

**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: November 19, 2018
PLACE: Pastoral Center
PRAYER: Dr. Bonday

MINUTES

I. OPENING ACTIVITIES

A. Call to Order: The meeting was called to order at 4:12pm.

B. Roll Call:

- Members Present: Beth Schulte, Andrea Cook, Leslie Wurster, Connor Flynn, Gloria Castellano, Nicole Proesch, Celia Shedd
- Schools Office Members Present: Dr. Tracy Bonday, Denise Mulcahy
- Guests: Erv Rowlands, Principal at St. Joseph School

C. Prayer: Dr. Bonday led prayer

D. Call for Additional Agenda Items: No additional agenda items were mentioned

E. Approval of the Agenda: Andrea Cook made a motion to approve the agenda. Celia Shedd seconded the motion. The motion carried.

F. Approval of September Meeting Minutes: Andrea Cook made a motion to approve the September minutes. Connor Flynn seconded the motion. Motion carried.

II. Open Forum/Guests

Erv Rowlands, Principal at St. Joseph School, welcomed the board. He shared information with the board regarding the school.

- The school continues to increase in diversity. It serves more ELL students than in the past.
- There is transition taking place with new administration and new services. Additional staff have been hired to work with Title and ELL students.
- Class size is approximately 22 students, full capacity would be 24-26 per grade level.
- **Question: Have you experienced drop off at middle school grades?** Historically not many. Have had some students transfer in from DMPS for middle school. Some students attend Dowling but many attend Southeast Polk or East for high school.
- **Question: What does your preschool attendance look like?** Low this year with 10-12 students. Father Pin and Mr. Rowlands have talked about staying with the UPK (free) program or moving to something different. They are investigating options such as full-day preschool with wrap around care.
- **Question: What percentage of students receive CTO?** Mr. Rowlands was unsure of the percentage; however, Dr. Bonday added they are not in the top three schools for the percentage of students receiving CTO.
- The discussion moved to marketing for the schools as a whole. A radio spot was purchased for a year on a local station. There have been a few comments received, now we need to find out how many students we are gaining due to ads.
 - There is a misconception about the cost of tuition.
 - Difference between “private” and “parochial.”
 - Need to consider who we need to market to.
- **Question: Recruitment of teachers** It has been difficult to gain applicants for teaching positions. Elementary positions are easier to fill than middle school or Related Arts (PE, Music, Art).

III. Action Items

A. Review of Board Policies (400 Series)

Board members present shared the policies they were to review. Further changes were noted on policies 404, 412, 430, 442, 463, 464, and 478. These policies, along with policies that were reviewed by board members who were absent will be reviewed at the January meeting.

IV. Reports

A. Strategic Planning Update: (Dr. Bonday)

Jerry Deegan, Alan Meitler, and Dr. Bonday presented to Presbyteral Council and the Diocesan Finance Council about the strategic planning work. A vision statement was shared and explanation of possible re-branding. There was discussion about the wording “The best” in the first line.

The members looked at the “Thinking Together” handout and began talking about how to think and exist as more of a system than individual schools. Discussion around governance structures and responsibilities followed.

Pastors with schools will be meeting in early December to discuss these questions as well.

Other ideas that might be addressed:

- Childcare/wrap-around/breaks – how can we do that in the metro area?
- Specials programming – can we share program and/or teachers?
- Transportation system

B. Superintendent:

- AdvancEd surveys are being sent out to parents, students, and staff. These will be used as a part of the accreditation in early May. Dr. Bonday informed the board members they may be a part of interview groups when the AdvancEd team is working with us.

C. Director of Teaching and Learning:

- The principals are participating in observation rounds at the different schools using the observation tool through AdvancEd. This tool focused on student engagement and principals move through classrooms in 20-minute increments. Each school is able to see the data as principals key their findings into the program.

V. **Adjournment:** Andrea Cook made a motion to adjourn the meeting. Celia Shedd seconded the motion. Motion carried. The meeting adjourned at 5:46 PM.

The next meeting is on January 21 at 4 PM. Location TBD.