

Kuemper Catholic School System
Board of Education Meeting Agenda – Tuesday, December 20, 2022

“Kuemper Catholic School System’s mission is to provide excellent Catholic education of mind, body, and soul to empower all students to achieve to the best of their abilities in fulfillment of God’s call.”

4:00 p.m. – Kuemper High School Library

(Please call Hannah Heiman at 792-3313, or email hmheiman@kuemper.org if you are unable to attend.)

- 4:00** Call to Order & Opening Prayer
- 4:05** Opportunity for Input from Visitors
- School Nurse - Ashten Pottebaum - pages 1-4
- 4:10** Approval of Minutes of November 15 Board Meeting - pages 5-8 (Action)
- 4:13** Bright Knight Moments
- 4:15** Review Administration & Department Reports - pages 9-15
- Review Monthly Financials - pages 16-26
- 4:30** **COMMITTEE REPORTS**
- A. Marketing & Enrollment - pages 27-28
 - a. Gap Survey - pages 29-30
 - B. Buildings & Grounds - pages 31-32
- 4:40** **NEW BUSINESS**
- A. 2023-2024 Calendar Committee Roster with CCSD - page 33 (Action)
 - B. KuemperCares Handbook Revisions - page 34-38 (Action)
 - C. 3-Year-Old Preschool Rate Change - page 39 (Action)
- 5:00** **PERSONNEL**
- A. Resignations
 - B. New Hires
- 5:05** **EXECUTIVE SESSION**
- 5:10** **QUESTIONS/COMMENTS**
- A. Evaluate the Meeting

CLOSING PRAYER & ADJOURNMENT

Next Regular Monthly Meeting
Tuesday, January 17, 2022
KHS Library – 4:00 p.m.

REPORT ON BOARD MEETING, Tuesday, December 19, 2022

The December meeting of the Kuemper Catholic School Board was called to order by the president, Tom Brincks, on Tuesday, December 19, 2022, at 4:00 p.m. at the Kuemper High School Library. The meeting was opened with the school board prayer. Members present included Joe Behrens, Carrie Meyers, Allisa Tiefenthaler, Laura Schaefer, Fr. Kevin Richter, Fr. Michael Cronin, and Fr. Terry Roder. John Steffes joined virtually. Bob Lally was absent.

Also present were administrators Ted Garringer and Kathi Milligan; business managers Kris Collison and Chrisite Sundrup; school nurse Ashten Pottebaum.

An Opportunity for Input was extended.

Kuemper School Nurse Ashten Pottebaum presented the duties and responsibilities she takes on throughout the school year. She gave a month-by-month summary of the year. Ashten took questions from the board members.

The motion to approve November 15, 2022, board meeting minutes was made by Joe Behrens and seconded by Laura Schaefer. The motion passed.

Bright Knight Moments

The administration shared Bright Knights moments which included a big thanks to everyone who helped prepare the students for their Christmas concerts and the students for their performances. The choir and band groups sounded terrific during their shows. The boy's and girls' basketball teams are doing well. Kuemper hosted its first girl's wrestling tournament with 170 wrestlers and 13 schools represented. Mr. Wicker has a meistersinger honor choir with six students qualifying. Laura Schaefer shared her daughter's KAIROS experience.

Administrative and Staff Reports

Written reports were submitted by John Steffes, Ted Garringer, Kathi Milligan, and Mike Power.

Marketing and Enrollment

Erin Sundrup's report states three new students will start at Kuemper in the next few weeks. One student begins on the 19th of this month, and another two will start after Christmas break. The Kuemper Staff Christmas Party was a success. We hosted staff at the Kuemper Fieldhouse and had a Smash Park theme with games and fun. An anonymous donor yet again donates gifts to all staff members. Another donor supplied all the drinks for the evening. We want to thank the Kuemper Foundation and the donors for their support. Catholic Schools Week planning is underway. Kuemper Catholic School Chamber Coffee is scheduled for Friday, January 27, 2023. The Knight Crawl will take place during halftime of a girls' basketball game on January 27, 2023. We will use it as part of our Catholic Schools Week kickoff! Discover Kuemper Preschool night will be going through a reboot this year. Once things are finalized, an update will be provided. The committee was also asked to help with a new school slogan/tagline.

Alumni/Annual Giving

No written report.

Development/Fundraising - Foundation

Alan Loew's written report states the Faith Forward...Building Excellence in Mind, Body, and Soul Capital Campaign continues to receive gifts. To date (December 14), our campaign has received \$9,461,027 in one-time gifts and pledges. As of December 14, Msgr. Lafferty Tuition Foundation collected \$496,185.27 (58.5%) towards Kuemper's 2022 goal of \$850,186.00. Information and donuts ("Do'nut delay! Donate today!") went out (11/30/22) to local CPAs to help promote MLTF. Sponsor-A-Student supplements Kuemper's Tuition Assistance Fund, and \$8,922 has been raised (11/21/22) compared to \$9,696 in 2021. The Foundation shared a \$325 Advent gift with all employees on Monday, December 19. The Teacher Salary Enhancement Fund sponsors the teacher gifts, and the General Foundation supports the non-certified staff gifts. The Foundation sponsored the food and prizes for the Employee Christmas Party on Saturday, December 3, at the Kuemper Fieldhouse.

Finance & Budget

Christie Sundrup reviewed the general fund income and expenses for November 2022.

Committee Reports

1. Committee Meeting Minutes

a. Marketing and Enrollment

Tom Brincks shared that the committee discussed enrollment numbers as well as potential and new families. In addition, the committee reviewed the SWOT analysis report. The committee will look at the document and suggest changes. Erin will make those proposed changes, and the SWOT analysis will be reviewed a final time at the January meeting. The KuemperCares Sub-Committee has sent its committee changes to the KuemperCares Handbook. These changes were reviewed by the Marketing Committee and voted on December 9. Finally, 4-Year-Old Preschool registration changes were discussed. With the implementation of online registration at both sites, changes need to be made to simplify the process for families registering their children for school. Nothing has been decided at this time. President John Steffes informed the committee of the new strategic plan that will be implemented across the diocese this spring. From the diocesan plan, each school will implement its 5-year-plan. A few suggestions were made about what the marketing committee should implement in their new plan. Further long-range planning will be discussed at a future meeting. John surveyed the committee on their understanding of the word 'Gap' when discussing tuition and cost per student. It is suggested the marketing department continue to help educate parents and the public on the difference.

1. GAP Survey

The school board members filled out the GAP survey during the meeting so the school administration could see their perspective.

John Steffes and Erin Sundrup will review the GAP survey results. School board members also asked about the Educational Savings Account and how this will impact the GAP if the bill is passed through the legislature.

a. Building and Grounds

The board discussed Fieldhouse Complex Improvements. John stressed that this project is only moving forward at this time if a major donor can be secured to finance it. John will keep the committee updated on his communications with the few potential donors. In addition, updated projects were presented, such as KHS Art Room Kiln - structure and venting and KHS front retaining wall/landscaping.

Foundation's Capital Campaign, Faith Forward (if Foundation raises all funding and \$ estimates remain accurate; otherwise, will prioritize):

- New windows - Holy Spirit Center. Renewal by Andersen in-kind gift will do this in summer 2023.
- New HVAC at Holy Spirit and St. Lawrence Centers
- Restroom renovations
- New roofs - Holy Spirit & St. Lawrence Centers
- Computer/network upgrades
- New flooring in 35 classrooms (several St. Angela rooms completed this summer)
- New parking lot at Holy Spirit Center
- Fire alarm upgrade - Holy Spirit & St. Lawrence Centers

New Business

A. 2023-2024 Calendar Committee Roster with CCSD

The Calendar Committee Roster changes included the addition of parent Jenna Lujano and teacher Haley Gilland. The committee meets once a year in January with CCSD to discuss the 2023-2024 school calendar. Fr. Richter motioned to approve the Calendar Committee Roster with CCSD, and Fr. Terry Roder seconded. The motion passed.

B. KuemperCares Handbook Revisions

Fr. Michael Cronin, Trish Tigges, John Steffes, and Hannah Heiman met via phone call to discuss the new verbiage. Fr. Michael Cronin discussed the KuemperCares Handbook revisions with the board. Joe Behrens motioned to approve the KuemperCares Handbook Revisions, and Allisa Tiefenthaler seconded. The motion passed.

C. 3-Year-Old Preschool Rate Change

Hannah Heiman presented the 3-Year-Old Preschool rate change for the 2023-2024 school year. The proposed rate change was \$125 per month to \$130 per month. Fr. Michael Cronin motioned to approve the 3-Year-Old Preschool rate changes, seconded by Laura Schaefer. The motion passed.

Personnel

1. Resignations
 - a. Susan Ausman - TA
2. New Hires
 - a. Grace Steffes - 5th Grade

Fr. Michael Cronin moved to go into Executive Session at 4:53 p.m., and Carrie Meyers seconded. The motion passed.

Joe Behrens moved to go out of Executive Session and back into regular session at 5:00 p.m. Laura Schaefer seconded.

Closing prayer led by Fr. Terry Roder.

Fr. Kevin Richter moved to adjourn at 5:03 p.m., and Fr. Michael Cronin seconded.

Respectfully submitted,

John Steffes
President

Hannah Heiman
Recording Secretary