

**Holy Family Catholic Schools**  
**School Board Meeting**  
**Thursday, November 20, 2025 at 5:30 p.m.**  
**Schrup Family Board Room**

**Members Present:** Kevin Mullen, Fr. Dennis Quint, Isabelle Pattarozzi, Jon Sarrazin, Rennie Root, Annie Murphy, and Mike Dodds

**Holy Family Staff Present:** Phil Bormann and Mary Sulentic

The meeting began with prayer at 5:30 p.m.

**Human Resources Update**

Mary Sulentic shared her Human Resources update with the Board.

Highlights included:

- Open Enrollment
  - The cost of health insurance increased by 4%. The employee contribution for health was held at the 2025 deduction levels with no increase.
  - A Roth IRA option was added as part of the 401(k) plan with the Archdiocese
  - Held the 401(k) match at 4% match for 4% employee contribution
- Teacher Compensation
  - Average salary increase for teachers in 2025/26 was 18.37%
  - Holy Family met the Iowa public school teacher minimums and were the only schools in the Archdiocese to do so.
  - A teacher starting salary of \$50,000 with a BA and no experience equates to \$71,000 for a 12-month position.
  - Education lanes were expanded to include MA+30 and MA+45. This aligns to DCSD. Fr. Quint asked if this is necessary. Phil responded that this indicates that Holy Family values education, aligns with most other teacher salary schedules, and that it is not a major expense.
- HRIS
  - The goal is to move from multiple systems, databases and paper processes to one digital system from hire to separation.
  - Had proposal to move forward, Archdiocese asked Mary to be part of a standardization committee. This committee is tasked with exploring the

- possibility of all parishes and schools working together to align HR, payroll and accounting systems.
  - This is a very challenging process. There is a possibility that school systems may be exempt from any recommendation.
- Early Childhood Transition
  - The goal is to separate processes, policies, and procedures for EC from K-12(payroll, onboarding, benefits, employment policies, etc.).
    - EC is its own and unique system (employees, families, curriculum, etc), makes sense to run their own programming that works for them. An EC business manager has been hired to help facilitate this process.
  - The next step will be to implement a separate employee handbook for EC only (give them our handbook and help them customize)
    - Ex: Dress code is very specific for EC, our handbook is more general (dealing with professional teachers)
- Teacher Recruitment
  - HFCS is registered to attend teacher job fairs at ISU, UNI, Wartburg, and Clarke (administrators are encouraged to attend)
    - Great opportunity to check in on other Catholic schools to see what they're doing
  - “Come Back to the Nest” profiles to encourage graduates to come back and work for us (2018 class is great working in the system)
  - Visa limitations, including the introduction of the \$100,000 fee for new H1B holders, creating a challenge for HFCS Spanish immersion programming
    - Pivoting and looking to transition people who are here to a different Visa, speaking to attorneys to see what options are available
    - Phil: We will send admin to Texas for teacher fairs, could be a good way to meet people who are bilingual
- Opportunities for Improvement
  - Employee cost for health insurance
    - DCSD and Xavier Catholic schools are beating us in insurance, but not in salary
    - HFCS has made great strides in salaries and retirement but increasing the subsidy for health insurance remains an opportunity for recruitment and retention.

- The current HFCS 5-year budget includes incremental increases to the HFCS subsidy to get to a 20% employee cost for single health and a 40% employee cost for family health.
  - Total exposure continues to be a concern. The goal is to get to a subsidy level that is not a deterrent to recruitment but is also not the choice of family health when both spouses have the option to enroll.
- Retirement Recognition
  - School-based retirees are recognized at closing school year Mass with a certificate for years of service and a small gift
  - Other retirees throughout the system are recognized at the site or department level only
  - HFCS Advancement office is hosting the first annual retiree Mass and gathering in December
  - Recommendation for a consistent, system-wide process for gifting and recognizing retiring staff will be developed and considered for the next budget cycle

The goal is to continue to change the narrative about working in Catholic education and to promote it as a career option. It is important to offer health insurance that is affordable and reasonable and to continue to develop ways to support our employees with competitive benefits.

### **Approval of Minutes**

- **Mike Dodds moved to approve the October 16, 2025 and the November 10, 2025 School Board minutes as presented. Isabelle Pattarozzi seconded. The motion carried.**

### **Consent Agenda Approval**

Discussion regarding the Facilities Committee meeting began.

St. Joseph the Worker School is working to finish the ramp and warming kitchen area (a \$450,000 investment). To finish the total project of updating classrooms, it will take additional funds (\$375,000). Phil shared that he believes that any profits from Early Childhood Centers went to the schools; now money is not expected from EC as it is desired for them to be separate. Phil believes that EC will be able to pay back the expenses and that it will be profitable (as filling the new rooms with students will pay for itself over time).

Phil also shared that EC centers are opening and closing in the Dubuque area, but we have a good name in our community. He believes that we will fill up the spaces and we can be profitable. It may take 3-5 years, but this is a competitive choice. There is a plan to present data on Dubuque population and age trends with respect to EC center choices. We are getting a larger percent of the market as COVID is now behind us (even to the point of having to waitlist people). Some families decided to change to CMB downtown, but Phil believes we have great selling points for our EC centers and their location.

- **Jon Sarrazin moved to approve the Student Services and Facilities committee meeting minutes as presented. Rennie Root seconded. The motion carried.**

### **New Business - System Calendar**

Phil shared that the plan is to base our school calendar off of DCSD's school calendar and add a few changes. The Archdiocese is requiring Aug 10th as a Professional Development day. The week of Aug 10th - 14th can be a PD day (Aug 10 is a day for a specific group, but everyone will have a day of PD that week).

### **Chief Administrative Report**

Phil shared his Chief Administrator Report. Highlights included:

- Increased interest from new families, more inquiries and tours, projecting increase in 6th grade
- Phil and Lisa Krapfl making efforts to get in classrooms more (curriculum checks, are teachers doing the right thing, talking to kids and teachers)
- Staff book clubs are going well
- Bob Noel continues to do well with fundraising
- Meredith Willman invites anyone interested to come and tour St. Columbkille school and check out their new CGS atrium and program, there is support for expanding CGS

Phil shared updates on plans with the City of Dubuque.

- Currently working with the City of Dubuque to acquire the land North of the football field to use for water retention, saving almost one million dollars with the above ground water basin instead of needing to build it underground

- This is seen as a win-win situation; Holy Family has access to land and ability to save money on water retention, the city has their water retention issue taken care of by Holy Family
- City won't give us anything in writing until we get drawings (the proposal is to lease the land)
- The risk is that developing the drawings will cost around \$100,000 to \$150,000 and once they are done, the city can potentially deny the request
- Origin is working with the city and said the process has been positive and smooth, there is high confidence that the city will agree to this plan
- Plan is to consult DNR with any questions
- The Board respects the costs involved and thinks that the situation seems like a reasonable and safe risk and feels comfortable taking the risk moving forward with drawing plans to present to the city

Phil shared updates on the practice fields.

- There are plans in the works to move the baseball field back for more space between the tennis courts and the softball and baseball fields
- Almost all of the trees will be cleared in order to move dirt and create more gradual slopes (replacing the steep one by the football practice field)
- Phil and Jeff Rusch plan to meet with our neighbors in order to keep them in the loop and receive feedback

### **Miscellaneous**

Holy Family will be meeting with the Archdiocese of Dubuque on December 2nd requesting a loan for the campaign

The Finance Committee will be working on tuition rates moving forward

A final blessing was given and the meeting was adjourned at 6:36 pm.