

## **REPORT ON BOARD MEETING, Tuesday, August 20, 2019**

**(This is not an approved version of the minutes. Its purpose is informational for Board members who did not attend the meeting and or faculty and staff of Kuemper Catholic School)**

The August meeting of the Kuemper Catholic School Board was called to order by Chairman, Cam Janson, on Tuesday, August 20, 2019 at 4:05 p.m. in the KHS high school library. The meeting was opened with the school board prayer.

Members present included: Tom Brincks, Dr. John Evans, Fr. Tim Friedrichsen, Cam Janson, Fr. Kevin Richter, Fr. Randy Schon, Mike Sibbel, Kristin Vonnhme and Gary Wiskus.

Also present were President, John Steffes; administrators Pete Haefs, Ted Garringer and Kathi Milligan; business managers, Kris Collison and Christie Sundrup; Chaplain, Fr. Patrick Behm; and St. Bernard Parochial Vicar, Fr. Tim Pick.

Cam Janson welcomed new Board member, Fr. Tim Friedrichsen.

An Opportunity for Public Input was extended.

### **Board Membership for 2018-2019 – Election of Officers**

Fr. Tim Friedrichsen moved to waive the sentence in Policy 8311 stating “Members of the school staff, their spouses or children shall not be eligible for Board membership”. Mike Sibbel seconded the motion. The motion passed.

The floor was open to nominations for Chairman and Vice Chairman. Fr. Kevin Richter made a motion to keep the same slate of officers - Cam Janson as Chairman for the 2019-2020 school year and John Evans as Vice Chairman. Tom Brincks seconded the motion. The motion passed.

Motion to approve the amended minutes of the June 18, 2019 meeting was made by John Evans and seconded by Mike Sibbel. The motion passed. These revised minutes will reflect the extended language from these minutes’ Old Business #3 By-Laws Readings.

### **Bright Knight Moments**

Board members shared various positive activities happening throughout Kuemper.

### **Administrator and Staff Reports:**

Administrative Reports – Written reports were submitted by Pete Haefs, Ted Garringer, Kathi Milligan and Chad Klein.

#### Marketing & Enrollment Management

In Susie Hulst’s written report she stated that an additional section of preschool has been added for the 2019-2020 school year. There are approximately 95 preschoolers who will be starting at Kuemper on Tuesday, August 27<sup>th</sup>. In the past, the preschool class has been capped at 80. There are 4 foreign exchange students that will be at the high school this year. Susie will be on maternity leave September and October, returning November 4.

#### Alumni/Annual Giving

Cindy Lawler stated in her written report that Homecoming is September 27, 2019. Former Kuemper basketball, tennis and golf coach, and high school English teacher, Wayne Chandlee, will be a special guest. Almost all class years ending in 9 and 4 from 1959 – 2014 are making plans to celebrate their reunions over Homecoming weekend. A reunion for Des Moines area alumni, hosted by Jeff Bruning, was held on August 8<sup>th</sup> at the Iowa Taproom in Des Moines.

#### Development/Fundraising – Foundation

Sharon Olerich’s written report stated that Kuemper’s goal for the 2019 Msgr. Lafferty Tuition Foundation is \$646,207. As of July 31, \$222,637.15 has been raised. All *Eternal Knights* were invited to a “Take Me Out to the Ball Game” grill-out. The summer issue of the *Knight Light* was mailed to all St. Angela alumnae and givers in early July. One of the largest gifts in Kuemper history with the naming of the James J. Strautman Center for Academic Advancement – the Guidance & Discernment Office will be announced on August 30<sup>th</sup>. The annual Bishop’s Dinner will be Sunday, September 22 at the Delta Hotels Center in Sioux City.

## Finance & Budget

Christie Sundrup reviewed the general fund income and expenses for June and the 2018-2019 Working Fiscal Year Budget. Kris Collison reported on the General Fund balance sheet ending June 2019.

### **Committee Reports:**

#### A. Committee Meeting Minutes

##### 1. Finance & Budget – July 22

Fr. Kevin Richter was welcomed to the committee. General Fund reports were reviewed. Discussion centered on corporate and non-corporate parish assessment balances at fiscal-year-end. An anonymous donation of \$500,000 was made to the Kuemper Catholic Foundation. John Steffes will visit with Prenger Group about format of revenue charts and other possible information to be sent to Kuemper families and parishioners. He will also contact the diocesan office regarding St. Mary's, Sac City delinquency in payments. The next meeting is scheduled for Wednesday, September 4<sup>th</sup>.

##### 2. Marketing & Enrollment – August 5

Enrollment numbers for the new school year are not yet finalized but appears promising to show another small gain. After the update on expanding preschool, it was suggested that the next item on the 5 year long-range plan to focus on is to explore the opening of a 3 year-old preschool at Kuemper. John Steffes will start an exploratory committee for studying this. The next meeting will be Monday, November 11<sup>th</sup>.

##### 3. Buildings & Grounds – August 13

John Steffes updated the committee that we did not receive a grant for the playground (fencing & swings) at St. Lawrence Center. Nick Wittrock reported that the KHS gym roof is deteriorating quicker than expected. All other roofs are in good shape. Marty Steffes noted as he put on the siding on the south side of KHS, that tuckpointing may need to be addressed. Ceiling repair and other improvements will be researched in the St. Angela 2<sup>nd</sup> floor entrance. Summer projects that are completed are turf and concrete perimeter at Holy Spirit Center, siding on KHS southside and KHS gym floor refinished. Grades 4 & 5 were successfully moved to St. Lawrence Center and Grades 7 & 8 were moved to St. Angela Center. The next meeting is Tuesday, October 8<sup>th</sup>.

### **Old Business:**

#### 1. Preschool Update & Agreement

The Preschool cap has been lifted. The CCSD school board approved a new preschool agreement with Kuemper allowing us to have more than 80 preschool students. A new preschool teacher along with a new Teacher Associate will need to be hired (1/2 day) for the 5<sup>th</sup> section. This was approved by the Board through email on July 29, 2019. John Evans moved to approve the recommended Preschool Agreement with CCSD, seconded by Fr. Kevin Richter. The motion passed.

#### 2. Housing of Grades Update

Custodians and volunteers moved desks and tables June 27/28 to and from St. Angela and St. Lawrence classrooms. Many boxes of books and supplies have already been moved.

#### 3. By-Laws – 2<sup>nd</sup> & 3<sup>rd</sup> Reading

Tom Brincks moved to waive the 2<sup>nd</sup> Reading of the By-Laws, seconded by Kristen Vonnahme. The motion passed.

Mike Sibbel moved to approve the 3<sup>rd</sup> Reading of the By-Laws, seconded by Kristen Vonnahme. The motion passed. The By-Laws approved are: Article II #3. **Term of Office.** The Bishop of the Diocese of Sioux City, the Vicar General of the Diocese of Sioux City and the Diocesan Superintendent of Education and pastors shall serve as members of the Board of Directors as long as they occupy the positions so designated. The term of all lay members of the board of directors shall be 3 years and shall be appointed by his/her pastor according to the board rotation schedule. After serving 3 years, the pastor is to name a new lay member according to the board rotation schedule. If a new member is not appointed by July 31<sup>st</sup>, the

former lay member may serve at least one year but no more than another full 3-year-term. No lay member can serve more than six consecutive years, regardless. The board rotation schedule may be adjusted by the board when needed to keep the rotation schedule balanced.

Article II #4. **Duties of the Board.** The duties of the Board shall be to establish policy and regulation and to manage and control the affairs of the Corporation, its funds, and property. The Board shall employ a President who shall be the administrative officer for the Board. The President is responsible for, but may delegate, the following responsibilities and duties to other staff members: (1) to hire, discharge, supervise, and manage personnel as needed to carry out the policies and programs of the Corporation; (2) management of the affairs of the Corporation in accordance with established policies; (3) other duties and responsibilities as outlined in the approved President's job description as may be amended from time to time; (4) and any other duties or acts as designated by the Board of Directors.

#### **New Business:**

##### A. Kuemper Foundation Gift Presentation – August 30

There will be a formal presentation in the main lobby of the high school for the major gift for the naming of the James J. Strautman Center for Academic Advancement – the Guidance & Discernment Office on August 30<sup>th</sup>. Naming rights were approved by the Board through email on July 22, 2019. This gift will be an endowed gift using only investment earnings.

##### B. Holy Spirit Center Lease

Fr. Tim Friedrichsen moved to approve the recommended Lease Agreement with St. John Paul II Parish for the Holy Spirit Center, seconded by Kristen Vonnahme. The motion passed.

##### C. FFA Class Location Update

Pete Haefs reported that FFA Classes (3 periods of 8 students) will meet at the Carroll Community High School for class this year. Being in close proximity to the greenhouse was a factor.

##### D. Annual Conflict of Interest Form

Members of the Board signed and turned in the annual Conflict of Interest form.

##### E. Board Self-Evaluation

The Board members were requested to fill out an online Board Self-Evaluation that will be emailed to them.

##### F. Alliant Easement for Gas Upgrade Project

John Evans moved to approve the Alliant easement for their gas upgrade project just northwest of the Kuemper Fieldhouse, seconded by Gary Wiskus. The motion passed.

##### G. Dress Code in Student Handbook

Under Uniform Sweater/Sweatshirts, “dark” grey will be deleted so it is just grey.

#### **Personnel**

##### New Hires

- Donna Waite – Reading, Grade 7
- Cindy Pudenz – Food Service
- Ben Tillinghast – Technology Support Specialist
- Jenny Bowden – Preschool Teacher
- Tyler Tryon – Study Hall Moderator
- Brad Sexe – K-6 Music
- Jill Janson – Preschool TA
- Heather Pietig – Preschool TA

##### Resignation

- Tim Tracy
- Christina Tait

There will be an All School K-12 Mass on Thursday, August 29<sup>th</sup> at 8:30 a.m. at Holy Spirit Church.

Fr. Kevin Richter moved to go into Executive Session at 5:07 p.m., seconded by Gary Wiskus. The motion passed.

Fr. Kevin Richter moved to go out of Executive Session and back into regular session at 5:11 p.m., seconded by John Evans. The motion passed.

Fr. Tim Friedrichsen led the closing prayer.

Gary Wiskus moved to adjourn at 5:15 p.m., seconded by Mike Sibbel.

The next regular meeting and annual Orientation/Retreat will be Tuesday, September 17, 2019 at 4:00 p.m. at the Templeton Center.

Respectfully submitted,

John Steffes  
President

Joanie Buelt  
Recording Secretary