

**Cedar Valley Catholic Schools
Board of Education Meeting Minutes
October 7, 2010**

In Attendance:

<u>Parish</u>	<u>Pastor</u>	<u>Lay Representative</u>
Blessed Sacrament	Father Juhl	Russ Heiple Mary Nichols
Queen of Peace	Father Comparon	J. J. Meier Craig White
Sacred Heart	Father Jaeger	Mark Russell
St. Edward	Father Kopacek	Mark Gallagher Tim Kneeland
St. Patrick		Katie Anderson Diane Kremer

Absent: Father Hemann and Kim Reiter

CVCS Office

Jeff Frost	Director of Education
Michele Rutledge	Controller
Mike Knipp	Development

Administrators

Nancy Stirm	Blessed Sacrament
Amy Sandvold	Sacred Heart
Tom Ulses	Columbus
Pam Schowalter	St. Edward
Hazel Martin	Director of Faith Formation

Call to Order: Russ Heiple called the meeting to order at 4:34. Father Juhl led the opening prayer.

Approval of Minutes: Father Juhl made the motion to accept the September minutes with the following corrections: the financial page of the technology plan, not the catechetical plan, was not placed on the school websites; Father Kneeland should have been Father Hemann; 20090 corrected to 2009, all letters of ACT capitalized; and Archdiocese rather than Archdiocesan. Mary Nichols gave the second. The motion was carried.

Correspondence:

- Get well wishes to Kim Reiter, Board Member, who had an emergency appendectomy.
- Condolences to Laci Ernst, PreK3 Teacher at Sacred Heart, on the death of her grandmother.
- Congratulations to Garry Damon, Maintenance at Sacred Heart on the birth of a grandson.
- Congratulations to Shelley Kennedy, Teacher Associate at Blessed Sacrament, on her September 19th marriage to Brad Wilken.
- Condolences to Tanya Cutsforth, CVCS Office, on the death of her grandmother.
- Thanks to the Booster Club and Mike Chingren for the Homecoming Fireworks display.
- Get well wishes to Sandy Maiers, teacher at St. Patrick, who was in a car accident.
- Condolences to Maria Guitierrez, Associate at St. Edward and has three daughters in

attendance, on the death of her father.

Address to the Board:

Jeff Henderson - Archdiocesan Superintendent of Schools

Jeff Henderson clarified the role of the Board Members and the role of the Archdiocese Office of Education in regards to policy, personnel, procedures, and planning. Handout 1 listed nine points comprising the Code of Ethics for a Catholic Education Board Member, Handout 2 dealt with thirteen aspects of the role of the effective Board Member. Handout 3 clarified how personnel complaints which Board Members receive can be handled. A listing of the Ten Commandments to follow should be helpful. Handout 4 was a personal checklist that the individual Board member could ask of him/herself. Superintendent Henderson complimented the group for running an effective meeting. He encouraged them to stop after 90 minutes and ask themselves if the items left could be tabled to the next meeting. His final words pertained to confidentiality and he said what "happens in closed sessions remains in that session".

Executive Session:

J. J. Meier made the motion to go into Executive Session at 5:15. Father Kopacek made the second. The motion was carried.

At 5:21, Father Juhl made the motion to return to regular session. Father Jaeger gave the second. The motion was accepted.

The group took a short break and returned to session at 5:27

Steve Duggan - Finance Committee Chairperson, CVCS

Steve Duggan gave a detailed description of the Finance Committee. Members are not elected but are invited. Presently there are members of all parishes. At this time Queen of Peace and St. Patrick are searching for representatives. Their role is to give guidance to Jeff Frost, Mike Knipp and Michele Rutledge; review statements each month, and deal with other financial issues at their quarterly, or as needed, meetings. Father Juhl wondered if Buildings and Grounds Committee should report to Finance similar to the process used in the parishes. This will be studied so that yearly plans, 3-5 year plans, and 5-10 year plans might be generated. Mark Gallagher again voiced his discomfort with how tuition is set before the budget is actually approved. This will also be kept under consideration.

Russ Heiple - Board President, CVCS

Russ Heiple talked regarding the Executive Committee. This committee is comprised of the Chair, Vice President, Secretary, Father Jaeger, and Jeff Frost, with the first four having voting rights. This committee meets once a month for the purpose of planning the board meeting agenda, and signing corporate documents and employment contracts. The Executive Committee also carries the burdens of the Executive Sessions.

Information:

October Report to Parishes/October Administrative Team Education Report - Jeff

Frost

Both were included in the packet. Jeff Frost spoke of the marketing efforts made in the last 10 of 14 days and excitedly shared that he is finding the Cedar Valley Catholic Schools the best buy in the State of Iowa.

In-service: Archdiocesan Faith Formation and Leaders' Gram

Russ Heiple encouraged Board members to read and study the Leaders' Gram.

Action Items:

Finance Committee Approvals - Michele Rutledge

The Finance Committee met on September 9th and will meet again on October 14th. Approximately \$40,000 is short of the projected tuition. \$574,000 has been disbursed for tuition assistance of which over \$500,000 is STO funding. Of the approximate 375 families, approximately 40% receive tuition assistance. Mary Nichols made the motion to approve the August financial report. Father Jaeger gave the second. The motion was passed.

Close-up Trip approved for Kristian Einsweiler

Kristian Einsweiler, history teacher at Columbus Catholic High School presented a trip request for the Close Up Program. This trip to Washington, DC is set for February 20-25 with 19 plus students and two chaperones. The schedule for each day, the financial cost of the trip and other pertinent matters were shared with the Board by Kristian. Discussion ensued how this might affect some students who are preparing for the Sacrament of Confirmation. Care will be taken to see that these students are a part of the planned retreat and Mass. Father Juhl made the motion that the History students and chaperons be allowed to take this trip and he offered to bless the group prior to their departure. Mark Gallagher gave the second. The motion was carried.

Music Trip approved for Katherine Loher

Katherine Loher presented a trip request for a music trip to the Twin Cities. Approximately 68 band and vocal high school students would be taking the March 10-13 trip. Lodging was clarified; cost of the trip for each student was explained, and the daily schedules were shared. Seven chaperones and Katherine will accompany the group. Father Juhl made the motion to allow this trip request. Mary Nichols gave the second. The motion was passed.

Old Business:

2010-2011 CVCS Enrollment Figures - Jeff Frost

Jeff Frost asked the enrollment packet be studied prior to the next meeting. The enrollment review questionnaire will be discussed by the entire board at the next meeting. Following that discussion, Jeff Frost will prepare a report, answering the three questions found at the bottom of the questionnaire. The responses for the three questions are due at the Archdiocese Office by November 8.

New Bus Update - Russ Heiple

Discussion arose about the purchase of a new school bus. The Finance Committee wants to ask the Booster Club for \$30,000 to help purchase the bus. Father Jaeger made a motion to approve the purchase of a bus pending Finance Committee approval. Tim Kneeland

mentioned that such a motion was made at the last meeting so no further action on the part of the Board was necessary. Finance Committee should continue to do what was asked of them by the Board. Once the investigation is completed, an email will be circulated to Board Members for final approval.

New Business:

Review of 1000-3000 series of Archdiocesan Policy Manual

The Archdiocese Catholic School Board has established that Policies 1000-3000 be reviewed during the 2010-2011 school year. Russ Heiple asked for discussion whether a Work Session be scheduled for this or could this be done at a regular meeting. Board Members said they will be prepared for discussion of these at the next meeting, and continued at future meetings as the need is displayed.

Early Out Schedule for Professional Development - Jeff Frost

The Cedar Valley Catholic Schools 2010-2011 Professional Development Plan was included in the Board Packet. Jeff Frost explained the programs planned for the early dismissals. They will be held at alternate sites. The team organizing the schedule are Mary Nichols for PK, Amy Sandvold and Nancy Stirm for K-5, and Pam Schowalter, Tom Ulses, and Jeff Frost for 6-12.

Adjourn:

Father Jaeger made the motion to adjourn. Mark Gallagher seconded it. The motion was accepted and the meeting adjourned at 6:55.

The next meeting is November 4, 2010 in the Columbus Conference Room.

(Submitted by Mark Gallagher, Secretary, and Gladys Oppold, Recording Secretary)