

School Board Meeting
May 18, 2023
Schrup Family Board Room

Board Members Present: Brian Kane, Kevin Mullen, Kelley Schiesl, Scott Leibfried, Isabelle Pattarozzi, Cole Cluchey, Sharon Wulfekuhle-Hefel, and Diane Rambousek

Board Members Absent: Dan Walsh, Fr. Dennis Quint, Fr. Phil Gibbs, and Aaron Burke

Staff Present: Phil Bormann and Lis Ernst

Meeting began with prayer at 5:32 p.m.

Early Childhood Update

Lis Ernst, Director of Early Childhood presented an update regarding Early Childhood to the board.

2022-2023 Highlights

- Moving into the new building at Resurrection
- The Holy Ghost renovation was completed and enrollment has increased
- Phase I of the St. Joseph the Worker is almost complete and phase II will begin, which will include an additional infant room and hallway update
- Four mini buses arrived and are being used for early childhood field trips
- Internal systems have been created to move towards standard operating procedures
- Three centers have applied for their IQ4 rating
- Eagles Day Camp was a huge success last summer and will be moving to Resurrection for the summer of 2023 and has seen an increase in enrollment

Enrollment

Lis shared that enrollment is up at Holy Ghost and at Eagles Day Camp. Our Lady of Guadalupe is currently at capacity. Resurrection and St. Columbkille have seen a little growth, but Lis expects those numbers to stay steady. St. Joseph the Worker is currently under renovation, but has several unfilled rooms and is seeing an uptake in enrollment. Scott Leibfried questioned where we see the capacities - if it's with space or people. Lis shared that there are unused rooms, we just don't have the staff, specifically at the 12-month sites.

Investing in People

- Directors took a 10-week leadership course
- Leader in Me was introduced to all Directors, Pre-k staff, and Preschool staff
- The first ever all Early Childhood "Vision for our future" event was held that outlined upcoming goals and expectations moving forward
- Second Quality Training Incentive Program was rolled out offering every employee the chance to earn up to \$500 for attending sponsored professional development led by the Directors

Leading with Faith

- Additional religion books and materials were purchased for every preschool and pre-k classroom
- Explored Catechesis of the Good Shepherd in Early Childhood
- Offered a “Holy Moments” professional development opportunity to all EC staff
- Newly renovated rooms have Catholic images present in all spaces

The Future

- Focus on providing an excellent experience for families, staff, and children
- Expand Eagle Care services to include transportation to and from local public elementary schools
- Offering the infant food program at St. Joseph the Worker and Holy Ghost beginning in June
- Completing the onboarding process to effectively recruit and train new employees
- Increase employee and leadership professional development
- Continue to move up the IQ4K scale
- Explore options for performance-based incentives for Directors
- Continue to enhance learning spacing with appropriate-sized furniture, diversity in the classroom, and increasing our Catholic Identity in each school
- Eager to find business partners to assist their employees with finding and obtaining childcare, especially in infant care and school-aged care
- Grow St. Joseph the Worker to full capacity
- Fill Holy Ghost’s remaining spots

Scott Leibfried stated that as a parent of a child that attends a Holy Family Early Childhood program, the programming is fantastic. The board thanked Lis for all the work she has put into Early Childhood programming and all the work she has done and continues to do for the system.

Approval of Minutes

Minutes from the April 20, 2023 School Board meeting were included in the packet for review.

- **Kevin Mullen moved to approve the April 20, 2023 meeting minutes as presented. Cole Cluchey seconded. The motion carried.**

Consent Agenda

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

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

Chief Administrator Report

In regards to Catholicity, Holy Family is hopeful in creating a partnership with the parishes for the Catechesis of the Good Shepherd programming. Ruth Carlson has also sent out a survey to faculty in late March to gauge where they are at in their faith journey and to solicit feedback

from those willing to assist in the process. She plans to work with them to develop faith formation experiences across all sites.

With limited spots available in K-12, the enrollment office is working with prospective families to tour and complete applications. At this time, 49 new students are on an admissions waitlist. The enrollment and tuition offices are working on promoting ESAs to eligible families with the application going live on May 31.

Regarding Academics and Activities, all math teachers in grades 4-12 will attend an Illustrative Mathematics professional development this summer in Chicago. Assessments are coming to completion with a new assessment for all seniors completing Spanish IV to earn their biliteracy seal. Planning continues for PD for the 2023-2024 school year, with a focus on faith formation, mathematics instruction, Leader in Me - Core II, and instruction and opportunities for advanced learners.

An ad-hoc committee consisting of board members, finance committee members, and deanery members convened to discuss long-range financial goals. A relief pool was also established for parish assessment relief, and parishes that requested relief got some portion of that.

Phil Bormann shared a follow-up from the last meeting regarding school safety and arming staff members. The Archdiocese of Dubuque would not be in support of arming staff members.

Facilities and Enrollment Capacity

Phil Bormann presented to the committee the current facilities and enrollment capacities from the Origin space study. Origin is currently on pause right now, until decisions are made on how to move forward. Phil expressed that we must be intentional about our next steps. Phil shared what the system is currently built for with assumptions based on previous studies and attrition, and that moving forward, the new assumption needs to be that attrition will be less and we need a spot for every student at every level.

The board discussed several options and provided some feedback. Scott Leibfried emphasized the importance of maintaining our mission as a Catholic school during this process, especially with expansion and defining what an active member of a participating parish truly is.

No decisions were made and the School Board will need to get together in the near future to make decisions on the direction the system should go with facilities and enrollment.

Acceptance of Resignations

Resignations from Sr. Catherine Stewart, Principal at St. Columbkille Elementary and Jeramy Jackson, teacher at Mazzuchelli were taken to the board for acceptance for contract releases.

- **Cole Cluchey moved to accept the resignations of Sr. Catherine Stewart and Jeramy Jackson. Diane Rambousek seconded. The motion carried.**

Executive Session

At 7:17 p.m. Scott Leibfried moved and Diane Rambousek seconded to convene to executive session.

At 7:42 p.m. Diane Rambousek motioned and Scott Leibfried seconded to conclude the executive session.

Verification of Email Votes for Teacher Candidates

- **Kelley Schiesl moved to verify the email votes for the hiring of Elizabeth Kurt, Karen Hillard, Elizabeth Bushman, Adrienne Johnson, Lucas Sedlacek, Maxwell Rutledge, and Mary Freund. Isabelle Pattarozzi seconded. The motion carried.**

2023-2024 Employee Handbook

A draft of the 2023-2024 Employee Handbook was shared with the board along with an update on changes.

- **Sharon Wulfekuhle-Hefel moved to approve the 2023-2024 Employee Handbook as presented. Diane Rambousek seconded. The motion carried.**

2023-2024 Early Childhood Handbook

A draft of the 2023-2024 Early Childhood Handbook was shared with the board.

- **Scott Leibfried moved to approve the 2023-2024 Early Childhood Handbook as presented. Cole Cluchey seconded. The motion carried.**

Procurement Procedures

A procurement procedure policy was included in the packet for review. Phil Bormann shared that the policy came from the Archdiocese and gives good guidance to follow to make sure we are getting the best bid.

Scott Leibfried suggested tweaking it to fit for Holy Family. Brian Kane suggested that some sort of language be included regarding that support for Holy Family would be considered when bids are within a certain percentage of each other.

- **Scott Leibfried moved to table the procurement procedures for modifications and send it out for approval at a later date. Cole Cluchey seconded. The motion carried.**

The meeting adjourned at 7:57 p.m.