

Sacred Heart Board of Education Minutes
March 19, 2019 – 6:30 p.m.
Sacred Heart School Conference Room

Voting Members Present: Tim Schneider, Kellie Benning, Chad Steinkamp, Lori Jax, Pat Thome

Voting Members Absent: Mary Koenigs, Darcey Reinartz

Ex-Officio: Father Swamy, Darlene Boe (via Telephone)

Ex-Officio Absent:

Teacher Representative Present: Kathy Heimer

Secretary's Report: February Meeting Minutes approved by the Board after a few changes.

Principal's Report:

School Improvements: D & E Carpet in Riceville sent samples of the flooring for school. The flooring will need to be ordered by the end of April. Lockers are being built, should be ready on schedule.

Kid's Zone: Little Cedar and Sacred Heart have agreed on rent for the temporary relocation of Kid's Zone during the asbestos removal at the school in June. The relocation will be for 5-7 days and parents will be notified with a letter.

School Calendar 2018-2019: A tentative 2019-2020 school calendar was distributed. End of Quarters will be at different times during this school year due to the early start for the Southland District.

Rummage Sale: The Sacred Heart rummage sale is set for Saturday, March 30, 2019. Items have been coming in and a worker schedule will be sent home in the family folders soon.

Sacred Heart Scholarship: The Sacred Heart Scholarship is ready for graduates of Sacred Heart to apply. The winner of the \$250 scholarship will be announced before graduation.

Southland Musical: April 11, the students will be attending the Southland Musical "Wizard of Oz."

Juggling Trip: The juggling team will be going on a trip to Rochester April 12, 2019. They will perform at Saint John's, Holy Spirit, and Saint Pious in Rochester and finish up the day at Air Insanity.

Catholic United Financial: The Catholic United Financial Raffle drawing was on March 5. The final total for the raffle for Sacred Heart was \$19,480, short of the goal of \$24,000. The top selling class was the 8th grade class. Awards will be presented Thursday March 21, 2019. Proceeds from the raffle will go to school improvements.

Dar's Timeframe: Our principal Darlene Boe, had an accident that resulted in a broken a bone in her lower leg. Plans were made on the fly to work through the absence. She has some checkups in early April, but timeframe for a full-time return is pending.

Kindergarten Informational Meeting: Wednesday March 20, Sacred Heart is holding an informational meeting for perspective students and parents. Dar is planning on attending the meeting for the 10-12 possible students.

Teacher Representative – Kathy Heimer

Field Trip: All school field trip was held March 8. Grades K-3 will go to Air Insanity in Rochester, and Grades 4-8 will go to Mount Kato in Mankato. Next year will have some slight changes to the field trip. The Grade K-3 will start rotating activities, while the Grades 4-8 ski trip be at Welch Village since it is a little closer and cost less.

Make up Date: April 22, the Monday after Easter, was originally scheduled as a day off school for 2019. That has been changed due to the winter weather, and classes will be held. With this added day, the district will not need to add additional days to the end of the school calendar.

E-Learning: Sacred Heart will implement an E-Learning program next school year. This should help keep students on track with their course work even when school is cancelled. Teachers can send home a Snow day packet; the students can complete the work to have it count as a school day. It also gives the students something to do while at home during poor weather.

Early Reader Program: Jen Smith has ordered some new books for the kindergarten aged students for the Early Reader Program. These books were needed since the selection and number of books was lower than the other classes.

Laptops: 20 refurbished laptops from Mayo should be ready soon. ISS is installing new hard drives and operating systems. The cost of the work will cost \$4,500. Funds will be used from the technology fund to cover costs.

Short Term Staffing: With Dar Boe's absence, some changes in roles have taken place. Kathy Heimer and Andrea McKichan have split principal duties. Kathy will oversee K-4 while Andrea will oversee 5-8. Also, Margaret Neuvirth and Joanne Croker will fill in with some Para, Religion, and reading duties that Dar was covering.

E-Rate: Colette Zillgitt has been working on an E-Rate project. The school will switch internet providers this summer to Jaguar.

Tuition Assistance: Any families in need of tuition assistance need to have a plan submitted to the school by April.

Pest Control: Tom Koenigs of Borderline Pest Control has been contacted to implement a pest monitoring program.

New Business

Parents Group Request: The board discussed a request by the Sacred Heart Parent's Group to help with the cost of the field trips. The Board approved \$10 per student towards the trips.

2019-2020 Schedule and Teacher Salary: The Board reviewed the recommendations from the Finance Committee and approved a tentative plan for 2019-2020 teacher salaries and tuition increases.

2019-2020 Teacher Salary: 2019-2020 teacher contracts will be distributed next week, with a due date April 15, 2019.

Business Continuity: In light of the recent absence of Dar, the Board discussed creating a Business Continuity Plan. This plan would help make sure the school has a written and well thought guideline to continue normal day to day operations through many scenarios. This plan is in the early stages at the moment.

Financials: The Board reviewed and discussed monthly financials. Income is ahead of budget and expenses are slightly lower vs budget. A change to next school year will be less support from Sacred Heart Church. The school will be in good shape to cover the reduction of support and the costs of school improvements.

Old Business:

Crisis Management Review: Proofreading and formatting latest version continues.

School Improvements: Progress of projects are still on track to be completed during summer of 2019.

The meeting was adjourned at 7:30 p.m. The next scheduled meeting will be Wednesday, April 10, 2019, at 6:30 p.m.