



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

## **Board of Education Minutes**

**Thursday August  
21st, 2025 5:30 p.m.  
CHS Rm #128**

### **Elected/Appointed Board Members**

Father Tom McDermott	Pastoral Rep - Saint Edward	Present
Eric Donat	Elect - Queen of Peace	Present
Jake Schaefer	At Large – Blessed Sacrament	Present
Father Tony Kruse	Appointed Rep - Blessed Sacrament	Present
Laura Schaefer	Elect - Saint Patrick	Present
Heather Malek	At Large - Saint Edward	Present
Ki Park	Elect - Saint Edward	Present
Cherry Paw Maw	Elect - Sacred Heart	Present
Greg Stammeyer	Elect - Blessed Sacrament	Present

### **In Attendance:**

### **Staff**

Aaron Becker	Dir. of Elementary Programs/6th-8th Principal	Absent
Tom Novotney	Chief Administrator/9th-12th Principal	Present
Nick Miller	6th-8th Principal	Present
Katie Friedly	9th-12th Assistant Principal	Present
Stephanie Kane	Director of Curriculum, Assessment, & Instruction	Present
Sarah Smith	Advancement Director	Present
Kelly Christensen	Finance Committee Chair	Absent
Amy Youngblut	Controller	Present
Amy Peters	HR Director	Present
Annie Zeets	Waterloo Parish Faith Formation Representative	Absent

Guest:

### **Call To Order:**

Jake Schaefer called the meeting to order at 5:39 p.m.

### **Prayer:**

Jake Schaefer

### **Introduction of Guests-Correspondence, & Request to Address the Board**

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**Cedar Valley Catholic Schools**

3231 West Ninth Street | Waterloo, IA 50702  
319.232.1422 | [www.cvcatholic.org](http://www.cvcatholic.org)

CVCS Early Childhood Program

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School

Mission: To Provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service.



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**Adjustments to the agenda/Approve the agenda**

Amendment - Enrollment update was emailed out (Eric- Motion, Laura- Second), Motion passed.

**Consent agenda:**

- August 7th, 2025 Finance Minutes
- July 16, 2025 Board Minutes
- Consideration of Monthly Revenue & Expense Reports
- Consideration of Personnel: hires, reassignments, resignations & terminations

A motion to approve the consent agenda.

(Fr. Tom - motion, Greg - Second) Motion passed.

**Information:**

1. Enrollment Update- Sarah

Enrollment meetings continued today. Up over 60 kids from last year.

2. Finance Committee mtg dates request - Board discussion

Tom - Finance had asked about switching meeting dates with the school board, to allow finance to get finances in order and would like to make recommendations to the board. Finance would move to the 3rd Thursday of the month, School board would move to the 4th Thursday of the month. The executive board would be adjusted as well. Tom will send out a draft calendar with revised dates, please reply by email. (Administrative report due dates will be adjusted as well.)

3. Arch student/parent handbook policy updates- Tom

Two changes:

- 1) Cell phone policy - students cannot have their cell phones during the school day.
- 2) Definition of bullying and harassment needed to be updated- removed trait or characteristic and added back in targeted and repeated. CVCS posters will be updated accordingly.

**Old Business - Action Items:**

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**New business – Action Items:**

1. Corporate Meeting and Form 5- Amy Peters  
Fr. Tom - Nominated Jake Schaefer, Eric - second, motion passed  
Jake - Nominated Greg Stammeyer, Ki - second, motion passed  
Financials- Motion Fr. Tony, Eric - second, motion passed  
Minutes - Resolved 6:07 Motion - Jake, Fr. Tony - second, motion passed
2. Black Hawk Grundy Mental Health Contract- Tom  
This was sent by email - seeking board approval. This agreement will decrease monthly payments starting in semester two.  
Motion - Eric, Laura - second, motion passed
3. Stage lights proxy request- Amy  
Two bids are listed on the proxy request. CVCS would like to go with the request from SBS. We would like to note on the proxy that we were not able to obtain a 3rd quote.  
Motion - Fr. Tom, Greg- Second, motion passed
4. Work Truck Proxy request- Amy  
Request to approve a new (to us) work truck proxy from Community Motors.  
They were able to provide the best vehicle at the lowest price.  
Motion - Greg, Eric - second, motion passed
5. Proxy - St. Ed's Metal Doors- Amy  
Safety Grant Funds- Recommended to delay entry into all parts of the building beyond the main entrance. Steel doors will be put into place with fire rated glass. CVCS would eventually like to update security to all doors.  
Motion- Fr. Tony, Heather- second, motion passed.
6. 2025 Emergency Operations Plans - Amy P/Tom  
Required to update each year - updated daycare information and updated staff and student numbers. Request to approve  
\*Schedules need to be updated prior to printing.  
Motion- Fr. Tom, Ki - second, motion passed.

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7. 9th Grade Cap Size Request - Tom

Previously set class size at 80 9th grade students - we currently have 5 on the wait list - we have the space and teachers in place to support the 5 additional students. Request to allow admission for these 5 additional students.  
Motion- Greg, Ki - second, motion passed.

8. Spanish 3&4 Course Offerings - Tom

No action is needed. Tania Luna has classroom experience and is a native Spanish speaker who is fluent in English has been hired to supervise Spanish 3&4, she will also translate for us. She is working to get her native speaker authorization license. We expect to bring a proposal for her 2nd semester to teach the courses after she obtains her license.

9. Employee Handbook- Amy P

PTO Wording Change- Recommendation to move to language of PTO rather than personal days and vacation days for non-certified staff. Also recommend that time is awarded July 1st each year rather than anniversary date.

Motion - Fr. Tom, Laura- Second, motion passed.

\*The board also had discussion to review substitute teacher pay and to recruit officials from other schools and nearby cities.

**In-Service:** Video- Journey in Faith and Discussion Questions

**Additional Documents/Reports:** Submitted

- Faith Formation Report
- Advancement Office Report
- Chief Administrator Report
- News from Principals and Activity Department
- Board Announcements

**Executive Session:** Move to Executive Session 7:01 pm, Exit SExecutive Session 7:14 pm (Fr. Tom motion, Ki second), motion passed

Motion to assess the fine to both teachers for late resignations.  
(EricMotion, Heather Second), motion carried

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**Adjournment:**

Motion to Adjourn: 7:15 pm (Fr. Tony Motion, Ki second) motion carried

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