

Board of Education Meeting
October 20, 2020
Schrup Family Board Room

Board Members Present: Kevin Mullen, Todd Link, Scott Leibfried, Fr. Phil Gibbs, Sharon Wulfekuhle-Hefel, Diane Rambousek, Kelley Scheisl, Dan Walsh, Brian Kane

Board Members Absent: Fr. Steve Rosonke

Staff Present: Phil Bormann, Bob Noel and Bonnie Sigwarth

Meeting began with prayer at 5:28 p.m.

Approval of Minutes

Minutes from the September 15, 2020 Board of Education meeting were included in the packet for review.

- **Scott Leibfried moved to approve the September 15, 2020 Board of Education minutes as presented. Dan Walsh seconded. The motion carried.**

Consent Agenda Items

Committee minutes and reports from system administrators were included in the packet for review.

- **Todd Link moved to accept the meeting minutes and reports as presented. Sharon Wulfekuhle-Hefel seconded. The motion carried.**

Chief Administrator Report

The Parish Assessment Committee met today and are making progress. The goal is to have a recommendation for parish assessments in time for the December board meeting.

The Religion and Mission Committee met recently and are working through their goals for the year. The role of this committee will be adjusted to align their work with the strategic plan. This committee will also become a filter for change as we assess Holy Family Catholicity and work to improve programming. The board will be updated on progress.

Rebecca Mueller is researching a continuous enrollment process and is working to determine whether or not to adjust the pre-registration process for the system.

Phil Bormann is working with Lisa Krapfl on aligning academic programming and assessing programs currently in place. One area in particular that requires attention is computer science.

Wahlert Catholic hosted the ACT and PSAT on-site for the first time. A total of 120 Wahlert students took the ACT and 90 students took the PSAT. As part of the strategic plan, Wahlert will be working to improve college preparation programs, which will include an ACT prep.

Bonnie Sigwarth has been working on creating a worksheet that monitors each childcare site profitability by room. This work highlighted areas that needed to be addressed and will serve us well into the future.

Holy Family was informed of a Blackbaud data breach that occurred recently, which compromised social security numbers for previous and current employees. Blackbaud has corrected the issue and there is no evidence of identity theft. Holy Family is working with legal counsel to obtain an address list of those who were affected. A letter will be sent out and those who were affected will have access to a free monitoring system.

Phil Bormann is working with Mary Sulentic and Tessa Petsche to streamline certified staff evaluations and training to ensure compliance with the state of Iowa and the Archdiocese. This work has uncovered gaps in training and evaluations that will be improved going forward. The HR Committee will review progress at their November meeting.

St. Anthony Facility Needs

Phil Bormann shared a presentation on the St. Anthony facility proposals, which will also be shared with the St. Anthony parish council on October 28. The presentation included a breakdown of those parents, parishioners and community members who are in support of a transition of SA-OLG students to the Holy Family campus and those who are in support of building a new school as obtained from a recent survey. A space study of the Holy Family campus was also shared.

Phil asked for feedback on any additional information board members would like to see. Todd Link suggested reaching out to the Archdiocese to determine the long-range plan for the parishes before a decision is made.

Archdiocesan Policy Review

Board members reviewed the 4000-6000 series of the Archdiocesan policies, summaries of which were included in the packet. Archdiocesan policies supersede any policy the board would make, and anything passed by the board would need to fit within these policies.

- **Todd Link motioned to reflect that the Holy Family Board of Education reviewed Archdiocesan policies 4000-6000 effective for the current school year. Diane Rambousek seconded. The motion carried.**

Verify Email Votes for Teacher Contract

- **Dan Walsh moved to verify email votes for a one-year teaching contract for Nan Li. Kelley Schiesl seconded. The motion carried.**

2020 Fiscal Year Audit

An electronic copy of the 2020 year-end audit from Honkamp Krueger & Co., P.C. was sent separately to board members for review. Bonnie Sigwarth noted that this was the first year that there were no adjusting entries to be made. Holy Family received a clean, unqualified audit opinion with no exceptions.

- **Scott Leibfried moved to accept the fiscal year 2020 audit as presented. Sharon Wulfekuhle-Hefel seconded. The motion carried.**

COVID-19 Update

Phil Bormann updated the board on the current status of COVID-19 throughout the system. Wahlert Catholic is close to being finished with the first season of athletics and activities. Masks are being worn by athletes and performers and students are staying relatively healthy.

St. Columbkille is currently in the toughest spot with several positive cases. It is very possible that there will be a need to quarantine a classroom in the coming days.

The Iowa Department of Public Health (IDPH) recently updated their guidance on what they consider a close contact. According to the IDPH, as long as masks are worn appropriately, those who come in contact with a positive case do not have to quarantine. So far, Holy Family has not aligned with the IDPH guidelines and continues to follow the CDC guidelines for close contacts. The medical advisory team requested board input on this decision. The board discussed pros and cons of each but did not make a decision.

Meeting adjourned at 7:17 p.m.