

**Holy Family Catholic School System
Board of Education
March 26, 2019
Library at LaSalle**

Minutes

Board of Education Members

Position	Name	Voting Terms Served	
Vice-chair (St. Ludmila)	Koleen Janney	voting	2016-2019
Member (St. Patrick)	Ted Francois	voting	2018-2021
Chair (St. John XXIII)	Kelly Fulton	voting	2018-2021
Secretary (St. Jude)	Kris Pilcher	voting	2017-2020
Member (St. Jude)	Fr. Mark Murphy	voting	
Member (St. John XXIII)	Fr. Dustin Vu	voting	
Member (St. Ludmila)	Fr. Ken Glaser	voting	
Exec. Sec. (St. Patrick)	Fr. Ivan Nienhaus	voting	

Administrators:

Chief Administrator	Zachary Zeckser (Holy Family)
Associate Administrator	Janet Whitney (LaSalle)
Principal	Jamie Larson (St. Jude)

1. **Call To Order:** Kelly Fulton
Welcome Guests: N/A
2. **Prayer:** Koleen Janney
3. **Roll Call and mission statement:** Kelly Fulton
4. **Changes To The Agenda**

State Changes
Motion: Fr. Ivan Second: Koleen Janney

Approved: **Yes** No

5. Recommended Actions:

5.1 Next meeting date & time: Date: Tues., Apr. 30 at 6:30 PM
Place: LaSalle Middle School Library

5.2 Approve the minutes of the Board of Education meeting Feb., 2019

State changes 7.13 Chief of Administration to Chief Administrator
Motion Fr. Mark Murphy Second Fr. Ken Glaser
Approved: **Yes** No

5.3 Review the budget for 2018-2019.

Attachment: February financial report: Table it for next meeting due to no copies of the report to review.

State changes _____

Motion _____ Second _____

Approved: Yes No

6. Old Business

6.1 HVAC – Both proxies approved – Design Engineers coming starting April 15- They will meet with Bill to discuss what is going on and then create a plan. BreckeMechanical Contractors need to come back work on classroom thermostats. Mr. Zeckser to check to see if Brecke has been paid. They should not be paid until the problem is fixed.

6.2 Still seeking janitor – New FBG person Juan Stevens has started last week- Juan is doing a great job and things are much cleaner. Me. Zeckser is still looking for a janitor to replace FBG.

6.3 Top 20 visit and update for future planning- Looking to reschedule for Mid April. Top 20 is going to do a ZOOM session. They are offering an event in the Twin Cities for the Administration to attend for free and Staff can come for half price. Top 20 is scheduled for August 23rd for next year and will do a session with Staff and parents.

6.4 Preschool plan update- Ms. Jamie Larson hosted DHS visit to review the proposed 2yearold program room and to review how the building is setup for it. To be certified, a pull down changing station in the class room, water and sink are needed. Ms. Larson is getting a bid for water and drain to the classroom, and the contractor stated the plumbing should be relatively simple. For a temporary fix we could put a changing station in the girls bathroom just to get certified, the preference would not to do this but put it in the classroom instead. Ms. Larson will look at staff needs in the event we offer 2-yearold care next year. The maximum the room could hold is 20 children in that classroom. The financial outlay would be no more than \$5k for plumbing. We will need carpet and some small chairs and a Pull down diaper changing station. Ms. Larson is hopeful to stay under \$5k for the all the above described needs.

6.5 Enrollment for 18-19- Recapping the 20018-2019 school enrollment- we have had 15 new families with the addition of 18 new children to the Holy Family System. We lost 4 children throughout the year.

7. New Business

7.1 School board approval of contracts and FTE equivalency (34.90 FTE)- Fr. Glaser motions to approve. Fr. Vu seconded and passed.

7.2 School board approval of amended 2018-2019 calendar (weather days) Fr. Glaser motions to approve. Ted Francois seconded and passed.

7.3 Review and approval of Holy Family rental fees (attachment) Tabled for next meeting. There was lots of discussion about the current charging for current groups and individuals. Mr. Zeckser will incorporate some suggestions and meet back with the board next month.

7.4 Update from marketing committee meeting. The Marketing group is assisting with Marketing and assisting in the Branding of the Holy Family Schools. They are trying to incorporate the idea that we are associated with Xavier but we are our own schools. Identifying our own brand and to have our own specific identifying qualities that we could incorporate our own hashtag. This could develop into having our own special prayer, having a personal statement (rallying cry). Moving forward the group is developing the future goals for Marketing. The group is also looking at Spoofing a song with ...Currently Mr. Zeckser is seeking for permission from an artist to spoof their song.

7.5 Update on lighting installation- Bill had to replace some ballasts to make the new lighting work, Crescent gave us 40 (20 for each school) to replace old ballasts. The installation will be complete by the end of March and the paperwork will be filed in early April to get the \$4,000 rebate from Alliant Energy.

7.6 Enrollment update for 19-20 we budgeted for 28 kindergarteners, But we have 33 kindergarteners currently enrolled. We have 37 new perspective families looking at Holy Family and of those, 20 not filled out paperwork, 11 have enrolled. Of the 20 that have not filled out paperwork, 7 have verbalized that they are coming. Currently we are retaining more from preschool, and some prospective families indicate hearing good things about us from their pastors. There is a buzz about Holy Family School and people are recognizing the safe environment, the Catholic mission, and strong core curriculum as reasons they are attracted to our school. People are feeling that our parishes are more connected than the past. We are also seeing an increase in non-Catholic families.

7.7 Several (5) veteran staff parting from LaSalle in June. All staff are returning at St. Jude. There are a couple of staff that asked for extensions to review the contract before signing.

8. Topics for future agenda:

8.1 Cathy Walz visit for administrative evaluations for Jamie and Zach.

9. Executive Session: Motion to go into executive session By : Fr. Ken Glaser

Second: Koleen Janney. Approved by all.

Time: 8:02 PM

10. Motion to adjourn:

Motion: Fr. Ken Glaser Second: Koleen Janney

Time: 8:17 PM Approved by all.