

**HOLY FAMILY SCHOOL BOARD OF EDUCATION**  
**MEETING MINUTES – Updated\***

*\*Unapproved*

**Virtual Meeting**

**April 20, 2020 at 6:30 p.m.**

**I. Call to order**

A. Prayer: *Fr. Edward*

B. Roll Call

Board Members: Priya Felling, Angie Rushmeyer, Paul Schiffler, Jason Spsychala, Karla Zierden, Vicki Winkels, Joe Stangler, Fr. Edward, Maria Heymans-Becker

Present:

Absent: *Jason*

**II. Recommended Actions**

A. Routine Matters

1. Approval of the Agenda – *Angie made motion, Joe 2<sup>nd</sup>, approved.*
2. Approval of Minutes from March 9<sup>th</sup> meeting – *Angie made motion, Priya 2<sup>nd</sup>, approved.*
3. Approval of Minutes from Feb. 19 special accreditation mtg - *Vicki made motion to accept minutes adjustment, Joe 2<sup>nd</sup>, approved.*
4. Approval of Minutes from Mar. 17 school closure mtg – *Joe made motion, Vicki 2<sup>nd</sup>, approved.*
5. Review of finances – *Reminder: quarterly reports (\*Sept., Dec., Mar., & June)*

B. Unfinished/Continued Business

1. Accreditation update – *The Self Study (HFS strategic plan, School Profile, and Standard Narrations were sent to MNSAA on 3-27-20 and the HFS Catholic Identity Report sent to the diocesan office on 4-3-20 for review. MNSAA said they will find a creative way to continue on with the process, despite the distance learning situation. With the help of the teachers and staff, Maria is compiling the school's Evidence of Compliance documentation for a fall visit by an accreditation team.*
2. PPP Loan update – *HFS & Seven Dolores Parish did not have its PPP application fully ready for the 1<sup>st</sup> wave of the PPP funding, but has it ready for the 2<sup>nd</sup> wave that is approaching, hoping to be a recipient of this funding support. The bank needed more financial information from us before they could move forward with processing it. Majority of the loan would go to church and school's payroll. It is a forgivable loan, as long as we show clear documentation stating the money is being used correctly and properly as how we submitted the request to them.*
3. Distance Learning – *Maria & school board members offered an update & input on how they thought distance learning was going and also offered suggestions...Concern: Some of the iPads are outdated so they need to be returned to school and new iPads (via our Aid to Nonpublic Funds) were purchased for Gr.1 for distance learning. Comment: Parents appreciate the teacher involvement, whether it be video instruction or just simply reaching out and interacting with their students. Teachers and staff are open to suggestions. At this time, the school is following proper protocol, doing what Gov. Walz's guidelines, as well as Albany Area Schools.*
4. Update on HFS Board of Ed. election process – *Paul, Angie, & Jason will complete their board terms on June 30<sup>th</sup>. Thank you for your great service to the board over the years! Maria shared that there three parents willing to run for school board so far. It was been in the school newsletter a number of times. Those interested can be appointed if there are not more than 3 to run. An update of this will be*

*in the April 29<sup>th</sup> newsletter, as we should have this board election / appointment process completed by the end of April.*

5. Review draft for 2020-2021 HFS calendar (from last meeting) – *A draft of a monthly box-style calendar for next year. It will be tweaked a bit and put on the school portal. We will be starting a few days earlier than the school district. Parents will need to drop off and pick up their children those 3 days. Hot lunch will be offered.*
6. Revisit possible support staff benefit consideration (paid personal days) - *After a detailed discussion regarding the current budget concerns (affected by the pandemic), the board agreed that we could not consider added support staff benefits for next year (i.e., paid personal days).*
7. Review 2020-2021 Budget updates, reflecting approved budget items - *Maria shared the updated areas of concern with current finances and budget for next year: loss of endowment investments in the stock market (with no guarantee of an endowment disbursement for the school for the current year or next year) and not knowing how much the ACC parishes may be able to support the school with parish investment (subsidy) support in the coming months and next year. Maria tweaked the 2020-2021 budget adding in some funding from the HFS Alumni Funds to support next year's budgeting shortfall concerns: General donations, Staff compensation, Support Staff, Curriculum, Technology, and Scholarship funds. Possibly need to search for more/new grants in the area.*

### C. New Business

1. 2020-2021 staff work agreements (contracts) – *Maria shared that she would like to distribute teacher work agreements by May 1<sup>st</sup>, however is concerned about the uncertainty of the budget. Everyone agreed that it was important to try to sustain everyone's position if possible for next year. However, not knowing how the pandemic may affect our student enrollment for next year, the board voted to withdraw its prior decision to offer the faculty and staff a 2% raise and chose to freeze all salaries and wages for the 2020-2021 budget. The board agreed that if things stabilize and we have a solid enrollment for next year, the wage & salary increase (that had originally been approved before the pandemic hit) could be reinstated.*
2. Discuss possible summer childcare – *The possibility of the summer childcare program has been advertised in the school newsletter. Maria will send an email out to the families to get a better confirmation of interest. The school will follow the recommendations of the governor, public health, and the CDC (whether to operate the program and all safety guidelines).*

### III. Information and Proposals

- A. Pastor's update – *Fr. Edward shared more details on the parish's financial situation and the possible PPP loan (earlier in the meeting). The parish is rescheduling First Communion and Confirmation. Currently now livestreaming virtual masses on Sundays. Doing virtual parish meetings and visits with parishioners. The board thanked him for the weekly lessons he shares with the HFS students.*
- B. Principal's update – *We are postponing the Top 20 Training with staff & school board until sometime in the future (due to the pandemic concerns). Golf tourney is scheduled for Monday, June 22nd. A little up in the air at this point. Still hoping to hold the raffle. Maria bought a sign for the school & parish (placed across from Tesoro gas station) on Railroad Ave. for inspirational messages or posting school & parish events. Maria shared that Mrs. Benson has accepted another position at a nearby Catholic school for next year, so she will be posting this position soon. She mentioned to the board that they can discuss with Fr. Edward on her annual evaluation process and whether to renew her work agreement for next year. HFS is still hoping to host Camp Invention (STEM camp) for a week this summer.*
- C. Committee Reports – *No committee updates at this time*
- D. Confidential Matters – *None*
- E. Parish Council Meeting Rep for next council meeting (April 23<sup>rd</sup>?) – *Paul – No meeting this month.*

**IV. Next Board meeting: *Mon., May 11th, 2020, 6:30 p.m. (virtual)***