

Board of Education Meeting
March 9, 2023
Meeting held via Zoom

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

Board Members Absent: Diane Rambousek

Staff Present: Phil Bormann, Lis Ernst, and Bonnie Sigwarth

Meeting began with prayer at 5:30 p.m.

Approval of Minutes

Minutes from the February 16, 2023 Board of Education meeting were included in the packet for review.

- **Brian Kane moved to approve the February 16, 2023 meeting minutes as presented. Sharon Wulfekuhl-Hefel seconded. The motion carried.**

Consent Agenda

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

- **Scott Leibfried moved to accept the committee minutes and reports as presented. Aaron Burke seconded. The motion carried.**

Chief Administrator Report

Phil Bormann invited the Board of Education to attend the Holy Family Honor Award Presentation on April 1, 2023 prior to the Circle of Celebration. Holy Family is honoring Jacob Bohr as the Rising Young Alumni, Kim Hermsen with the Holy Family Service Award, and Tom Cummer for Professional Achievement.

Holy Family continues to work on the strategic plan and are in the process of aligning goals and resources to the initiatives.

Kindergarten enrollment numbers are increasing and Rebecca Mueller continues email marketing, social media marketing and is targeting marketing of parish members and current pre-K students to fill the 3-section classrooms at each school. Interest remains steady for Holy Family with inquiries and tours. Outside of Kindergarten, the highest demand is in 6th grade. With limited spots available, some students are being placed on a waitlist.

Holy Family is partnering with Loras College to offer ACT Prep for spring registrants in March. Summit Learning coaches and leaders were on site March 9 and 10 to observe instruction and the personalized learning tenets at work at Holy Family. The team spent half of one day leading administration in mathematics coaching.

The Religion Curriculum group met on March 8 for review of new textbooks for K-5, guidance has been given from the Religion and Mission committee. A team of educators will also visit Madison to observe schools using the Catechesis of a Good Shepherd programming in their schools.

The Archdiocese has released guidance for budgets and to guide tuition changes. Bonnie Sigwarth has done a tremendous job with the budget and tuition changes following their guidance and working with the Finance committee.

Holy Family has begun working with Origin to create a short-term and long-term facility plan and have provided them with historical enrollments, tuition rates, and baptism records. Scott Leibfried asked what the timeline might look like for their space study. Phil shared that there are many different factors with the different options on the table, but is hoping for some sort of timeline from Origin after spring break as they are making us a priority. The centralized kitchen is on pause for now, until we learn more about the necessary changes to our future footprint.

As a part of the budgeting process, the goal will be to continue increasing the salary and benefit schedule to remain competitive with surrounding schools. The increases for salaries and 401k match will be phased in over the next three years.

With the increasing number of students, the number of staff will need to increase accordingly as well. Phil shared where we would like to go on the staffing side from listening to feedback on how we can help both struggling and advanced learners better and make investments to have a particular focus. Other areas that increased staffing would be beneficial is in the fine arts program and faith formation. Isabelle Pattarozzi questioned if with the increasing sizes of classes, if there has been an increase in the need for additional support. Lis Ernst shared that on the EC side, there has been an increase in referrals, but Phil and Lis will take a deeper look at it.

Fr. Quint commended the work and outlook Holy Family has on the talent side of things and suggested giving the same amount of attention to the subsidy side as well for the pastors. Dan Walsh expressed appreciation for all the patience as Holy Family continues to navigate this new challenge.

2023-2024 Adjusted Tuition Rates Approval

Phil Bormann shared that the Archdiocese has provided guidance regarding tuition with a three-year phase in to get closer to the per pupil cost. Following the Archdiocese guidelines, tuition rates for 2023-2024 school year were adjusted and were included in the packet for review. Returning families not yet eligible for an ESA will be provided additional tuition assistance through a Holy Family Scholarship and their final balance will be what it would have been prior to the ESA implementation. Samples of the tuition contracts were presented to the board.

The adjusted 2023-2024 tuition rates are the following:

	Supporting Parish	Non-Supporting Parish	Non-Catholic
Elementary (K-5)	\$5,010	\$5,435	\$6,210
Mazzuchelli Catholic Middle School (6-8)	\$5,570	\$5,995	\$6,770
Wahlert Catholic High School (9-12)	\$7,400	\$7,825	\$8,600

Aaron Burke highlighted the importance of clear communication with families regarding this adjustment. Phil hopes to send a video out alongside the initial letter explaining to families, and would like to have a community meeting early in April, but it will be just as important for the board to have the same message when asked.

Concerns about the three year phase in were brought up by the board and if tuition would be capped. Phil shared that it is not perfected and the Archdiocese is working with Holy Family as it is one of the larger systems and more complex than others in the Archdiocese of Dubuque.

Scott Leibfried pointed out that the way the tuition contracts are laid out, it benefits parents, however, parishes are hurting and more work needs to be done on the subsidies. Phil shared that we have to be deliberate about decreasing parish subsidies and want parishes to feel good about their parishioners attending our schools. Fr. Quint stated that it needs to be a priority of Holy Family going forward and that at the last assessment meeting, there was some encouragement for parishes to determine what amount they could provide. Phil Bormann expressed to Fr. Gibbs and Fr. Quint that he would like to join a deanery meeting in the near future to hear from parish priests, as would Dan Walsh.

Many families will experience a huge lift with tuition which will allow them to give more to their parishes. With how much subsidy the parishes provide, this should be an important piece to communicate with families as well, giving back to their parish.

- **Brian Kane moved to amend the previously approved 2023-2024 tuition rates and approve the increased 2023-2024 tuition rates as presented, with getting those families that do not currently qualify for an ESA back to the previously approved rate through a Holy Family Scholarship. Sharon Wulfekuhl-Hefel seconded. The motion carried.**

2023-2024 Early Childhood Rates Approval

Lis Ernst, Director of Early Childhood, shared the 2023-2024 Early Childhood tuition rates with the board. Early Childhood will be moving to a flat rate with an additional fee for extended hours. The cost of food is incorporated in the flat rate. The rate also includes transportation costs for Eagle Care and Eagle Day Camp. The shift in the new rate structure will help simplify billing and cause less billing errors.

Fr. Quint questioned what the revenue will look like with this new structure. Bonnie Sigwarth shared that it will show as more, however, it is hard to budget for the labor, but she had been budgeting conservatively not knowing where the labor will be. Dan Walsh stated that this model will help the revenue be more predictable.

Aaron Burke asked about a discount for employees that send their kids to our Early Childhood centers. Bonnie stated that in the past, Early Childhood absorbed the discount, and proposes that Early Childhood keeps the revenue as it would be an employee benefit. Lis Ernst will include this benefit in the handbook.

- **Aaron Burke moved to approve the 2023-2024 Early Childhood Rates as presented. Scott Leibfried seconded. The motion carried.**

Teacher/Administrator Contracts

- **Sharon Wulfekuhle-Hefel moved to approve all contracts as presented not to exceed a total full-time equivalency of 130 FTE. Kevin Mullen seconded. The motion carried.**

2023-2024 Substitute Handbook

A draft of the 2023-2024 Substitute Handbook was shared with the board and was approved by the Student Services Committee.

- **Fr. Dennis Quint moved to approve the 2023-2024 Substitute Handbook as presented. Isabell Pattarozzi seconded. The motion carried.**

2023-2024 Volunteer Handbook

A draft of the 2023-2024 Volunteer Handbook was also shared with the board and was approved by the Student Services Committee.

- **Kelley Schiesl moved to approve the 2023-2024 Volunteer Handbook as presented. Sharon Wulfekuhle-Hefel seconded. The motion carried.**

Executive Session

At 6:49 p.m. Fr. Dennis Quint moved and Brian Kane seconded to convene to Executive Session.

At 6:55 p.m. the Executive Session concluded and the meeting was adjourned.