

**Board of Education Meeting
December 21, 2023
Schrup Family Board Room**

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

Board Members Absent: Kristi Lynch

Staff Present: Phil Bormann and Christin Smith

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

Approval of Minutes

Minutes from the November 16, 2023 were included for review

- **Scott Leibfried moved to approve the November 16, 2023 meeting minutes as presented. Isabelle Pattarozzi seconded. The motion carried.**

Consent Agenda Items

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

- **Mike Dodds moved to accept the committee minutes as presented. Cole Cluchey seconded. The motion carried.**

Food Service Update

Director of Nutrition Services, Christin Smith, was present to share an update on food service.

Central Kitchen

Christin Smith worked with Luke Green, a solutions engineer at Rapids Foodservice Equipment, to design a central kitchen for about 2,000 system lunches a day which would fit the future model of Holy Family Catholic Schools. We currently serve about 1,460 lunches. The central kitchen would have an expanded dish washing area, expanded walk-in cooler, mobile heated cabinets, roll in oven, updated combi ovens, new walk-in freezer in dock area, and a large storage space downstairs.

Holy Ghost Delivery

Food delivery to Holy Ghost's warming kitchen began in August. Holy Ghost makes their own breakfast and AM & PM snacks and prepares any fruits or vegetables. The Wahlert kitchen prepares and delivers the main dish, cooked fruits and vegetables, special diets, and any snacks that require cooking. Overall, the process has run smoothly, the greatest challenge being communication.

Local Food for Schools Grants

In both the 2022-2023 and 2023-2024 school year, we were awarded an \$8,000 Local Food for Schools Grant that included \$4,000 for local protein and \$4,000 for local produce. We have worked with the Iowa Food Hub to make local purchases.

Grow it, Eat it Sub Grant

In February of 2024, we were awarded a Grow it, Eat it Sub-Grant of \$1,770. The grant was for the Urban Agriculture class, under the direction of Korrin Schriver, to hatch and raise chickens, and once they began laying eggs to become licensed to sell the eggs. Under the grant, once the eggs are certified as safe to sell, they can be used by the school cafeterias. For the first year, the eggs will be provided to the kitchens for free, after this, we will work out a payment system for the eggs. The Urban Agriculture class just went through the licensing process and were approved to sell eggs. Wahlert received its first delivery of eggs last week and incorporated them into baked goods.

Cycle Menu

In the 2022-2023 school year, there was a 8-week cycle menu and it was tightened to a 6-week cycle. The advantage of this helps control food costs, easier to project purchase needs, increases ability to buy regularly and purchase in bulk, helps save time and makes the paperwork process easier, and makes it easier to coordinate special diets.

Eagle Camp

For the summer of 2024, we will be serving lunches and snacks to the Summer Eagle Camp Program. This will be housed at Resurrection school and will provide meals to Holy Ghost during the summer construction. Christin is working on adding the Eagle Camp to the CACFP application.

Wellness Policy

The Wellness Policy is reviewed each year by the SIAC committee. There were no large updates in 2023. Language was added to help schools have a uniform policy for food brought from home, specifically dealing with caffeinated beverages and fast food.

Christin shared participation numbers of the school lunch program as well. The board thanked Christin for the impressive work that she has done in her two years as the director. The board toured the current kitchen and Christin shared the plans for the new central kitchen.

Chief Administrator Report

Phil Bormann shared that 31 junior students attended the recent Kairos retreat. Many students came back expressing the intent to be more involved with their parish, spend more time in prayer/silence, and stay connected to the people they were on the retreat with. Advent Reconciliation services have been held at each site as well.

Kindergarten enrollment opened to current families and there have been 129 applications received. 23 applications have been received for transitional kindergarten, an internal review and

selection for the TK seats will happen in the coming weeks. Preschool and pre-K enrollment also opened for families, waitlists for pre-K have been created at Resurrection and Our Lady of Guadalupe.

Communication went out recently regarding the personalized learning shifts, good feedback has been received regarding the change. The personalized leadership team convened to review the shifts in programming and to give input on related decisions and then returned to their campuses to help support staff members in their questions. The Math curriculum adoption committee met on December 14 for the renewal of K-3 curriculum for 2024-2025.

Catechesis of the Good Shepherd programming continues to be built upon. Parish representatives and Holy Family members met in November and meetings will continue as we build upon this effort together. We plan to host a training for catechists in Dubuque in the summer of 2024 to help continue to offer this program in the parishes and schools.

Members of the Dubuque Deanery joined us for the parish assessment meeting and the finance committee approved the plan for next year. There are several new early childhood grants that we will be pursuing. The grants are for attracting and retaining talent, minor repairs and sustainable compensation benefits for workers. St. Columbkille continues to move forward with their fundraising efforts.

The bleachers in the gym have been installed and replaced. The central campus master plan is still in process and being worked through. The reports from the soil bearings were just received and the next step is reviewing those to see what can be done and meet with the facilities committee.

Mary Sulentic, Tessa Petsche, and Lisa Krapfl will be attending multiple teacher job fairs in the new year to assist in the recruitment effort. The Office of Catholic Schools is partnering with all sites to offer a digital marketing campaign for attracting teachers to our schools as well.

Central Kitchen Approval

Phil shared that the equipment and the construction would both need approval from the board for the central kitchen. Rapids Foodservice Equipment was the only bid received on equipment for \$513,177. The other two companies declined to bid. The construction bid was taken to the facilities committee and recommended the Portzen Construction bid for \$387,600.

Scott Leibfried stated that at the facility committee meeting, the bid for Portzen Construction was accepted in confidence over the other two bids received. Scott also expressed that it's impressive and encouraging that the numbers for this project came in close to what was projected two years ago.

The food service budget is federally regulated and there are a number of pre-approved items that can be purchased. Equipment that are permanent fixtures cannot be covered by the food service budget. The total cost of the project is \$900,777, of which \$313,377 would be covered through the food service budget and the remaining \$587,400 to be covered through the general fund that was previously budgeted for.

Amy Henn questioned if this was how most districts operate. Phil shared that the Dubuque Community School District and Western Dubuque School District operate with a centralized kitchen. Christin has traveled to 4-6 different centralized kitchens to see how they operate and the central kitchen will help save on personnel costs and individual kitchen repairs. Holy Ghost and Resurrection added a warming kitchen in their renovations and St. Columbkille plans to do the same.

- **Mike Dodds moved to approve the Centralized Kitchen project. Diane Oglesby seconded. The motion carried.**

2024-2025 Parish Assessments

Phil shared that the Deanery was invited in for the assessment committee meeting. The committee agreed on only doing a one-year parish assessment instead of three. The proposed rates were included in the packet with a parish assessment reduction of approximately \$650,000 compared to 2023-2024.

Cole Cluchey questioned how the tiers were determined. Phil shared that overtime the tiers were created, based on the size of the parishes and their revenue. Mike Dodds questioned how the decrease affects Holy Family. Dan Walsh stated that we project a loss for the next fiscal year, but tuition will also play a part in it based on the guidance received from the Archdiocese. John Callahan questioned what the guidelines were based on. Phil shared that Cathy Walz, Superintendent of Catholic Schools, is working with other Archdiocese Superintendents to set the guidance based on what they have seen in other states.

Scott asked for the feedback from the pastors regarding these proposed assessments presented. Fr. Phil Gibbs expressed that in doing their five-year budget, they are trying to build up their ministries and staffing. This assessment fits their current plans, but the plan would be for it to continue decreasing. Fr. Dennis Quint shared that it was a good meeting, the pastors felt more heard and if anyone had a particular case, they could make it. He expressed that some parishes could close at anything more than 10 percent and if it doesn't have to happen because of assessments, that is appreciated.

Dan Walsh stated that everyone seems to be on the same page as to where we go long-term, and continue to provide relief to the parishes. Phil emphasized that we are always appreciative of

what our supporting parishes do to help continue the Catholic education of our system and we are very thankful for their contributions.

- **John Callahan moved to approve the 2024-2025 Parish Assessments as presented. Cole Cluchey seconded. The motion carried.**

2024-2025 System Calendar

The proposed 2024-2025 system calendar was included in the packet for review and approval. Phil shared that we are only proposing a one year adoption at a time. The 2024-2025 calendar mirrors the Dubuque Community School District calendar, except for an added professional development or snow make-up day in April. The calendar eliminated the week-long spring break, but added an extra day to Easter break and extended Christmas break to a full two-weeks.

- **Scott Leibfried moved to approve the 2024-2025 System Calendar as presented. Amy Henn seconded. The motion carried.**

The meeting adjourned at 6:53 p.m.