

**Board of Education Meeting**  
**November 17, 2022**  
**Schrup Family Board Room**

**Board Members Present:** Dan Walsh, Brian Kane, Fr. Dennis Quint, Fr. Phil Gibbs, Isabelle Pattarozzi, Kelley Schiesl, Aaron Burke, Sharon Wulfekuhle-Hefel, Diane Rambousek, Cole Cluchey, and Scott Leibfried

**Board Members Absent:** Kevin Mullen

**Staff Present:** Phil Bormann and Rebecca Mueller

Meeting began with prayer at 5:31 p.m.

The board welcomed a new member, Aaron Burke as a representative for St. Joseph the Worker. Aaron's wife, Kate Burke, is the school counselor at St. Columbkille and they have four girls in the Holy Family system, one at Mazzuchelli and three at St. Columbkille.

**Approval of Minutes**

Minutes from the October 20, 2022 Board of Education meeting were included in the packet for review.

- **Scott Leibfried moved to approve the October 20, 2022 meeting minutes as presented. Sharon Wulfekuhle-Hefel seconded. The motion carried.**

**Consent Agenda Items**

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

- **Brian Kane moved to accept the committee minutes and reports as presented. Diane Rambousek seconded. The motion carried.**

**Chief Administrator Report**

On Thursday, October 27, 2022, Phil Bormann and Lisa Krapfl attended the Community Foundation of Greater Dubuque's Community Equity Education Event. It included a panel of five education professionals, of which Shaquila Johnson, the Resurrection school counselor, was a representative for Holy Family. Phil Bormann shared that it was eye opening as they shared the challenges in Dubuque pertaining to education.

Phil also recently met with Tom Sullivan at the Boys and Girls Club of Greater Dubuque to discuss what they do and their programming, and let him know that Holy Family is here and an option to its community.

Holy Family trialed the idea of not having Mass on Holy Days of Obligation, in hopes of encouraging Mass participation at local parishes and with families. After reflection of results and feedback, Holy Family will revert back to normal and have Mass on sites for Holy Days of Obligation that take place during the school week. Cole Cluchey questioned if Holy Family

would still look at the option of having a cut-off for after-school activities on those days. Phil Bormann thanked Cole for calling that out, and yes, it is something that can be discussed further.

The Student Improvement Advisory Committee meeting was held on November 8, 2022. Students, teachers, administrators, and parent representatives reviewed initiatives and achievement indicators and gave feedback to take into consideration.

The Diocese of Sioux City school personnel visited on November 10, 2022. The purpose of their visit was to learn and hear about our personalized learning programming first-hand.

Administrators are partnering up throughout the school year to do classroom walkthroughs to learn how teachers are customizing instruction and classroom activities. Phil shared that they want it to be more of a push-in and take the time to be in those rooms and continue to improve upon it.

Principal, Denise Grant, is retiring from education. Phil shared his appreciation for her leadership and commitment to Catholic education over the years. Holy Family is actively seeking her replacement and the position will be open until filled.

The Human Resource Committee met recently to talk through pay and benefits, dress codes, Engage360, and other items.

The Board of Education will receive training from the Superintendent of Catholic Schools, Cathay Walz, following the January Board meeting. With turnover of board members, and adding additional board members, the training will help in educating the board of their role and the purpose of the Board of Education.

### **Facilities Update**

Phil Bormann also shared an update on the facilities. There was a water main break on central campus this evening which happened about the same time last year. Central campus closed school for the next day, Friday, November 18, 2022.

St. Columbkille plans continue to move forward. Phil met with the Archdiocese Building Committee, the plans look solid, and now it is a matter of getting finances in order. Two teachers have been added to the planning team, Kathy Feltes and Laura Ripley, they will be assisting in the design phase. Phil is thankful for their willingness to assist. Scott Leibfriend asked if there was any clarity for a timeline. Phil shared that there is no set timeline, but could potentially be breaking ground after this school year, but could also be 2024-2025 for construction because even if finances were in order, materials could take a year to come in. Phil is having weekly conversations in regards to their renovation.

St. Joseph the worker will begin the renovation process soon for their building. It will start with sprinkling every room and adding new HVAC systems. The timeline for their completion is June of 2023.

At Holy Ghost, all rooms have been moved into. They have begun hiring and starting the expansion process. There was no new update regarding the elevator.

## **Enrollment Update - Rebecca Mueller**

Rebecca Mueller, Director of Enrollment, shared an update on recruitment and retention for Holy Family Catholic Schools. Board members were given information regarding certified enrollment, retention, enrollment projections, along with the initiatives to reach enrollment goals.

### **Enrollment:**

The 2022-2023 certified enrollment for K-12 was 1,581 which is a 14-student increase compared to certified enrollment last year and 102 percent of budget projection.

Across the three elementary sites, there was a 1 percent increase of certified enrollment, with Our Lady of Guadalupe seeing the largest gain in enrollment of 16-students.

Mazzuchelli Catholic Middle School saw a 3-student decrease, while Wahlert Catholic High school had an 8-student increase.

### **Retention at Transitions:**

Pre-K retention for last year was 56 percent. All pre-K sites saw an increase or remained steady in pre-K retention from the previous year, except for Holy Ghost.

Fifth-grade retention last year was 90 percent and sixth-grade enrollment saw a 3-student increase compared to certified enrollment last year.

Eighth grade retention last year was 93 percent, with ninth-grade seeing a 10-student decrease over certified enrollment last year.

### **Projections and Future Goals:**

Holy Family projects the next year's enrollment using certified enrollment counts for the current school year along with a three-year-average retention rate. Using this data and information available regarding recent retention rates at transition periods, Rebecca shared that the calculated budget projection stands at 1,582.

For 2023-2024, the goal for kindergarten will be at least 144 students (two full sections of kindergarten at each of the three elementary schools), with a retention rate of 97 percent in current grades K-4.

Recruitment and retention at Mazzuchelli will continue to be a focus in this year and years to come. Last year, 95 percent of the 5th grade class was retained, increasing that will be a challenge, the focus will be to maintain at least 90 percent retention and recruit new students.

The 2023-2024 goal for the freshman class is at least 112 students. By continuing to retain 90 percent of the 8th grade class, gaining at least nine freshman students from outside schools. With an increased focus on area Catholic Schools such as Holy Ghost Immaculate Conception and St. Joseph's Sinsinawa, Rebecca believes this goal can be met or exceeded.

Another goal for the system will be to continue to improve student demographics to better match the City of Dubuque Census data. The changes to the tuition assistance process last year did result in an increase in our minority student population, and the goal is to continue that trend.

The following initiatives have been put in place to help with recruitment and retention:

- Enhance lead nurturing opportunities to guide families through the tour and evaluation process and automate necessary communications and follow-up.
- Word of mouth marketing and community building.
- Establish transfer policies and contract language.
- Continue to improve the scholarship and tuition assistance process.

The board discussed some of the data and projections as shared by Rebecca and the future of recruitment. The board expressed the importance of students sharing their personal experiences in recruiting and taking advantage of highlighting the community here at Holy Family as seen in events such as the Homecoming Tailgate and the Trick-or-Treat event.

The board thanked Rebecca Mueller for all the work she does in regards to enrollment.

In light of Thanksgiving next week, Kelley Schisel, on behalf of the board, presented Phil Bormann with a gift of appreciation and the board thanked Phil for his leadership and all that he does for the system.

Meeting adjourned at 6:25 p.m.