

CEDAR CATHOLIC JR. - SR. HIGH SCHOOL
BOARD OF EDUCATION MINUTES
Thursday, October 19, 2023

The October 19, 2023 meeting was called to order by Pat Steffen. Meeting opened with a prayer by Fr. Owen Korte.

MEMBERS IN ATTENDANCE: Dr. Dan Hoelsing, Fr. Owen Korte, Beckie Polak, Pat Steffen, Daryl Kleinschmit, Chad Cattau, Brian Pinkelman, and Joan Potts. Absent: Fr. Jim Keiter, Tom Kuchta, Melissa Bowers, and Wendy Stevens.

GENERAL BUSINESS:

APPROVAL of MINUTES: Daryl Kleinschmit motioned to approve the minutes, seconded by Pat Steffen. Motion was carried with a unanimous vote.

AGENDA: Brian Pinkelman motioned to approve the agenda, seconded by Daryl Kleinschmit. Motion was carried with a unanimous vote.

ADMINISTRATION REPORTS:

DEVELOPMENT: See attached report.

ASST. PRINCIPAL'S REPORT: See attached report.

PRINCIPAL'S REPORT: See attached report.

Fr. KORTE'S REPORT: Working to build a committee for the restructuring of having a Lay President for Cedar Catholic High School.

COMMITTEE REPORTS:

TRANSPORTATION: John Lammers will check in with Sheila once a week and take care of washing the busses as needed. The 2011 Yukon had the windshield replaced on October 17, 2023.

GROUND AND BUILDING: Mr. Cattau is working with Jeff on a schedule for cleaning the classrooms, hallways and offices. Looking to hire another part-time custodian to assist with restrooms/drinking fountains, etc.

FINANCE: Budget and expenses were reviewed. Brian Pinkelman motioned to approve the financial report, seconded by Beckie Polak. Motion was carried with a unanimous vote.

OLD BUSINESS: None

NEW BUSINESS:

1. **Consider, discuss and take action to approve staff evaluation documents for the 2023-2024 school year:**
 - a. See the attached Rule 10 Certified Employee Checklist and evaluation documents. The evaluation instruments for support and certified staff members are also posted on the principal's webpage. These have been sent to the Catholic School Office for review and recommended changes. No recommended changes. Beckie Polak motioned to adopt the staff evaluation documents as presented, seconded by Brian Pinkelman. Motion was carried with a unanimous vote.
2. **Consider, discuss and take action to approve the use of Local Substitutes for the 2023-2024 school year:**
 - a. We use substitute teachers who work the a "Local Substitute Teacher" License. The board has to approve the use of local substitutes in order for new applicants to get the license. We have no record of board approval, so cannot complete the application. Beckie Polak made a motion to approve the use of local substitutes teachers for the 2023-20204 school year, seconded by Daryl Kleinschmit, Motion was carried with an unanimous vote.
3. We received our School Crisis Manual and will work with our school team to update information from their Nebraska Department of Education workshop last summer. Our goal is to have the **School Crisis Manual** completed by the end of the first semester. This manual will provide detailed support for managing crisis situations that may arise throughout the school year. Cedar is also participating in a series of trainings to support our teachers in dealing with a number of social and emotional issues our students encounter. See information included in the principal's reports, **No Motion**

CORRESPONDENCE: None

ADJOURNMENT: Beckie Polak made a motion to adjourn, seconded by Daryl Kleinschmit. Motion was carried with a unanimous vote. Next meeting will be on November 16, 2023

The closing prayer was led by Fr. Owen Korte
Respectfully Submitted by Beckie Polak, Secretary