schweitzer  
Mark Hohneke  
Lorrie Powers  
Andrea Barnes  
John McHale  
Joe Sneed  
Diane Shanno

**Facilities**

Joan Gubbels  
Diane Shanno  
Ken Schreiber  
Dave Schweitzer  
Fr. Wilwerding  
Cecilia Hallstom