

**Sacred Heart Board of Education Minutes**  
**July 17<sup>th</sup>, 2019 – 6:30 p.m.**  
Sacred Heart School Conference Room

**Voting Members Present:** Tim Schneider, Kellie Benning, Tom Koenigs, Tim Neuvirth, Chad Steinkamp,

**Voting Members Absent:** Mary Koenigs, Pat Thome

**Ex-Officio:** Darlene Boe and Father Swamy

**Teacher Representatives Present:** Jen Smith

**Secretary's Report:** May meeting minutes approved by the Board after minor revisions.

**Principal's Report:**

**MNSAA Accreditation:** Sacred Heart has been accredited by MNSAA (Minnesota Nonpublic School Accrediting Association) for the 2019-2020 school year.

**Open House:** The Sacred Heart Open House will be Wednesday August 5 from 5-7 pm. Students, parents and grandparents can meet the teachers, tour the school, and get ready for school year. A free will offering meal will be served.

**Teacher Development:** Many of the teachers attended professional development classes during the summer.

**Staff Changes:** Greg Schulte will no longer be the Kindergarten Gym Teacher because Greg Storey is available to teach all gym classes for the school. Jude Waller resigned as Food Director. Shannon Drees has accepted the position of Food Director. Ellen Wiste and Rhonda Musel will share the Food Manager position.

**Day Care:** The Sacred Heart Daycare was closed July 12, 2019. Since the director of the daycare has taken another position elsewhere and the operating budget is at a loss, it was decided to close. Equipment and toys will be donated or sold.

**Classroom Space:** The daycare building will be repurposed for Art and Music classes. Art was being taught on the stage in Gym, so this gives Sandy Jones a permanent class area. The building has an office space that can be used as an auxiliary office area. The music room in the basement will now be used for the Robotics program as a permanent workshop.

**Sacred Heart Marathon:** Letters for Marathon have been sent. The date has been set for September 26.

**E-Rate:** Jaguar will be coming in July 29 to install new phone and internet services. ISS will also be in at the same time to setup new IP addresses for the school.

## **Teacher's Report:**

**Renovations:** Teachers are getting classrooms ready, but there are still some minor fixes to doors and trim after flooring install this summer. These issues will be fixed by the time of the open house.

**Memorial Donation:** Thank you to the family of Rosie Reinartz. The funds will be used for future school needs.

**E-Learning:** There was a discussion on the use of E-Learning. If implemented, a school could use E-Learning as a way to not use up a "Snow Day." It is a way for students to stay engaged in their schoolwork while being home. More feedback from teachers is needed before it is moved forward.

## **New Business**

**Review of By-Laws and Constitution:** The Board annually review the By-Laws and Constitution. They were approved and signed.

**School Board Officers:** School Board Officers are selected at the first meeting of the school year. Tim Schneider was elected President, Pat Thome was elected Vice President, Chad Steinkamp was elected Secretary, and Kellie Benning was elected Treasurer.

**New Board Member Orientation:** Tom Koenigs and Tim Neuvirth were welcomed to the board. They replaced Lori Jax and Darcy Reinartz. They were given an overview of duties and responsibilities.

**Registration Report:** Sacred Heart has 114 students registered for the school year from 65 families. This number is 1 student short from last year of 115.

**New Year Concerns:** None.

**Financials:** School Financials were reviewed by the board. Income is ahead of budget projections, while expenses were flat.

**2019-2020 Budget:** The school budget will be similar to last year's budget.

**Parents Group Report:** The board approved 2 assemblies from the bureau of lectures for the coming school year.

**Lunch Audit:** Progress has been made by Shannon Drees to meet goals from the lunch audit last spring and will be ready for the new school year.

**Schultz Foundation Challenge:** Best Buy runs a foundation that offers a \$25,000 matching challenge grant program to help improve schools and Sacred Heart has been selected to participate. Details on requirements of the programs are being looked into, but one of the stipulations is it must be a new fundraising program. One idea was to use the Alumni letter, but more discussion will take place.

## **Old Business**

**Crisis Management Plan:** The Crisis Management Plan has been approved by the board. The Board will now work on Business Continuity Plan.

**School Improvements:** The improvement project is nearly complete. Trim work needs to be finished, but on track to be completed by Open House in August.

The meeting was adjourned at 8:00 p.m. The next scheduled meeting will be Wednesday, August 14, 2019, at 6:30 p.m.