



CEDAR VALLEY
CATHOLIC SCHOOLS

Board of Education Minutes

November 05, 2020 - 5:30 p.m.

Blessed Maria Assunta Pallotta Middle School Art Room - Door #25

Elected/Appointed Board Members

Father Scott Bullock	Pastoral Rep - Saint Edward	Present
Jeff Fitzpatrick	Elect - Queen of Peace	Present
Brian Holthaus	At Large – Blessed Sacrament	Present
Father Tony Kruse	Appointed Rep - Blessed Sacrament	Present
Bill Rhomberg	Elect - Saint Patrick	Present
Jake Schaefer	At Large - Saint Edward	
Al Schott	Elect - Saint Edward	Present
Mark Sinnwell	Elect - Sacred Heart	Present
Greg Stammeyer	Elect - Blessed Sacrament	Present

In Attendance:

Staff

Aaron Becker	Director of Elementary Programs	Absent
Tanya Cutsforth	Operations & Human Resource Director	Present
Aaron Ferrie	BMAP Principal	Present
Tony Harrington	CHS School Administrator Manager	Present
Taylor Hotek	Activity Coordinator	Present
Tom Novotney	Chief Administrator/Interim CHS Principal	Present
Jo Schwarz	Curriculum, Assessment, & Instruction Director	Present
Sarah Smith	Advancement Director	Present
Jim Thielen	Finance Committee Chair	Present
Josh Van Besien	Business Manager	Present
Annie Zeets	Waterloo Parish Faith Formation Representative	Present

Guest:

Sydney Anderson - Marketing & Event Coordinator, Lydia Brown-Columbus Campus Ministry

Call To Order:

Mark Sinnwell called the meeting to order at 5:30 p.m.

Prayer:

Prayer was led by Bill Rhomberg.

Adjustments to the agenda/Approve the agenda

Add COVID 19 update to Information under 2.

Consent agenda:

A motion to approve the consent agenda.

(Brian Holthaus, Greg Stammeyer) Motion Carried.

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3231 West Ninth Street | Waterloo, IA 50702
319.232.1422 | www.cvatholic.org

Blessed Sacrament Early Childhood Center

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School



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Information:

1. 2020 Feed the Hungry Campaign – Lydia Brown

This year Columbus will be holding a Feed the Hungry Campaign for the 2020 school year to get more involvement from the students. The experience for students is to have more of an experience of feeding the hungry. St Vincent DePaul will be coming to Columbus every Friday to be a face of the campaign and collect any monetary donations. Students will be able to volunteer to work at the food bank, make meals for Catholic Workers House. The Coffee Shop and Dine & Donate which will be on Sunday, November 15th from 4:30-7:00 pm. Food will be donated from the Brown Bottle. The campaign will be focusing on cans, money and service.

2. COVID 19 Update - Tom Novotney

A joint superintendent letter was sent out to the area's school families to note that the mitigation at the school levels is working at this time. Outside gatherings are the main reasons behind most of the quarantines and isolations. The administrative team is currently working on a pre-plan to put in place before having to shut down due to COVID.

New business – Action Items:

1. FFCRA Policy - Tanya Cutsforth

FFCRA currently covers the first $\frac{2}{3}$ paid leave up to 2 weeks/10 days of leave. The FFCRA requires paid leave of up to 2 weeks without the employee having to use their own time.

A motion to approve the following policy effective until December 31, 2020, unless the Federal government extends the policy due to COVID 19. Cedar Valley Catholic School will provide the remaining $\frac{1}{3}$ pay for staff who are out on FFCRA. Employees needing additional time off after 2 weeks/10 days will need to use their own personal time, sick and/or vacation or take the time unpaid.

(Father Scott Bullock, Jeff Fitzpatrick) Motion carried.

2. LAU Plan - Jo Schwarz

A motion to approve the 2020-2021 LAU Plan

(Greg Stammeyer, Jake Schaefer) Motion carried.

A motion to approve the 2020-2021 Title 1 Handbook for St Edward Elementary and Blessed Maria Assunta Pallotta Middle School.

(Father Tony Kruse, Bill Rhomberg) Motion carried.

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3. 2020-2022 Financial Plan – Tom Novotney

Tom went through the plan details and then the proposals for the board to consider. Questions were discussed over back tuition and how many still remained in the system or how long they have been gone, special project request and who would approve them

The Finance committees took away from the proposal was to see some continuity in fundraising and to bring down the debt.

A motion to approve the 2020-2022 Financial Plan as follows to help with (1) local tuition assistance - \$25,000; (2) operating costs; and (3) debt reduction Focused on: enrollment, the health and safety of students/families, and parish partnerships.

- 1) **Essential purchases** - non-instructional, non-maintenance items, unbudgeted items are not to be purchased.
- 2) **Fundraising** - activities and athletics that fundraise, continue to include 20% to support their own program's budget; individual donations will be added to the fundraising application (subtracted from total for remaining amount available for the team AND added to the total for the 20%). Additionally, those activities and athletics must follow the pandemic fundraising guidelines of an automatic cap of \$5,000. Upon returning from COVID-19 shutdown, a CVCS system-wide fundraiser (walk-a-thon) raising \$100,000 could replace all CHS athletic/activity fundraising (\$37K), St. Ed's fundraising (\$15K), allot \$25,000 towards iPads, and 20% would be applied to debt reduction. *Advancement Office fundraisers continue.

**A specific formula to divide out the funds among athletics/activities still needs to be finalized.

Fundraisers for other non-profit organizations are to be restricted. Service projects are to focus on time - serving those directly with the need, talent - making or gathering products, education - PSAs on the need, and cap fundraising at \$250. The CHS Feed the Hungry Campaign will not turn dollars away, but will also shift the focus to time, talent, and education - funds for this campaign may exceed the \$250 cap. Monetary donors will be directed to give directly to St. Vincent de Paul.

- 3) **Proxy requests** - unless specifically related to a 'must fix' maintenance item on the physical building or grounds of the BMAP/CHS campus, proxies will not be presented to the Board or Archdiocese for approval. (The proxy amount has been increased to \$10,000.)
- 4) **Special projects** - on-hold indefinitely. When special projects resume, 20% will be added to the total 'actual quote' and that amount will be applied towards the principal payment on the loan. ***Donors are to be directed to the Advancement Office to

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maximize giving opportunities. ***Athletic programs may need to sacrifice and collaborate to complete significant projects.

- 5) **Outstanding debt owed to us** - offer a one-time payout of 25% to families no longer in the system.

(Father Tony Kruse, Jeff Fitzpatrick) Motion carried.

In-service:

- Forming Consciences for Faithful Citizens; paragraphs 13-16 will be discussed at the December board meeting.

Adjournment:

A Motion to adjourn the meeting was made at 6:51 pm.

(Jake Schaefer, Jeff Fitzpatrick) Motion carried.

Next meeting:

Thursday, December 3, 2020 - 5:30 PM

Blessed Maria Assunta Pallotta Middle School Art Room – Door #25

Prayer – Father Scott Bullock

Executive Board meeting – November 16, 2020 - 5:30 PM

Prayer - Tom Novotney

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