

**DIOCESE OF DES MOINES  
CATHOLIC SCHOOLS BOARD**

**Mission Statement:**

It is the mission of the Diocese of Des Moines Catholic Schools Board to establish policy for the local Catholic school community that ensures gospel-based formation and learning for all students.

**Catholic Schools Board Goals**

1. Promote the Catholic identity/character of the schools.
2. Build and strengthen relationships with pastors, administrators, and local boards of education/school boards.
3. Advocate for strong and viable Catholic schools through marketing, recruitment, and connection with policy makers.
4. Promote diversity, in its many forms, among Catholic Schools Board membership, its committees, and the schools' employees.
5. Support student recruitment and enrollment efforts among the Immigrant, refugee, and minority populations.
6. Continue to support further investigation around school finance to assist the various aspects of school finance.

**DATE:** March 20, 2017  
**PLACE:** St. Ambrose Parish Hall  
**PRAYER:** Gloria Castellano

**MINUTES**

**I. OPENING ACTIVITIES**

- A. Call to Order: The meeting was called to order at 4:12 pm.
- B. Roll Call:
  - Members Present: Beth Schulte, Dan Cosgrove, Deann Cook, Fr. Dolan, Deacon Chan, Gloria Castellano, Margarita Pizano, Connor Flynn
  - Schools Office Members Present: Dr. Tracy Bonday, Denise Mulcahy
- C. Prayer: Gloria Castellano led prayer
- D. Call for Additional Agenda Items: No additional agenda items were mentioned
- E. Approval of the Agenda: Dan Cosgrove made a motion to approve the agenda. Deacon Chan seconded the motion. The motion carried.
- F. Approval of November Meeting Minutes: Dr. Bonday made a motion to approve the minutes from the November meeting. Dan Cosgrove seconded the motion. Motion carried.

## II. Open Forum

There were no open forum guests or issues.

## III. Information Items/Professional Learning

### A. Policy 428: Time Off Benefits (1<sup>st</sup> Reading)

- A committee met early in the fall that consisted of clergy, business managers, and principals. The committee was led by Eileen Valdez.
- A concern was brought forth about the need for written policy to address time off benefits for school non-licensed staff, especially secretaries.
- Goal of the committee was to create consistency between locations.
- The policy has been through multiple iterations and tries to define staff, leave, and differential of contract length.
- **Question:** Why was policy needed?
  - To create consistency among locations
  - Parishes were asked to create handbooks for staff – this was suggestion through internal audits from diocese
- The committee tried to be aware of both school and parish side of the equation
- **Question:** What was the outcome of the work?
  - Policy 428
- **Question:** Who is considered “child care” in the policy?
  - Those who work in the Before and/or After School programs
- **Question:** Is sick time considered a part of leave time?
  - No, that is accrued based on the location’s sick time benefits.
- **Question:** Was there consideration to the choice of holidays?
  - The dates listed are those that fall within the school calendar as this is a school policy.

No other questions or comments were made at this time. A second reading and vote for approval will be on the May agenda.

### B. Policy 716 – Wellness Policy

- We were notified through the state of the need to update the current wellness policy.
- A sample was obtained through the Archdiocese of Dubuque that was used to model our new policy. The attached appendices are optional and will be added to provide guidance and model for the schools as they create their own committees.
- There are not a large amount of changes in the policy itself. Most of the changes are found in the appendices.
- We are not sure how this will be audited other than through the hot lunch program audits that are completed through the state.
- **Question:** What does “out of school time activities” mean on Goal 2?
  - This can mean those activities students participate in such as dance, rec league teams. Some high school students can participate in these in lieu of taking PE in order to fit in other classes.
- **Question:** Do any of our schools provide breakfast to students?
  - Yes.
- **Question:** How can this be “integrated” into other subjects?
  - In several schools the PE teachers are working with the Science and Math teachers on nutrition units. They are also working with the Technology teachers to incorporate digital devices.

No other questions or comments were made at this time. Given the length of the policy and the appendices, members are encouraged to look over the policy between now and the May meeting and send inquiries to Dr. Bonday. A second reading and approval will be on the May agenda.

#### IV. **Action Items**

##### A. Strategic Planning Article "*Passion and Purpose in Catholic Education*" Bishop Johnston

- Bishop Pates shared this article with Dr. Bonday and felt it would be beneficial for the Schools Board to read and discuss the article.
- Dr. Bonday asked for any take-aways that came up for people as they read:
  - Priests will tell you they don't see kids in the pews unless something is specifically planned by the school. Schools are trying to do a good job with passing along the faith, but there is no carry over to the weekend Mass.
  - Are schools effective in the mission? Are they just academic institutions?
  - The one way to make us excellent is to make the schools excellent in faith tradition.
  - Relationship between the school and parish is critical.
  - Catholic identity is important
  - The schools give us the opportunity to share the story of Christianity
  - Connection between schools and vocations
  - Students are not always following through with Confirmation as parents are letting them choose in high school

##### B. Marketing Discussion: Connor Flynn (see handout "A Vision for Catholic Elementary Schools")

- Connor has been involved in CTO and ESA work and compiled this information as some ideas about marketing the schools
- Need to look systemically to get out information about all schools
- Where to begin? With the new families coming into our schools and parishes
  - How do we engage new families, especially young families?
- Members walked through the 8-point marketing strategy Connor offered as suggestion. Discussion points were:
  - Do we share a desire to see all kids succeed?
  - Questions about how each school fits into the diocesan picture of education
  - No long term planning in regards to finances, building, technology
  - Are there common denominators that could be used to enhance all schools?
  - We have created some templates for schools to use with websites and other materials
  - There are different budget constraints at each school and in the Schools Office with regard to marketing
  - What do the materials say to perspective parents?
  - Marketing must happen through the parish as well as the school
  - Universal PreK program: Are we marketing to them? How do they fit in with the school? Do they get to experience faith education while at school?
  - Increased tax credits and ESA – likely not to go anywhere this session with the cuts that have already been made and the low REC (Revenue Estimating Committee) estimates for state income

Due to time, the conversation was ended. More information will come at the May meeting.

#### V. **Adjournment**

Fr. Dolan made a motion to adjourn the meeting. Beth Schulte seconded the motion. Motion carried. Meeting adjourned at 6:15 PM.