

**COUNCIL BLUFFS AREA BOARD OF CATHOLIC EDUCATION MEETING**  
**Minutes November 26, 2018**  
**5:30 p.m. Saint Albert Catholic School (High School Library)**



**5:30** 1. **Call to Order:** Sheryl Genereux

2. **Opening Prayer:** Andrea Barnes

3. **Roll Call and Reading of Mission:** Andrea Barnes

**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 said that the Feast Day and Thanksgiving mass was very enjoyable. Fr. Kottas inquired about the seniors who were not in attendance. Dave Schweitzer stated that some have off-site classes while others arriving late would have to obtain permission from their parents for a tardy/absence to be excused. Fr. Kottas stated that he has received concerns that some Saint Albert teachers and some students on site during religious ed on Wednesday nights, have displayed somewhat rude behavior. Fr. Kottas asked for more consideration and support of parishes for their sacrifices and the efforts of volunteers who are using the space. Dave Schweitzer and Anne Jensen stated they will follow up with staff regarding the behavior concerns.

**5:35** 5. **Approval of Oct. 22, 2018 Minutes:**

Motion: Andrea Barnes      Second: Tamara Bernard      Approved: Y

6. **Agenda Adjustments:** none

**5:41** 7. **Unfinished/Ongoing Business:**

- A. Enrollment Summary: Dave Schweitzer stated that 2 students have departed but there is a potential for a new student to enroll. Dave said that this time of year Omaha parochial schools are recruiting students so he asked Area Board members to encourage current parents for their children to remain enrolled at Saint Albert.
- B. Annual Appeal Update: Dave Schweitzer stated that to this point, about \$62K has been received. Dave said that in the near future, the names of those who have contributed will be posted and a second mailing will be sent to those who have yet to make a donation. A question was raised about the expectation of the amount of additional donations would be. Cathy Faurot stated that due to 2018 tax laws, it's possible that we may not see the same amount of year end donations we have seen in the past.

**5:50** 8. **New Business:**

- A. 2<sup>nd</sup> Reading Policies 413.1, 425.1, 433, 434: Initial reading with edits/revisions done previously. Dave Schweitzer indicated the edits for each policy. A motion was made by Fr. Kottas to approve all policies presented with edits/revisions. Second: Andrea Barnes      Approved: Y  
1<sup>st</sup> Reading Policies 505 and 506: Dave Schweitzer said Policy 505 had to do with extra-curricular activities. After a discussion, it was determined that 2 separate policies should be written to distinguish the difference in extra-curricular and co-curricular activities. It was also determined that for co-curricular activities, Saint Albert students should have priority and would be accommodated prior to accepting students not enrolled at Saint Albert. Dave said that he will provide a draft of the co-curricular policy with activities listed as well as examples. There were no recommendations for revisions on Policy 506 regarding violating academic eligibility for participating in extra-curricular activities. A 2<sup>nd</sup> reading will take place in December.
- B. School Improvement Advisory Committee Work Session: A meeting was held following the Area Board meeting.

**6:27 9. Administrator Reports:**

- A. Anne Jensen PreK-5: A report was previously provided. Anne stated that the elementary bookfair was held and went very well. There is a men's day scheduled in the Pre-K again this year. Anne said that the 2<sup>nd</sup> and 3<sup>rd</sup> graders performed a vocal concert honoring Veteran's Day. Anne said that she and Dave are working on AdvancedEd accreditation in conjunction with the Diocese. Continued work is being done to complete the state required emergency management plan. Anne stated that a new cleaning company is being sought with references being checked.
- B. Dave Schweitzer: A report was previously provided. Dave said that the Meitler Group will be here again in December for follow up meetings. Dave said that the recent payment of past due Corpus Christi assessments will help to alleviate the financial strain in November. Dave thanked current administrators and Area Board members who have shown him patience during the past years' challenges. He stated that he appreciated them and what they have done and continue to do at Saint Albert. A question was raised about what the "On To College" program will entail. Dave explained that students will have presentations and receive online prep along with classroom work with teachers. Some teachers will incorporate that prep into their curriculum with college/careers English. Dave said the Foundation Committee provided the funding for the program for this year and next year.

**6:32 10. Committee Reports:**

- A. Facilities Committee: Dave Schweitzer said that they discussed the heating and air system, fitness room as well as the new vendor providing the snow removal.
- B. Finance Committee: A report was previously provided. In Kristen Kirwan's absence, Cathy Furot stated that a clean opinion was obtained from the recent annual audit. Cathy said that Jerry O'Daugherty provided handouts at the recent Finance Committee meeting during his explanation at that meeting. He stated there were some challenges and he called attention to some key measures, one of which was Saint Albert's 1% of unrestricted endowed earnings as compared to 24% of other area non-for-profit schools. Sheryl Genereux stated that the Corpus Christi assessment payments will ease the recent financial strain. It was determined that Area Board members and current Saint Albert administrators are unaware of what the Meitler Group will determine and initiate to eliminate the financial strain expected in February.
- C. Policies Committee: *see above*
- D. Faith Formation Committee: A report was previously provided. Anne Jensen said that they met and discussed the upcoming Kairos and the advent projects. Anne asked for additional Area Board members to join the Faith Formation Committee; Tamara Bernard has since joined.
- E. Executive Committee: The committee met to set the Area Board meeting agenda.
- F. SIAC: *following Area Board Meeting*

**11. Executive Session: none**

**6:38 12. Closing Prayer: Rubin Ramirez**

**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  
Tamara Bernard

**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 Furot  
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