

**Board of Education Meeting
November 16, 2023
Schrup Family Board Room**

Board Members Present: Dan Walsh, Kevin Mullen, Diane Oglesby, Fr. Phil Gibbs, Cole Cluchey, John Callahan, Kristi Lynch, Mike Dodds, Fr. Dennis Quint, Isabelle Pattarozzi, and Scott Leibfried

Board Members Absent: Amy Henn

Staff Present: Phil Bormann and Mary Sulentic

Meeting began with prayer at 5:32 p.m

Approval of Minutes

Minutes from October 19, 2023 were included for review.

- **Fr. Dennis Quint moved to approve the October 19, 2023 meeting minutes as presented. Cole Cluchey seconded. The motion carried.**

Consent Agenda Items

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

- **Isabelle Pattarozzi moved to accept committee minutes as presented. Scott Leibfried seconded. The motion carried.**

Chief Administrator Report

Phil Bormann shared that the Platform for Excellence Donor Reception was held last night and went outstandingly well, donors helped provide direction for the system to focus on.

The Mass of Remembrance honored 126 alumni and staff that have passed away in the last year. Faculty faith formation continued with on-site prayer during the recent PD day.

Transitional Kindergarten (TK) was announced to pre-K families via email on November 2. TK candidates will apply using the kindergarten application and will indicate TK preference with decisions on placement made at spring conferences. Based on Pre-K conference survey data, at least 14 families are considering a repeat pre-K option and would be target candidates for TK.

Lisa Krapfl has taken up the task of offering a teacher book study in which teachers can receive renewal credit through the AEA. Twenty teachers have signed up to partake outside of contracted hours.

The SIAC Committee approved the movement from AP coursework to college coursework when teachers hold credentials now and in the future. The minutes were included in the consent agenda.

Phil shared that there will be shifts happening regarding Summit Learning, as Gradient Learning becomes more front and center and the learning management system will be moving towards Canvas. Currently our learning management system is split between Google Classroom and Summit, however, the Canvas learning management system would allow all of our classrooms on it. The system would have a new user interface that would be user-friendly for both teachers and students.

Scott Leibfried questioned if there were any concerns, takeaways, or things to watch for during this transition. Phil shared that they will need to continue to personalize the experience for the students and make sure it is aligned with our faith including Catholic identity in the curriculum. The cost is currently free to us, but Phil stated we will need to keep an eye on the long-term costs associated with it, if there's ever any shifts. Phil also shared that the coaching for teachers will also increase for classroom instruction and leadership. Fr. Quint questioned if there was a way for this platform to tailor to the areas of focus from the standardized tests. Phil shared that Canvas has a data analytics section to see what kids are doing and respond to the need, which would require training.

Phil shared that a small group recently did a walkthrough of both Resurrection and St. Joseph the Worker to determine the needs of both buildings for the St. Columbkille transition. Jeff Rusch is hopeful to have the buildings cleaned up and ready for teachers by the end of February. Phil is currently working through the bus situation for a shuttle from St. Joseph the Worker to Resurrection for the split families with Dubuque Community School District.

Bids for the central kitchen were recently received. Once the equipment bids come through, they will be taken to the Facilities and Finance committees.

A master plan for the central campus is continuing to be worked through.

Human Resources Update

Mary Sulentic, Human Resource Manager, was present for an update on human resources. Mary shared that we pay between 375-400 employees every pay period, not including substitutes or coaches.

A draft of an Employee Development Reimbursement Policy was shared with the board, with some updates following the HR Committee meeting. Mary shared that the point of this policy is to encourage teachers or other staff to obtain other endorsements, coaching certifications, or other certifications that would benefit both the employee and the school system. The policy would not apply to masters credits which are solely for movement on the salary schedule. The reimbursement may be limited based on the funds available. The employee would then commit to a three-year period of continued employment with HFCS or will be required to repay the reimbursement at a prorated portion based on the time commitment remaining.

Phil shared that this policy would help teachers become certified to teach a college level course or finish an endorsement that would help the system. The policy allows for employees to have commitment towards the system and allows Holy Family to invest in their people as a part of the strategic plan.

Dan Walsh questioned if the repayment/authorization for payroll deduction as a part of the application process has been run by legal. Mary stated that it has not, and Phil and Mary will run it by Cathy Walz and the Archdiocese. Dan also suggested clarifying that if extenuating circumstances are considered regarding repayment that the Chief Administrator would be arbitrary.

- **Diane Oglesby moved to approve the Employee Development Reimbursement policy presented, pending review on the legal side and subject to the addition that the Chief Administrator is arbitrary in any extenuating circumstances that are considered. Kevin Mullen seconded. The motion carried.**

The Office of Catholic Schools provided guidance for schools regarding their benefits. Their 401(k) guidance is a 5 percent match on a 10 percent employee contribution. Holy Family is currently a 3 percent match on a 6 percent employee contribution. An Empower representative was recently on site as a resource for employees.

Health insurance rates increased 14 to 24 percent depending on the plan. The Office of Catholic Schools guidance for health insurance is 100 percent paid employee only and 60 percent paid family. For 2024, Holy Family is at 63 percent paid employee only and 37 percent paid family. For other benefits, Holy Family is aligned with the Office of Catholic Schools' guidance for life, LTD, flexible spending, and paid time-off benefits.

Teacher recruitment this year will be through IowaWorks instead of Teach Iowa. The state of Iowa requires all education jobs to be posted on IowaWorks. Mary shared that we are currently looking at the Frontline recruiting and hiring platform to help with applicant tracking and job postings which is what Dubuque Community and West Dubuque school districts use. Along with an applicant tracking system, we are looking into onboarding systems with iSolved and Frontline to automate the current processes.

Holy Family developed a careers Facebook page and Mary plans to attend the UNI and Iowa career fairs for teachers with Tessa Petche and Lisa Krapfl for recruiting. Scott Leibfried questioned if there was any consideration of spreading a wider net across the Midwest. Mary shared that Tessa is working on gathering a list of Catholic Schools in the Midwest and education professors contact information and would like to start a continue your faith journey with us platform for recruiting Catholic teachers. Substitute incentives are also being developed to attract more substitute teachers.

Mary shared updates on staffing at St. Joseph the Worker. We are still searching for a Director and Assistant Director and looking into a new part-time financial support person to focus on early childhood and help relieve some of the work of Bonnie Sigwarth.

The board thanked Mary for her continuous work on all things related to human resources.

The board also recognized Phil Bormann for National Catholic School Principal Appreciation Day and presented him with a gift of appreciation for the incredible leadership he provides the system.

The meeting adjourned at 6:34 p.m.