

**Board of Education Meeting
December 16, 2021
Schrup Family Board Room**

Board Members Present: Fr. Jim Goerend, Fr. Phil Gibbs, Brian Kane, Diane Rambousek, Todd Link, Sharon Wulfekuhle-Hefel, Kelley Schiesl, Dan Walsh, John Meinert

Board Members Absent: Scott Leibfried

Staff Present: Phil Bormann and Mary Sulentic

Meeting began with prayer at 5:33 p.m.

Approval of Minutes

Minutes from the November 18, 2021 Board of Education meeting were included in the packet for review.

- **Dan Walsh moved to approve the November 18, 2021 meeting minutes as presented. Todd Link seconded. The motion carried.**

Consent Agenda Items

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

- **Sharon Wulfekuhle-Hefel moved to approve the committee minutes and reports as presented. Diane Rambousek seconded. The motion carried.**

Chief Administrator Report

Wahlert students participated in the Kairos retreat recently, which was a great experience for all involved. There are plans for high school students to give back by developing and delivering a retreat for 5th grade students within the system.

Holy Family's second COVID-19 clinic was a great success with more walk-ins than expected. Phil Bormann thanked Beth Broderick, school nurse, for her work in putting this together.

Phil is working closely with Tom English, Athletic Director, and Rebecca Mueller, Enrollment Director, to create a youth activities coordinator position. This position will coordinate after-school programming throughout the year including summer academic camps, athletic camps, and will serve as a K-6 sports liaison.

Wahlert Catholic is in the process of designing a J-term academic enrichment experience for students. This will take place between first and second semesters and will offer a variety of teacher-led and community-connected experiences for students at every level.

Data related to personalized learning is being compiled. Once complete, a team of teachers from across the system will analyze data and assist Lisa Krapfl, Curriculum Director, in making decisions on how to improve.

Wahlert Catholic is planning a professional development session in January to review the Pre-ACT and ACT data and provide subject-specific ACT prep lessons next semester. An ACT specialist will also teach the “How to Take the ACT” next spring. Teachers will take a look to see what they can incorporate in their coursework and also prepare their lessons for ACT prep during Eagle Time.

The designs for the centralized kitchen are complete and the Facilities Committee will meet in January to go over options.

There are currently \$2.75 million in grant applications submitted with two of them matching grants for up to \$250 thousand each. All money received will go toward early childhood building enhancements.

COVID-19 Update

A draft document including updates to COVID-19 protocols in 2022 was reviewed by the group. As more K-6 students become vaccinated against COVID-19, Holy Family is working towards implementing policy changes that will align protocols for students and staff in all grades K-12. Given the opportunity to initiate vaccination for children ages 5-11 before or during Christmas break, Holy Family proposes aligning the following policies effective Monday, January 31, 2022 provided the COVID-19 cases continue to remain low after Christmas break:

- Parents and grandparents will be able to fully participate in Mass with their loved ones during the day.
- Volunteers and local college students will be permitted to re-engage classroom partnerships.
- K-6 teachers will no longer be asked to facilitate virtual access to the classroom. As with all childhood illnesses and needs, teachers will work with their students and families to accommodate absences as necessary.

The board discussed and provided feedback on the proposed policy change. It was recommended that resources for vaccinations on the Holy Family website be included in the letter. The letter will go out to parents prior to Christmas break. If the situation changes after Christmas break, the board will discuss this decision again at their January meeting.

- **Dan Walsh moved to approve the “Updates to COVID-19 Protocols in 2022” document effective January 31, 2022, with an amendment directing families to the Holy Family website for vaccination resources. Fr. Phil Gibbs seconded. The motion carried.**

Human Resources Update

Mary Sulentic, HR Coordinator, gave an update on human resource-related topics. Mary’s work centers primarily around benefits administration, payroll, salary and wage analysis, and any questions related to employment. Mary works closely with the Archdiocese of Dubuque and the Iowa Catholic Conference, and consults with the HR Committee made up of human resource professionals from the community.

Holy Family consists of approximately 450 employees including coaches and substitute teachers, with approximately 350 employees on the regular pay schedule. Around 40 percent of Holy Family employees are certified (teachers and administrators), while 60 percent are non-certified (early childhood, maintenance, food service and other support staff).

Mary is currently working on the following:

- Wrapping up open enrollment of benefits for Holy Family employees.
- Working with the early childhood centers while they transition managers.
- Working on early childhood wages including implementing a career ladder, which will help to make early childhood more of a career choice than a temporary job between careers.
- Introducing an Employee Assistance Program (EAP) in 2022, which will be available as a resource to employees who are stressed and overwhelmed.

Brian Kane asked Mary to share her top wish list of items to help in her work. Some of the biggest challenges include offering competitive wages and benefits as well as the recruitment and retention of talent. With Mary being a one-person department, hiring a part-time position focused on employee recruitment would help in her efforts. Other wish items include offering a better benefits package with a 401(k) match, as well as offering a childcare remission for employees similar to what is offered for tuition.

The board thanked Mary for all of our hard work!

2022-2023 Tuition Rate Approval

At their last meeting, the Finance Committee approved a 3 percent tuition increase at each level for the 2022-2023 school year. This change from the \$100 increase in previous years will help with necessary pay increases for non-certified and certified staff. Additional tuition assistance funds will be available for families and will be communicated with this change.

- **Todd Link moved to approve the 2022-2023 tuition rates as presented. Dan Walsh seconded. The motion carried.**

2022-2023 Early Childhood Rates

Lis Ernst, Early Childhood Coordinator, completed a comparative analysis of childcare rates and increases. Proposed 2022-2023 early childhood rates were approved by the Finance Committee at their last meeting.

- **Sharon Wulfekuhle-Hefel moved to approve the 2022-2023 early childhood rates as presented. Diane Rambousek seconded. The motion carried.**

Tik-Tok Threat

Holy Family sent a message out to families in response to a Tik-Tok challenge encouraging students across the country to threaten their school on December 17. Phil has been working with Dubuque Community Schools and Western Dubuque to address this concern.

Additional Items

Todd Link shared a request from Fr. David Schatz asking Holy Family to remind parents that the school week begins on Sunday and families should be taking the time to attend Mass. It was also recommended that Holy Family provide a signup during Catholic Schools Week encouraging families to attend Mass as a thank you to parishes and older parishioners for all their contributions and continued support of Catholic education throughout the school year.

Meeting adjourned at 6:33 p.m.