

SEVEN DOLORS BOARD OF EDUCATION

MEETING MINUTES

School Meeting Room

August 2, 2018 at 6:30 p.m.

I. Call to order

A. Prayer: Maria

B. Roll Call

Board Members: Janel Eibensteiner, Priya Felling, Gary Geise, Staci Kalthoff, Angie Rushmeyer, Paul Schiffler, Jason Spsychala, Karla Zierden, Fr. Edward, Maria Becker

Absent: Angie

C. Welcome of new members: Priya Felling & Karla Zierden

II. Recommended Actions

A. Routine Matters

1. Approval of the Agenda – Karla made a motion, Jason 2nd to approve the agenda.
2. Approval of Minutes from June meeting – Added: Dean G., Janel E., Gary G. to being Present at June Mtg. and noted those Absent: Paul S., Jason S., Angie R., & Staci K. – Priya made a motion, Jason 2nd to approve the minutes.
3. Budget Review of year-end 2017-2018 financial report – HFS ended the school year \$16,000 in the black, a very good year. Maria will check on the various parish investment/subsidy support from the area parishes. Janel made a motion, Jason 2nd to approve the year-end budget report.
4. Review of 2018-2019 Budget – Maria will reach out to St. Benedict's Parish in Avon & possibly Avon Community Church to introduce herself. She will research the summer Vacation Bible School Camp dates for future opportunities or develop a mailing list to build a relationship with these parishes and their youth programs.

B. Election of board officers

1. Chair – Paul Schiffler willing/nominated & accepted
2. Vice-Chair/Treasurer – Janel willing/nominated & accepted
3. Secretary – Angie willing/nominated & accepted (via email with Maria, since she was unable to attend the meeting)

C. Unfinished/Continued Business – N/A

D. New Business

1. Distributed: Board of Ed. New Contact List, Board Sub-Committees, Board of Ed. Parish Council Monthly Representatives, and Board Meeting Dates & Prayer Rotation List – Maria will update some board members' phone #s and Board of Ed. meeting dates. The Board proposed changing future board meetings to the 1st Monday of the month. Maria will check the By-laws to see if this calendar change is allowed (switching from the 1st Thursday to the 1st Monday). Committee Assignments will be: Finance – Paul & Jason, Home & School – Karla, PR/Marketing – Priya, Personnel/HR – Janel, Building Maintenance/Grounds – Gary, & Accreditation Steering Committee – Angie (via email with Maria). Maria will check with Donna Huckenpoehler about a Technology Committee. Update on Parish Council Mtg start-times: 6:30 p.m.
2. Enrollment update
 - a. Class sizes – A hand-out was shared on enrollment #s in each class. Total enrollment: K-5 = 94, with Preschool, Total = 113. The board asked Maria to check on how many new families enrolled at HFS this year, how many families had their last child finish at HFS, and how the calls from the

board may have helped with new family enrollment. Priya volunteered to help with the HFS Facebook page.

3. Discuss possible Part-time Paras for Preschool & K' programs – The Preschool has 13 children enrolled for the Mon./Wed. group, so a part-time para was recommended. The Kindergarten has 20 enrolled, so in discussions with Nancy Young (K' teacher), a part-time para was also recommended. The Board supported hiring a preschool & kindergarten para for this year, due to the high enrollment. Priya made a motion, Janel 2nd to approve this decision. Maria will ask current HFS preschool para to move to K' program to assist there and will post, interview, & hire new preschool para.
4. Update on Albany Schools Phy. Ed., Art, & Music Specialist Schedule – *Discuss Music – Maria met with Albany Elem. Principal, Ann Schultz and received update about the specialist schedule for the coming school year: Full Phy. Ed., one quarter of Art, and no Music. The public school specialist schedule for HFS is decreasing due to Albany Schools increase in enrollment. Their specialists have full schedules. Maria will check on busing to Albany school for classes and I-94 Catholic school shared service options. She will also check if HFS Alumni mailings are still happening and if donations can assist in funding music needs. Jason made a motion, Karla 2nd to approve the hire of a part-time HFS music teacher, up to \$15,000 for the coming year.
5. Approval needed by Board to have new principal be a signer on HFS bank accounts – Karla Z. made a motion, Paul S. 2nd to remove former principal, Bonnie Massman and add new principal, Maria Heymans-Becker to the Holy Family School checking account and all school bank accounts.
6. Accreditation Self-Study Process (Brief review of Role of Board of Education) – Maria shared a handout that offered an overview of what accreditation is and the process of the self-study. She will provide a timeline of the process at the next meeting.

III. Information and Proposals

- A. Pastor – Fr. Edward shared his support in the accreditation process.
- B. Principal Update – Maria shared that the interest received from HFS parents showed that we would have steady childcare numbers to offer both an AM & After-School School Childcare Program this coming year. The concern is finding staff to cover it. Maria will work on hiring staff. Janel made a motion, Priya 2nd to hire for the After-School Childcare Program if numbers support it. Aug. 25th is the deadline to find staff for program. If not able to hire, after-school childcare will not be offered. Lori Ehlert is interested & willing to continue running the AM Morning Program.

Maria mentioned that the school would like students to participate in the HFS Float for the Heritage Parade. Students should wear HFS shirts, pioneer clothes, or items pertaining to the parade's tropical theme. The K-5 Open House is on Aug. 29 from 5-7 p.m. and the Preschool Open House is on Aug. 30th from 6-7:30 p.m.

The school ordered 14 new chromebooks with alumni funds allocated for the 5th graders. Maria shared a sample student agreement for use of chromebooks or other electronic devices. Kim Orbeck (5th gr. teacher), Donna Huckenpoehler, and Maria will meet to discuss if chromebooks should be sent home with the students.

Information was presented about the Junior Achievement Program that could be implemented at HFS. The area J.A. coordinator will meet with our teachers to offer information and answer questions during workshop week and come to our HFS Open House event to share about the program.

- C. Committee Reports – none
- D. Confidential Matters – N/A
- E. Parish Council Meeting Rep for next council meet – No Rep needed for Sept. Mtg.

IV. Next Board Meeting: Mon., Sept. 10, 2018 – 6:30 p.m. in the HFS Meeting Room

August Meeting Adjournment: Gary made a motion, Janel 2nd to adjourn. Meeting adjourned at 8:29.

