

Aquin Educational System August 2023 Board Minutes

The meeting was called to order on August 15th at 6:35.

Present:

School Board Members: Fr. Mark Osterhaus, Deacon Mark Otting, Principal Laura Herbers, Kelsi Hosch, Jesse Burkle, Itza Heim, Kathy Beck, Jenny Recker, Cody Noonan, Kelly Molony, Matt Kurt, Kim Vaske.

Director of Faith Formation: Nicole Casey, Aquin Bookkeeper Marianne Kluesner, Aquin Little Angels Administrator Meghan Cummer.

Absent: Brad Boffeli

No community members were present.

Kathy made a motion to approve the August agenda. Jenny seconded. Motion carried.

June financial report were sent via email prior to meeting on 8/15. Due to short amount of time to review, Kelsi recommended to review and approve via email prior to September 15. Kelsi provided brief financial report noting increase in scrip revenue. Board members agreed to review per email.

Jenny made a motion to approve June minutes. Itza seconded. Motion carried.

Reports were shared via email. Any questions were brought up at the meeting and discussed. See below.

Faith Formation:

- Opening mass for CCD and open house scheduled for September 6th at 6:30 pm. RTR classes and Early Bird classes start September 6th as well.
- 3 new catechists this fall
- Catechist meetings scheduled for August 23 and August 30th.

Daycare Report:

- Meghan Cummer has been hired as the administrator for Aquin Little Angels. Hillary Klein, on site supervisor, and Meghan will divide job duties.
 - Meghan: Financial duties, DHS files, parent communication/newsletter, staff benefit balances
 - Hillary: ProCare, staff scheduling, assist with menu/grocery order, assist with classroom management
- Current Enrollment is 111 children with 74 children: infant- 3years on the waiting list
- Full time staff openings: 4; Part time staff openings: 2
- Open Interview Day: 4 people interviewed; 2 full time and 2 part time. All 4 were offered a position.
- Daycare Advisory Committee: looking into Champion company that would provide before/after school daycare service, daycare service on holiday breaks/days off of school. Kelsi in communication with Champion. More information to follow.
- JoAnne O'Connell, Director from Holy Family daycare in Dubuque, met with school board and daycare advisory members on August 10th. Meeting was very informative. JoAnne discussed Holy Family's current scheduling regarding staffing and child enrollment, rates, salary, and staff appreciation.

- Cascade City Council has offered \$1,000 to apply for a grant proposal to provide a business plan for the Aquin Daycare. Grant would cost \$5,000 and would provide \$15,000 worth of data, analysis, info, etc. over a 3-year timeframe.
- St. Mark's at Cascade Elementary currently has 15 students enrolled. Aquin students able to utilize this service but need to enroll by August 18.

School Report:

- Fully staffed for 1st semester: Music position will be filled by Lori Knuth for 2x/week; Katie McGuire will fill the middle school math position. Will continue to search for permanent replacements to start the 2nd trimester.
- Total Enrollment: Pre-K thru 8th = 228; K-8 = 195

Old Business:

- ESA update: 65 students utilizing ESA this school year. Parents need to verify the school on the ESA website. Emails sent to parents to remind.

New Business:

- Officers Elected:
 - Jesse nominated Kelsi as Chair; Cody seconded. Motion carried. Kelsi accepted
 - Kathy nominated Jesse as Vice-chair; Matt seconded. Motion carried. Jesse accepted
 - Matt nominated Cody as Secretary; Kathy seconded. Motion carried. Cody accepted
- Handbook Updates Reviewed. Kathy made a motion to approve. Jenny seconded. Motion carried.
- Review Board Policies 4000-6000. Kelsi made a motion to approve. Kelly seconded. Motion carried.
- Review by law regarding Board Class Division and Election guidance. Nominations to be made at end of April and voting to occur by end of May. Jenny made a motion to approve. Kathy seconded. Motion carried.
- Matt agreed to chair the Building and Grounds Committee. Jesse to serve on committee as well.
- September meeting changed to September 26th due to scheduling conflicts.
- Reviewed constitution, policy on public attendance, board unexcused absences, board contact information (Kelsi to update), review board terms, update board orientation packet.

Kathy made a motion to adjourn. Jesse seconded. Motion carried. Meeting adjourned at 7:50.