

**Holy Family Catholic Schools**  
**Board of Education**  
**Thursday, March 21, 2024 at 5:30 p.m.**  
**Schrup Family Board Room**

**Board Members Present:** Dan Walsh, Fr. Dennis Quint, John Callahan, Isabelle Pattarozzi, Cole Cluchey, Kristi Lynch, Fr. Phil Gibbs, and Scott Leibfried

**Board Members Absent:** Mike Dodds, Amy Henn, Diane Oglesby, Kevin Mullen

**Staff Present:** Zoe Houlihan and Phil Bormann

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

**Communications Update**

Zoe Houlihan, Director of Communications and Marketing, was present to share an update with the board. Zoe shared that part of her role with Holy Family is looking at the global picture of Holy Family and ensuring we have the necessary tools and resources system-wide and helping families stay well informed across the system. Zoe has made it a priority of hers to fully understand the workings of our schools and programs. Through surveys, we are able to leverage the voice of families, students, and staff.

Zoe works through a variety of media and communication channels, the main ones include Parent Square, Facebook, and the Holy Family website. Parent Square can be used for a variety of needs including communications, payments, RSVPs, alerts, volunteer signups, etc. Parent Square also allows Zoe to see which families are not reachable and take the necessary steps to ensure that they are. Zoe helps keep the Holy Family website up to date and includes all necessary resources that families may be looking for. The website has about 2,000 unique users every day. Regarding social media, Zoe primarily uses Facebook as the system level platform with the Holy Family official page, the alumni page, and the new careers page.

One of Zoe's top goals is to continuously improve the branding effort and community culture by helping families and the community know and understand that we are all golden eagles and have one unified community culture.

Phil Bormann expressed his appreciation for Zoe as she also helps with strategic planning, reviews system letters, has been a huge proponent of the faith, and helps steer the system in the right direction. John Callahan stated that the unification of the system and family aspect is noticeable and has been well executed and will go a long way for recruitment and retention. The board thanked Zoe for all her work within the system.

### **Approval of Minutes**

Minutes from February 15, 2024 were included for review.

- **Fr. Dennis Quint moved to approve the February 15, 2024 meeting minutes as presented. Scott Leibfried seconded. The motion carried.**

### **Consent Agenda**

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

### **Chief Administrator Report**

Phil shared that each site has held their Lenten Reconciliation services. Kairos 27 was held March 21-24. At Wahlert, some mentor groups have started volunteering to plan and participate in Mass ministry roles for our weekly school Mass.

Recruitment numbers are coming in. As of March 5, 2024, 146 kindergarteners have been accepted for 2024-2025 enrollment, including 15 TK students. Re-enrollment was due Feb. 29th and as of March 5, 2024, 86 percent of returning grades 1-12 students have re-enrolled. Phone calls are being made to the remaining students to confirm their re-enrollment.

School counselors at Mazzuchelli Catholic Middle School and Wahlert Catholic High School are preparing to host a parent event called “Screenages,” an award-winning film that probes into the vulnerable corners of family life and depicts struggles over social media, video games, and academics. The film offers solutions on how we can help our kids navigate the digital world.

Planning continues on CGS partnerships with parishes and summer training will be held in Dubuque. The elementary math curriculum adoption team (K-3) continues to meet and plan. A team made up of one teacher per site is also training on the new learning management system, Canvas, in order to teach all staff on April 12th.

The Rave Panic Button System is being installed and staff is being informed of the use of it with testing being planned for April 12th since there will be no students on campus that day. New cameras have been installed on central campus and phones will begin being installed as well.

Bonnie Sigwarth has been working through a 5-year budget and a few key stakeholders took a look at it. Strategic planning is occurring and the board will need to meet in April for a longer period to review it and provide direction for the system.

St. Columbkille bids are back and in line with the projected costs.

Daniel Thole has been announced the new 6-12 principal. We are excited to transition to a new leadership model that emphasizes continuity on campus and models stewardship of what we have been blessed with. He has begun the hiring process and has outstanding applicants for the two assistant roles.

We are filling positions across the system and several hard to fill areas are starting to see an uptake in applicants. Mary Sulentic, Tessa Petsche, and Lisa Krapfl attend the UNI and Iowa teacher fairs to increase our applicant pool.

### **2025 Costa Rica Trip**

- **Scott Leibfried moved to approve the 2025 J-term trip to Costa Rica with the inclusion of a liturgy service on either Saturday evening or Sunday morning. Cole Cluchey seconded. The motion carried.**

### **Amended 2024-2025 Early Childhood Rates**

Amended 2024-2025 early childhood rates were sent to the board for review and approval.

- **Fr. Phil Gibbs moved to approve the amended 2024-2025 early childhood rates as presented. John Callahan seconded. The motion carried.**

### **Candidate Approval Verification**

- **Isabelle Pattarozzi moved to verify the email votes for the hiring of Holly Johnson and Jonathan Carlson. Fr. Phil Gibbs seconded. The motion carried.**

### **Teacher/Administrator Contracts**

- **Fr. Dennis Quint moved to approve all contracts as presented not to exceed a total full-time equivalency of 135 FTE. Isabelle Pattarozzi seconded. The motion carried.**

### **2024-2025 Capital and Operating Budget**

The 2024-2025 Capital and Operating Budget was sent to the board electronically for their review. The Finance Committee recently approved the budget through an email vote. Dan Walsh shared that we are projecting a negative cash flow for the year, but as we look longer term, the cash flow will be stronger with good cash balances.

Fr. Phil questioned from the sources of income, what percentage of tuition was coming from parents versus an ESA. Dan expressed that we know our families that are ESA qualified are not paying out of pocket, but the income could be broken out by the percentage of those that are paying out of pocket and the percentage through an ESA.

- **Scott Leibfried moved to approve the 2024-2025 Capital and Operating Budget as presented. Cole Cluchey seconded. The motion carried.**

The meeting adjourned at 6:21 pm.