

**Cedar Valley Catholic Schools
Board of Education Meeting Minutes
December 6, 2011**

In Attendance:

<u>Parish</u>	<u>Pastor</u>	<u>Lay Representative</u>
Blessed Sacrament	Father McDermott	Margaret Klein Mary Nichols
Queen of Peace		Mike McNamee
Sacred Heart	Father Jaeger	Kim Reiter Mark Russell
St. Edward	Father Kopacek	Mark Gallagher
St. Patrick		Suzanne Benda

Absent: Matt Colwell, Father Comparan, Katie Anderson, and Jim O'Connor

CVCS Office

Jeff Frost	Director of Education
Deb Thurman	Business Manager

Administrators

Julie Niemeyer	Sacred Heart
Amy Sandvold	Blessed Maria Assunta Pallotta
Tom Ulses	Columbus
Hazel Martin	DRE/DFD

Call to Order: Mary Nichols called the meeting to order at 5:03, acting as Chair until Mark Gallagher arrived. Mary Nichols also led the group for opening prayer on Stewardship. Father Kopacek did the reading.

Welcome: Suzanne Benda, the appointed CVCS representative from St. Patrick was introduced to Board Members.

Approval of Minutes: Mary Nichols made the motion to accept November with the following correction: Mark Gallagher was not present for the November meeting. Mark Russell gave the second. The motion was passed.

Correspondence:

-Thanks to Mary Martin Lane, a retired ESL teacher, who recently donated much of her teaching materials to Sacred Heart and Columbus for their work with ESL students.

Address to the Board:

Carol Luce: Covey Leadership Program

Carol Luce, Service Learning and Leadership Development Director, and a group of students from St. Edward presented the planned expansion of the Seven Habits of Effective Teens based on the 7 Habits of Highly Effective People. Topics presented were: Habits: effective and defective; Seven habits using I; Paradigm, See & Get; and Principles of Paradigm. Through the program tools are presented for use by the students during the rest of their

lives. This presentation was made to keep Board Members aware of ongoing leadership development.

Pam Johnston-CVCS & Waterloo Catholic Faith Formation Commission

The Waterloo Catholic Faith Formation Commission began establishing a consolidation agreement when they were asked by the Archdiocesan Office to study the possibility of using the CVCS Consolidation Agreement. This would create an agreement with addendums pertaining to the Faith Commission, a first attempt at this in the Archdiocese. Continued study will be made of each item and what the Commission's addendum can be so it is a working agreement for the Waterloo Metro area and in no way divisive. A final document will be presented to each Pastoral Council when it is ready for their consideration. The group, already working together informally, wish to make this a more formal effort. The subcommittee will continue work and bring the 8 page document back to the January meeting. Individual Board Members are to submit questions, concerns, and observations to the committee.

Action Items:

Finance Committee Approvals - Deb Thurman

The Finance Report for the month of October was presented by Deb Thurman. She clarified that the state textbook allowance was removed from the financial report because this money never enters the account. The textbooks books are purchased for our schools, by the Waterloo Community School District which is reimbursed by the state. Deb also called attention to the Interest Income category of \$216,000 which does not exist as cash or income. It is just the ups and downs of investments that are not touched. Any profit is rolled over into the original investment. The Annual Appeal listed at \$85,000 has not reached that amount for the last five years. The Benchwarmers are listed as generating \$30K, a figure also not realized for a few years. Removal of these items will make the budget look totally different. Numerous questions arose and discussion followed. It was agreed that Board members wanted more clarification than time would allow at tonight's meeting.

Father McDermott moved that the regularly scheduled meeting January 5th be used as a working session with the Finance Committee and that the regular Board Meeting be moved to the following Thursday, January 12th. This was seconded by Margaret Klein. The motion was approved.

Kim Reiter made the motion that the Finance Report be approved by the Board. Father McDermott gave the second. The report was approved.

Approval of the Hiring of Jess East as Head Baseball Coach at CHS:

Father Jaeger made the motion to approve the recommendation to hire Jess East to be the Baseball Coach at Columbus High School. Father Kopacek gave the second. The motion was passed.

Approval of the November SIAC Minutes and Recommendations:

Several suggestions were made by the School Improvement Advisory Committee:

- (1) establish a SAC (Student Advisory Committee)
- (2) review how the gifted and advanced students needs are being met

(3) further collaboration with Hawkeye Community College for dual enrollment

(4) advance and contracted classes

After the board had reviewed the SIAC report, Father Kopacek made the motion to approve the report. Margaret Klein gave the second. The motion was passed.

Information:

December Administrative Report and Report to Parishes - Jeff Frost

The number of food, nonperishable items and money collected in November by the Columbus students for the St. Vincent De Paul Society was over 85,000 items. This amount was higher than any other school in the area.

2011-2012 CVCS Current Enrollment Handout - Jeff Frost

The present enrollment of 1,114 in PS-12 is sixty more than last year.

Blessed Maria Assunta Pallotta Middle School Construction Updates - Amy Sandvold

A newly produced brochure of the Blessed Maria Assunta Pallotta Middle School was presented to board members. This clearly lists items about the school: commonly asked questions, how to arrange a visit, how to complete registration, and other information to draw students to the new school. A grant is being researched to help with offering exploratory classes.

Construction is on target. The issue of the fire hydrant placement in such a debatable position is being revisited.

A question was asked when the display cases will be completed in the Columbus building. This was to have happened over the Thanksgiving break but now will happen during the Christmas break.

"Climate" Survey Results:

A summary of the survey which pointed out the areas of strength and the areas of needed growth was studied by the Board. These were compiled from the results of a questionnaire given to students in grade 5-7 and 9-11. It was noted that twelve areas of strength were found and five of needed growth surfaced. Study by staff and discussion by students will help in furthering how the areas of needed growth can be improved. These areas will be used in the goal setting process in the spring.

Budget Process:

The 2012-2013 school year tuition is to be set at the January Meeting

New Business:

Registration:

Preparation for it is in its beginning stage.

Trip Approval for Linda Stamp:

Jeff Frost presented an out of town and overnight trip for students request by Linda Stamp, speech and drama teacher at Columbus. Students would attend "Hairspray" at the

Chanhassen Theater, just outside of Minneapolis. They would leave January 27 and return January 29. Night lodging accommodations will be at the Shepherd of the Valley Church. Margaret Klein made the motion to allow this trip. The second was given by Mike McNamee. The motion was passed.

In-service:

Archdiocesan Leader Gram - Handout

All were encouraged to be sure to read the Leader Gram for the valuable helps included in it.

Old Business:

1:1 Update - Minutes of the System Data Review Team Meeting

An evaluation of the 1:1 teaching was recently completed by the System Data Review Team. The highlights of their report were the positives experienced thus far. Four issues or concerns were pointed out and will be addressed. Several valuable suggestions to be considered for future implementation involving our parents were also presented.

Mold Testing at Blessed Sacrament and Sacred Heart

Mold testing will be conducted at Blessed Sacrament and Sacred Heart buildings during the Christmas break. Testing at Columbus and St. Edward buildings has been completed.

Principal Appreciation Day:

Thank you notes were circulated from the principals telling of their gratefulness for the special kindnesses shown them on Principal Appreciation Day which was on November 17th.

Adjournment:

Father Jaeger made the motion to adjourn. Mark Russell seconded it. The motion was accepted and the meeting adjourned at 6:55, after the closing prayer.

Next Meeting

The next meeting will be Thursday, January 12, 2011 at 5:00p.m. in the Columbus Conference Room. The prayer will be led by Kim Reiter.

(Submitted by Margaret Klein, Secretary, and Gladys Oppold, Recording Secretary)