

Cedar Catholic Jr.-Sr. High School  
School Board Meeting  
Thursday, July 20, 2023  
7:30 PM – Cedar Catholic Library

- I. Opening Prayer
- II. General Business
  - a. Call to Order
  - b. Approval of Minutes (May 2, 2023 and May 25, 2023)
  - c. Approval of the Agenda
  - d. Reports
    - 1. Development Report
    - 2. Asst. Principal's Report
    - 3. Principal's Report
    - 4. President's Report
- III. Committee Reports
  - a. Transportation
  - b. Grounds/Buildings
  - c. Finance
- IV. Old Business
- V. New Business
  - a. Approve New Hire Recommendations
    - 1. Blair Kalin – Physical Education
    - 2. Russell Gade – Business/Technology
    - 3. Therese Hoffart – English/Language Arts
    - 4. Miranda Bernecker – Mathematics
    - 5. Megan Hoesing – School Nurse
    - 6. John Lammers – Director of Transportation Maintenance
  - b. Review, discuss and approve 2023-24 Student Handbook and recommended changes
  - c. Reaffirm 2023-24 Faculty Handbook – No Changes (See Website for Handbook)
  - d. Reaffirm 2023-24 Employee Handbook – No Change (See Website for Handbook)
  - e. Reaffirm 2023-24 Coaching/Activities Handbook – No Changes (See Website for Handbook)
  - f. Move the timeline for the Lay President Model of Leadership
    - a. Motion by \_\_\_\_\_ to rescind all three motions made on May 2, 2023. Second by \_\_\_\_\_. Talley: \_\_\_\_\_

b. Motion by \_\_\_\_\_ to move to the Cedar Catholic Lay President/Principal model of leadership. This transition will be concluded by the end of this school year for full implementation in the 2024-2025 school year. *(Dr. Dan Hoelsing will oversee this transition along with Fr. Korte. Dr. Hoelsing will serve as Principal and Chad Cattau will serve as Assistant Principal for the 2023-2024 school year.)*

Second by \_\_\_\_\_, Talley: \_\_\_\_\_

c. Motion by \_\_\_\_\_ to have Fr. Korte inform Archbishop Lucas and the Catholic Schools Office that he will no longer be President of Cedar Catholic High School at the end of the 2023-2024 school year and once a Lay President is appointed by the School Board.

Second by \_\_\_\_\_. Talley: \_\_\_\_\_

g. Consider the repair/replacement options for the air conditioning units on the Msgr.

Werner Activity Center concessions and west gymnasium units.

a. Accept the bid from Art Kathol Appliance to repair the two units.

b. Accept the bid from Art Kathol Appliance to replace the two units.

c. Appoint a committee of board members to further review options.

Motion by \_\_\_\_\_. Second by \_\_\_\_\_. Talley: \_\_\_\_\_

h. Correspondence

i. Adjournment & Closing Prayer

(Any Reports given at the meeting must be submitted to the secretary in written form.)

CEDAR CATHOLIC JR. - SR. HIGH SCHOOL  
BOARD OF EDUCATION MINUTES  
Tuesday, May 2, 2023

A May 2, 2023 meeting was called to order by Pat Steffen.

**IN ATTENDANCE:** Fr. Owen Korte, Fr. Jim Keiter, Beckie Polak, Pat Steffen, Tom Kuchta, Melissa Bowers, Daryl Kleinschmit, Wendy Stevens, Audrey Freeman and Brandon Baller.

**NEW BUSINESS:** Discuss the interim and a combined leadership for Cedar Catholic High School for the 2023 - 2024 school year.

- 1) Fr. Jim Keiter motioned to accept the recommended leadership of a Lay President/Assistant Principal model for interim for the 2023 - 2024 school year, seconded by Daryl Kleinschmit. Motion was carried with a unanimous vote.
- 2) Fr. Owen Korte motioned to offer the position of President of Cedar Catholic High School to Dr. Dan Hoelsing for a 1 year interim for the 2023 - 2024 school year, seconded by Fr. Jim Keiter. Motion was carried with a unanimous vote.
- 3) If Dr. Dan Hoelsing accepts the offer as President of Cedar Catholic High School. Fr. Owen Korte motioned to offer the position of Assistant Principal, Activities Director, Coach and reduced teaching responsibilities of Cedar Catholic High School to Chad Cattau for a 1 year interim for the 2023 - 2024 school year, seconded by Pat Steffen. Motion was carried with a unanimous vote.

**ADJOURNMENT:** Wendy Stevens made a motion to adjourn, seconded by Fr. Owen Korte. Motion was carried with a unanimous vote.

Respectfully Submitted by Beckie Polak, Secretary

CEDAR CATHOLIC JR. - SR. HIGH SCHOOL  
BOARD OF EDUCATION MINUTES  
Thursday, May 25, 2023

The May 25, 2023 meeting was called to order by Pat Steffen. Meeting opened with a prayer by Fr. Owen Korte.

**MEMBERS IN ATTENDANCE:** Chris Uttecht, Fr. Owen Korte, Fr. Jim Keiter, Beckie Polak, Pat Steffen, Tom Kuchta, Melissa Bowers, and Wendy Stevens. Absent: Daryl Kleinschmit, Brian Pinkelman and Joan Potts.

**GENERAL BUSINESS:**

**APPROVAL of 4/20/2023 MINUTES:** Fr. Jim Keiter motioned to approve the minutes, seconded by Pat Steffen. Motion was carried with a unanimous vote.

**APPROVAL of 5/2/2023 MINUTES:** Fr. Jim Keiter motioned to approve the minutes, seconded by Fr. Owen Korte. Motion was carried with a unanimous vote.

**AGENDA:** Beckie Polak motioned to approve the agenda, seconded by Fr. Jim Keiter. Motion was carried with a unanimous vote.

**REPORTS:**

**CEDAR DEVELOPMENT:** None. Fr. Keiter will be working on the details for an Event Coordinator.

**MR. UTTECHT'S REPORT:** District Music Contest was hosted by Osmond on April 21. Cedar Catholic hosted the District Track Meet on May 11: Boys Team was District Champions and Girls Team finished District Runner-up. State Track was held in Omaha on May 19 & 20: Boys Team finished 5th overall and Girls Team tied for 10th. Midstate Conference Awards: Denae Buss - Volleyball, JoAnne Hamilton - Vocal Music, Audrey Freeman - One Act, and Matt Steffen - Boys Basketball.

**Fr. KORTE'S REPORT:** Dr. Dan Hoising has accepted a position with Cedar Catholic. Still working on all the final details of the position.

**COMMITTEE REPORTS:**

**TRANSPORTATION:** There will be a Transportation Meeting with HNPS on June 1. Rollie Becker is retiring and will need to replace his position for Transportation/Maintenance Supervisor.

**GROUND AND BUILDING:** Annual Cleaning is being done. They are doing the final finishes on the Wrestling Building. Still need approximately \$100,000 to finish paying it off.

**FINANCE:** Budget and expenses were reviewed. Fr. Owen Korte motioned to approve the financial report, seconded by Fr. Jim Keiter. Motion was carried with a unanimous vote.

**OLD BUSINESS:**

- 1) **Review and Revise the 2023-2024 School Calendar:** Beckie Polak motioned to approve the revised calendar, seconded by Fr. Jim Keiter. Motion was carried with a unanimous vote.
- 2) **Discuss Summer Athletic Workouts Schedule:** Missy Bowers and Daryl Kleinschmit will meet with the coaches to work out a summer lifting schedule.

**NEW BUSINESS:**

- 1) **Review and Discuss Staffing for the 2023-2024 School Year:** Blair Kalin has accepted a position for Physical Education and Junior High Coaching. Russell Gade has accepted the position for Business/Technology. Miranda Bernecker has accepted a position in Mathematics and Junior High Sports.
- 2) **Discuss and Consider the Tuition Contract for the 2023-2024 School Year:** Fr. Jim Keiter motioned to approve the 2023-2024 Tuition Contract, seconded by Beckie Polak. Motion was carried with a unanimous vote.
- 3) **Review Concerns/Grievances Policy as it relates to Chain of Command.**
- 4) **Review Dates for the 2023-2024 School Board Meeting:** See Attachment.

**CORRESPONDENCE:** Received Scholarship Thank You from Tyan Baller.

**ADJOURNMENT:** Beckie Polak made a motion to adjourn, seconded by Wendy Stevens. Motion was carried with a unanimous vote. Next meeting will be on July 20, 2023

The closing prayer was led by Fr. Jim Keiter  
Respectfully Submitted by Beckie Polak, Secretary

**Cedar County Catholic Schools Gala Disbursements  
July 1, 2023**

**Cedar Catholic (50% of Net Gala Proceeds) \$202,685.00**  
(Check #1807 = \$201,890.00; Includes expenses owed to Gala of \$555 teachers' tickets & \$240 raffle ticket funds collected and not transferred to Gala.)

**East & West Catholic Elementary (25% of Net Gala Proceeds) \$101,342.50**  
(Check #1810 = \$81,342.50; Includes minus of Advance as requested Check #1781 on 4/26/23 for \$20,000.00 on EW share.)

**Holy Trinity Elementary (25% of Net Gala Proceeds) \$101,342.50**  
(Check #1809 = \$100,322.50; Includes expenses owed to Gala of \$600 raffle ticket funds not transferred to Gala & \$420 teacher's tickets.)

<b>Gala 2023 Net Profits for School Disbursements 7/5/23)</b>	<b>\$405,370.00</b>
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## Assistant Principal/Activities Director Report

Cedar Catholic won the NSAA Cup for Class D schools for the 2022-23 school year. This award is an accumulation of points that schools earn through their school year from all extracurricular activities. The NSAA will come to an event this Fall and present the school with their award and banner. We also won a very similar award from the Omaha World Herald. We were the Class D all sports winners, which is also an accumulation of points. The World Herald award is based solely on athletics, whereas the NSAA uses all activities.

Coach Denae Buss was asked this summer to write an article for a national volleyball coaching magazine. She has written that article, but I am not sure when it will be published.

## Principal's Report:

**Program/Staff Member Spotlight: HONORING OUR TEACHERS OF THE YEAR:** Joanne Hamilton has received the Archdiocesan Rural Secondary Teacher of the Year Award and Rhonda Zimmerman, who teaches at East/West has received the Rural Elementary Teacher of the Year. They will be formally awarded at the Annual Archbishops Education Dinner in Omaha. This will take place on Thursday, Sept. 21. We are taking a bus. It holds 55 passengers. The cost of the Dinner is \$150 per person and the bus is another \$25 per person. We leave at 2:30 pm and return around Midnight. Email Haley Christensen if you want to go. Email her also if you want to sponsor a teacher to go. [christensenwell@hartel.net](mailto:christensenwell@hartel.net)

**Program/Staff Member Spotlight:** Sheila Jueden and Cassie Gubbels have been amazing people to work with. They are exceptional at carrying out their job responsibilities and have gone above and beyond to help Mr. Cattau and myself in this transition to our new positions. They are a great resource for me as I struggle to come up to speed with understanding the job, staff, materials, websites, etc... and are a welcoming face to students and parents who call or come into the office. I appreciate their patience and kindness as we work together to learn our new positions.

### 1. **2023-2024 Lunch Prices:** Also included in the Handbook Changes

10635 H.S. Lunch	\$3.30
10636 Milk	\$0.60
10637 Elem Lunch	\$3.05
10638 Second Entrée	\$1.55
10639 Extra Food	\$0.65
10640 Staff Lunch	\$4.60
10641 Guest Lunch	\$4.85
10642 Volunteer Lunch	\$0.00
10643 Staff Benefit	\$0.00
10644 Adult Salad Bar	\$2.75

- Fr. Korte's Goals for 2023-2024:** Fr. Korte compiled an initial list of goals for the principal's position for this school year. The attached list is a working copy that can be adjusted as we move through this school year. See attached goals.
- New administrator Meeting in Omaha:** Mr. Cattau and I attended the new administrator meeting in Omaha on Tuesday, July 18<sup>th</sup>. See attached schedule.
- Emergency Operations Plan:** We are in the process of reviewing the 2023-24 Emergency Operations Plan. This would normally be on the July Board Agenda for approval, but are moving this to the August meeting for approval.
- Air Conditioning Repair Options:** Don Kathol from Art Kathol Appliance, Inc. was called in to repair the air conditioning units on the MWAC Concession Area and West Gym. The roof top units were originally installed in 2006 (17 years old). The cost to repair vs. replace are listed below. See attached detailed bids for each unit. Item is included on the board agenda for action.

Roof Top Unit	Repair	Replace
a. Concession Area:	\$5,200	\$16,800
b. West Gym:	\$16,200	\$52,600

Fr. Korte's Goals for this 2023-24 School Year

- 1) As President of Cedar Catholic, I will work for the unity of our three school Catholic School System. It may not be a system in a corporate sense but it is a system in a dependent sense. We need each other. Because I am in Hartington, I need to lead others to be sensitive and receptive to all the needs of our Cedar County Catholic Schools.
- 2) As Pastor of Holy Trinity with its own Elementary School tied intimately to Cedar (we are close, we eat together, we share staff etc.) I want what is best for my school. If that includes working with Cedar and East/West then that is what needs to happen.
- 3) I will work with Dr. Dan as a sounding board and an informant as he works into the position. Technically he is the Principal of Cedar Catholic and must therefore oversee all aspects of Cedar.
- 4) As Principal, Dr. Dan will work with Chad Cattau to develop his Principal skills throughout this school year. Dr. Dan will outline the role of Chad in this equation.
- 5) I have asked Dr. Dan to work into the overall care of all our schools. Certainly, I can see to this in my area of headship (Cedar and Holy Trinity) and I can suggest this for East/West. In the end, with his help, we can work more closely, communicate more frequently, and help solve issues.
- 6) With transitions in the Development office and the need to communicate with multiple stakeholders, the process of seeing how a Lay President who is tied more closely to the Cedar County Catholic Schools will develop as time goes on. But as the year progresses, the roles, the duties, and the boundaries will become clearer as the needs are better identified.
- 7) We have been three pods trying to work for the same thing: our survival and our thriving. I see the role of a Lay President as ultimately a unifier of our schools. In addition, in fundraising, the Lay President is concerned with all aspects of that task. Strategic Planning, Long Range Funding, Nurturing Major Gift Prospects, Building Endowments all fall under a Lay President's role. But he has the help of a Development Department which we are working to staff properly.
- 8) I know that Dr. Dan will help with the communication and visioning for our schools. The process of helping the Development Office remain successful will include a lot of input. Can we do better for all our schools? Yes. Each of us has a story to tell and if we listen to each person's story...we will better understand the concerns and burdens each person has. But in the process of working through any difficulties we have to also love one another.





106 E 889 RD BOW VALLEY, HARTINGTON NE 68739  
402-254-6444 402-357-2302

# Estimate

Date	7/17/2023
Estimate #	419

Name / Address
Cedar Catholic High School PO Box 15 Hartington, NE 68739

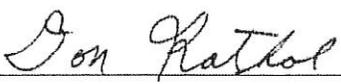
<u>PROJECT:</u> MWAC CONCESSION AREA	<u>PHONE</u> 402-254-3906
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Description	Qty	Rate	Total
MWAC CONCESSION AREA - REPAIR EXISTING ROOF TOP UNIT			
COMPRESSOR COM13122	1	0.00	0.00
REFRIGERANT		0.00	0.00
INSTALLATION MATERIALS		0.00	0.00
TOTAL TO REPLACE COMPRESSOR IN ROOF TOP UNIT & CHARGE SYSTEM		5,200.00	5,200.00

ALL MATERIALS, TAX, AND LABOR TO INSTALL ABOVE INCLUDED. PAYMENT TO BE MADE AS FOLLOWS:  
1/2 ON SIGNING- BALANCE TO BE PAID AS JOB PROGRESSES

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard prices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by workers compensation insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

  
\_\_\_\_\_  
Authorized Signature

<b>Subtotal</b>	\$5,200.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$5,200.00

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



# Estimate

Date	7/17/2023
Estimate #	418

Name / Address
Cedar Catholic High School PO Box 15 Hartington, NE 68739

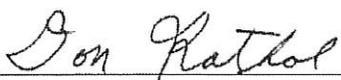
<u>PROJECT:</u> MWAC CONCESSION AREA	<u>PHONE</u> 402-254-3906
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Description	Qty	Rate	Total
MWAC CONCESSION AREA HEAT & AIR - REPLACE ROOF TOP UNIT			
TRANE HEAT & AIR ROOF TOP UNIT WITH FILTER ACCESS DOOR 4YCC4030E1070	1	0.00	0.00
FILTER FRAME		0.00	0.00
LOW AMBIENT CONTROL		0.00	0.00
EVAP DEFROST CONTROL		0.00	0.00
CRANK CASE HEATER		0.00	0.00
QUICK START KIT		0.00	0.00
ECONOMIZER		0.00	0.00
7 DAY PROGRAMMABLE THERMOSTAT		0.00	0.00
CURB ADAPTOR		0.00	0.00
TOTAL		16,800.00	16,800.00

ALL MATERIALS, TAX, AND LABOR TO INSTALL ABOVE INCLUDED. PAYMENT TO BE MADE AS FOLLOWS:  
1/2 ON SIGNING- BALANCE TO BE PAID AS JOB PROGRESSES

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard prices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by workers compensation insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

  
\_\_\_\_\_  
Authorized Signature

<b>Subtotal</b>	\$16,800.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$16,800.00

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



106 E 889 RD BOW VALLEY, HARTINGTON NE 68739  
402-254-6444 402-357-2302

# Estimate

Date	7/17/2023
Estimate #	417

Name / Address
Cedar Catholic High School PO Box 15 Hartington, NE 68739

<u>PROJECT:</u> MWAC WEST GYM	<u>PHONE</u> 402-254-3906
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Description	Qty	Rate	Total
REPAIR EXISTING ROOF TOP UNIT			
COIL COL06432	1	0.00	0.00
REFRIGERANT		0.00	0.00
TOTAL TO REPLACE COIL & CHARGE SYSTEM		16,200.00	16,200.00

ALL MATERIALS, TAX, AND LABOR TO INSTALL ABOVE INCLUDED. PAYMENT TO BE MADE AS FOLLOWS:  
1/2 ON SIGNING- BALANCE TO BE PAID AS JOB PROGRESSES

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard prices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by workers compensation insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

Don Kathol  
Authorized Signature

<b>Subtotal</b>	\$16,200.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$16,200.00

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



# Estimate

Date	7/17/2023
Estimate #	416

Name / Address
Cedar Catholic High School PO Box 15 Hartington, NE 68739

<u>PROJECT:</u> MWAC WEST GYM	<u>PHONE</u> 402-254-3906
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Description	Qty	Rate	Total
MWAC WEST GYM - REPLACE ROOFTOP HEAT & AIR UNIT			
TRANE ROOFTOP HEAT & AIR UNIT WITH ECONOMIZER YSJ300A3SOH19AY	1	0.00	0.00
SMOKE DETECTOR	1	0.00	0.00
LOW AMBIENT COOLING		0.00	0.00
7 DAY PROGRAMMABLE THERMOSTAT		0.00	0.00
TOTAL		52,600.00	52,600.00

ALL MATERIALS, TAX, AND LABOR TO INSTALL ABOVE INCLUDED. PAYMENT TO BE MADE AS FOLLOWS:  
1/2 ON SIGNING- BALANCE TO BE PAID AS JOB PROGRESSES

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard prices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by workers compensation insurance.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

Don Kathol  
Authorized Signature

<b>Subtotal</b>	\$52,600.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$52,600.00

Customer Signature

Date

**Transportation Report:** We met with Hartington Public, Holy Trinity, and East and West Catholic to review the 2023-2024 bus routes. Cedar Catholic will reduce one bus route and replace it with a van route. John Lammers has been hired as the bus and vehicle maintenance manager. This does include the Charter Bus. We will meet again on August 2<sup>nd</sup> and provide a more detailed report on the routes and drivers.

**Buildings and Grounds Report:** Jeff has done a great job of refinishing, painting, cleaning, etc... and has the building ready for the 2023-2024 school year. Paving at the Cedar Catholic Werner Annex Building is completed.

**Finance Report:** See attached Reports.

	Jul '22 - Jun 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
ATHLETICS AND ACTIVITIES INCOME			
3020 · Student Athletics			
3020B · Boys Basketball	31,348.00	0.00	100.0%
3020D · Football	22,473.77		
3020E · Track and Field	7,528.10	0.00	100.0%
3020F · Wrestling	883.45	0.00	100.0%
3020G · Volleyball	6,191.52		
3020J · Girls Golf	455.00		
3020L · Athletics Miscellaneous	16,325.81	0.00	100.0%
3020M · Sports Season Passes	11,786.50		
3020 · Student Athletics - Other	0.00	50,000.00	0.0%
Total 3020 · Student Athletics	96,992.15	50,000.00	194.0%
3023 · Activities and Clubs			
3023A · Booster Club	1,558.96		
3023B · Band	70.00		
3023C · Speech	125.00		
3023P · Catholic Schools Week	1,000.00	0.00	100.0%
Total 3023 · Activities and Clubs	2,753.96	0.00	100.0%
Total ATHLETICS AND ACTIVITIES INCOME	99,746.11	50,000.00	199.5%
FUNDRAISER INCOME			
3142 · Memorials	54,481.43	50,000.00	109.0%
3145 · Donations	53,432.81	0.00	100.0%
Total FUNDRAISER INCOME	107,914.24	50,000.00	215.8%
OTHER OPERATING REVENUE			
3562 · Instructional Income & Fees			
3562C · Counseling - Test Fees	54.00		
Total 3562 · Instructional Income & Fees	54.00		
3563 · Rental Income	75.00	0.00	100.0%
3564 · Interest Income	2,126.72	500.00	425.3%
3565 · Miscellaneous Income	32,223.23	0.00	100.0%
Total OTHER OPERATING REVENUE	34,478.95	500.00	6,895.8%
SCHOOL TUITION AND FEES			
3001 · TUITION			
3001A · Tuition from Scholarships	40,091.54	0.00	100.0%
3001B · Past Due Tuition	7,742.79	0.00	100.0%
3001C · Tuition from Development	55,295.00	0.00	100.0%
3001 · TUITION - Other	490,081.19	562,860.00	87.1%
Total 3001 · TUITION	593,210.52	562,860.00	105.4%
3003 · Parish Subsidies			
3003A · Holy Family	146,931.45	0.00	100.0%
3003B · Holy Trinity	208,068.54	0.00	100.0%
3003C · All Saints Church	120,468.71	0.00	100.0%
3003D · St. Michael	26,254.35	0.00	100.0%
3003 · Parish Subsidies - Other	0.00	501,723.52	0.0%
Total 3003 · Parish Subsidies	501,723.05	501,723.52	100.0%
Total SCHOOL TUITION AND FEES	1,094,933.57	1,064,583.52	102.9%
Total Income	1,337,072.87	1,165,083.52	114.8%
Gross Profit	1,337,072.87	1,165,083.52	114.8%
Expense			
ATHLETICS AND ACTIVITIES			
4020 · Athletics			
4020A · Cheerleading	0.00	250.00	0.0%
4020B · Boys Basketball	18,729.11	12,500.00	149.8%
4020C · Girls Basketball	3,000.74	10,000.00	30.0%
4020D · Football	26,819.73	15,000.00	178.8%
4020E · Track and Field	8,613.39	10,000.00	86.1%
4020F · Wrestling	2,095.47	2,000.00	104.8%
4020G · Volleyball	5,533.86	6,500.00	85.1%
4020H · Dance	694.60	300.00	231.5%
4020I · Boys Golf	2,634.01	1,200.00	219.5%
4020J · Girls Golf	902.88	1,000.00	90.3%
4020K · Concessions	1,201.48	0.00	100.0%
4020L · Athletics Miscellaneous	14,596.71	5,000.00	291.9%
4020M · Athletic Equipment			
4020M 1 - New Weightroom Equipment	2,344.70		
4020M · Athletic Equipment - Other	1,850.52	5,000.00	37.0%
Total 4020M · Athletic Equipment	4,195.22	5,000.00	83.9%
4020 · Athletics - Other	210.00		
Total 4020 · Athletics	89,227.00	68,750.00	129.8%

	Jul '22 - Jun 23	Budget	% of Budget
4023 · Activities and Clubs			
4023B · Band	250.05	1,000.00	25.0%
4023C · Speech	1,394.84	1,500.00	93.0%
4023D · One Act	1,216.71	1,000.00	121.7%
4023F · Math Counts	0.00	200.00	0.0%
4023H · Campus Ministry	1,501.26	5,000.00	30.0%
4023I · Class/Grade Activities	2,339.29	1,000.00	233.9%
4023J · Student Council	766.10	250.00	306.4%
4023M · Quiz Bowl	68.64	100.00	68.6%
4023P · Catholic Schools Week	1,307.40	1,000.00	130.7%
4023R · Activities Miscellaneous	2,709.49	500.00	541.9%
<b>Total 4023 · Activities and Clubs</b>	<b>11,553.78</b>	<b>11,550.00</b>	<b>100.0%</b>
<b>Total ATHLETICS AND ACTIVITIES</b>	<b>100,780.78</b>	<b>80,300.00</b>	<b>125.5%</b>
<b>DEPARTMENT PERSONNEL COSTS</b>			
<b>CERTIFIED STAFF</b>			
4201 · Teacher Salaries	705,914.11	659,036.66	107.1%
4202 · Principal Salary	101,762.50	89,550.00	113.6%
<b>Total CERTIFIED STAFF</b>	<b>807,676.61</b>	<b>748,586.66</b>	<b>107.9%</b>
<b>NON-CERTIFIED STAFF</b>			
4203 · Administrative Staff			
4203A · Secretary	0.00	28,500.00	0.0%
4203B · Bookkeeper	0.00	28,500.00	0.0%
4203 · Administrative Staff - Other	57,620.61	0.00	100.0%
<b>Total 4203 · Administrative Staff</b>	<b>57,620.61</b>	<b>57,000.00</b>	<b>101.1%</b>
4205 · Transportation Services			
4205A · Activities Transportation	15.85	1,000.00	1.6%
4205B · School Day Transportation	20,709.65	30,000.00	69.0%
4205C · Transportation Supervisor	2,734.67	2,800.00	97.7%
4205 · Transportation Services - Other	3,206.52	2,000.00	160.3%
<b>Total 4205 · Transportation Services</b>	<b>26,666.69</b>	<b>35,800.00</b>	<b>74.5%</b>
4206 · Maintenance Staff			
4206A · Maintenance Supervisor	0.00	12,250.00	0.0%
4206B · Custodian	0.00	26,000.00	0.0%
4206C · MWAC Custodian	53.77	15,750.00	0.3%
4206 · Maintenance Staff - Other	45,931.89	0.00	100.0%
<b>Total 4206 · Maintenance Staff</b>	<b>45,985.66</b>	<b>54,000.00</b>	<b>85.2%</b>
<b>Total NON-CERTIFIED STAFF</b>	<b>130,273.16</b>	<b>146,800.00</b>	<b>88.7%</b>
<b>OTHER STAFF</b>			
4207 · Nurse Contract	5,000.04	5,000.00	100.0%
4208 · Aids & Temporary Help	10,445.00	5,000.00	208.9%
4209 · Coaching	40,222.06	105,200.00	38.2%
4210 · Student Labor	1,047.50	2,500.00	41.9%
4211 · Activities Supervision	0.00	3,000.00	0.0%
4220 · Concessions Staff	2,187.83	2,800.00	78.1%
<b>Total OTHER STAFF</b>	<b>58,902.43</b>	<b>123,500.00</b>	<b>47.7%</b>
4213 · Bonus	6,300.00		
4214 · Federal Taxes	68,581.15	77,065.08	89.0%
4215 · Employer Flex Contributions	30,067.36	32,340.00	93.0%
4216 · Employer Pension	23,264.97	29,027.60	80.1%
4217 · Health Insurance	75,359.80	73,880.92	102.0%
4218 · Professional Development	1,043.66	2,000.00	52.2%
4219 · Miscellaneous Personnel Costs	6,849.61	1,500.00	456.6%
<b>Total DEPARTMENT PERSONNEL COSTS</b>	<b>1,208,318.75</b>	<b>1,234,700.26</b>	<b>97.9%</b>
<b>FACILITIES &amp; ADMIN EXPENSES</b>			
4430 · Technology	2,628.88	12,500.00	21.0%
4431 · Printing & Copying	9,822.34	10,000.00	98.2%
4432 · Utilities			
4432A · Fuel	1,637.00	3,500.00	46.8%
4432B · Water and Sewer	6,083.30	2,500.00	243.3%
4432C · Electricity	34,972.23	30,000.00	116.6%
<b>Total 4432 · Utilities</b>	<b>42,692.53</b>	<b>36,000.00</b>	<b>118.6%</b>
4433 · Telephone	3,592.24	4,200.00	85.5%
4434 · Rentals			
4434A · Rent Holy Trinity	17,000.00	17,000.00	100.0%
4434C · COMPLEX	8,000.00	8,000.00	100.0%
<b>Total 4434 · Rentals</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>100.0%</b>
4435 · Postage	1,394.50	1,500.00	93.0%
4436 · Advertising	272.17	500.00	54.4%
4438 · Cafeteria	3,900.00	3,000.00	130.0%
4439 · Office Supplies	9,715.09	5,000.00	194.3%
4440 · Service Contracts	29,592.95	27,500.00	107.6%

	Jul '22 - Jun 23	Budget	% of Budget
4443 · Building & Grounds			
4443A · Custodial Supplies	6,839.99	0.00	100.0%
4443B · Parts & Service	25,122.87	0.00	100.0%
4443C · Groundskeeping	1,907.00	0.00	100.0%
4443 · Building & Grounds - Other	6,340.00	28,000.00	22.6%
<b>Total 4443 · Building &amp; Grounds</b>	<b>40,209.86</b>	<b>28,000.00</b>	<b>143.6%</b>
4444 · Property/Auto/Workers Comp Ins	51,474.91	41,528.00	124.0%
4445 · Administrative Fees	3,111.56	5,000.00	62.2%
4446 · Taxes & Licenses	215.03	250.00	86.0%
4447 · Legal Fees	0.00	1,000.00	0.0%
4449 · Subscriptions	0.00	500.00	0.0%
4450 · Professional Fees	0.00	500.00	0.0%
4451 · Automotive			
4451A · Fuel	33,743.13	0.00	100.0%
4451B · Maintenance	27,753.93	0.00	100.0%
4451 · Automotive - Other	1,108.53	50,000.00	2.2%
<b>Total 4451 · Automotive</b>	<b>62,605.59</b>	<b>50,000.00</b>	<b>125.2%</b>
4452 · Supplies Expense	1,265.95	0.00	100.0%
4453 · Miscellaneous Expenses	104.00	500.00	20.8%
4454 · Bank Service Charge	-10.00		
<b>Total FACILITIES &amp; ADMIN EXPENSES</b>	<b>287,587.60</b>	<b>252,478.00</b>	<b>113.9%</b>
<b>INSTRUCTIONAL MATERIALS</b>			
4322 · Business Education	1,348.76	1,500.00	89.9%
4323 · Computers	18,422.24	2,500.00	736.9%
4324 · Language Arts	1,226.88	1,500.00	81.8%
4325 · Counseling	2,568.00	2,000.00	128.4%
4326 · Journalism	1,088.45	100.00	1,088.5%
4327 · Languages	11,729.31	10,000.00	117.3%
4328 · Library	1,834.91	2,500.00	73.4%
4329 · Math	2,501.72	2,000.00	125.1%
4330 · Music			
4330A · Instrumental	2,801.07	1,500.00	186.7%
4330B · Vocal	3,391.49	1,500.00	226.1%
<b>Total 4330 · Music</b>	<b>6,192.56</b>	<b>3,000.00</b>	<b>206.4%</b>
4331 · Natural Science	4,878.64	2,500.00	195.1%
4332 · PE/Health	1,300.00	500.00	260.0%
4333 · Religion	2,903.20	2,500.00	116.1%
4334 · Resource	1.14	500.00	0.2%
4335 · Social Sciences	130.28	1,000.00	13.0%
4337 · Instructional Supplies	1,111.68	5,000.00	22.2%
4338 · Technology Supplies	105.53	1,000.00	10.6%
4339 · Robotics	-5,551.25	10,000.00	-55.5%
<b>Total INSTRUCTIONAL MATERIALS</b>	<b>51,792.05</b>	<b>48,100.00</b>	<b>107.7%</b>
<b>OTHER OPERATING EXPENSES</b>			
4999 · Capital Outlay	53,150.00		
<b>Total OTHER OPERATING EXPENSES</b>	<b>53,150.00</b>		
<b>Total Expense</b>	<b>1,701,629.18</b>	<b>1,615,578.26</b>	<b>105.3%</b>
<b>Net Ordinary Income</b>	<b>-364,556.31</b>	<b>-450,494.74</b>	<b>80.9%</b>
<b>Other Income/Expense</b>			
Other Income			
<b>RESTRICTED / RELEASED ITEMS</b>			
3705 · Released Funds from Endowments			
3705A · ACNM	33,272.74	31,979.65	104.0%
3705B · MWAC	30,824.51	29,180.82	105.6%
3705C · Non-Restricted	0.00	79,035.22	0.0%
3705 · Released Funds from Endowments - Other	803.21	0.00	100.0%
<b>Total 3705 · Released Funds from Endowments</b>	<b>64,900.46</b>	<b>140,195.69</b>	<b>46.3%</b>
3706 · Released Funds			
3706A · Released Funds from Development			
3706AA · Technology Gift	18,422.24	0.00	100.0%
3706A · Released Funds from Development - Other	273,205.00	310,000.00	88.1%
<b>Total 3706A · Released Funds from Development</b>	<b>291,627.24</b>	<b>310,000.00</b>	<b>94.1%</b>
<b>Total 3706 · Released Funds</b>	<b>291,627.24</b>	<b>310,000.00</b>	<b>94.1%</b>
<b>Total RESTRICTED / RELEASED ITEMS</b>	<b>356,527.70</b>	<b>450,195.69</b>	<b>79.2%</b>
<b>Total Other Income</b>	<b>356,527.70</b>	<b>450,195.69</b>	<b>79.2%</b>
<b>Net Other Income</b>	<b>356,527.70</b>	<b>450,195.69</b>	<b>79.2%</b>
<b>Net Income</b>	<b>-8,028.61</b>	<b>-299.05</b>	<b>2,684.7%</b>

	Jul '23 - Jun 24	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
ATHLETICS AND ACTIVITIES INCOME			
3020 - Student Athletics	0.00	65,000.00	0.0%
Total ATHLETICS AND ACTIVITIES INCOME	0.00	65,000.00	0.0%
FUNDRAISER INCOME			
3142 - Memorials	0.00	50,000.00	0.0%
Total FUNDRAISER INCOME	0.00	50,000.00	0.0%
OTHER OPERATING REVENUE			
3564 - Interest Income	0.00	2,000.00	0.0%
Total OTHER OPERATING REVENUE	0.00	2,000.00	0.0%
SCHOOL TUITION AND FEES			
3001 - TUITION	26,210.83	546,510.00	4.8%
3003 - Parish Subsidies			
3003B - Holy Trinity	17,297.17		
3003D - St. Michael	2,193.04		
3003 - Parish Subsidies - Other	0.00	501,723.52	0.0%
Total 3003 - Parish Subsidies	19,490.21	501,723.52	3.9%
Total SCHOOL TUITION AND FEES	45,701.04	1,048,233.52	4.4%
Total Income	45,701.04	1,165,233.52	3.9%
Gross Profit	45,701.04	1,165,233.52	3.9%
<b>Expense</b>			
ATHLETICS AND ACTIVITIES			
4020 - Athletics			
4020A - Cheerleading	59.76	250.00	23.9%
4020B - Boys Basketball	94.90	12,500.00	0.8%
4020C - Girls Basketball	0.00	12,500.00	0.0%
4020D - Football	795.07	20,000.00	4.0%
4020E - Track and Field	0.00	5,000.00	0.0%
4020F - Wrestling	0.00	2,000.00	0.0%
4020G - Volleyball	0.00	6,000.00	0.0%
4020H - Dance	0.00	500.00	0.0%
4020I - Boys Golf	0.00	1,500.00	0.0%
4020J - Girls Golf	0.00	1,000.00	0.0%
4020L - Athletics Miscellaneous	0.00	10,000.00	0.0%
4020M - Athletic Equipment	0.00	5,000.00	0.0%
Total 4020 - Athletics	949.73	76,250.00	1.2%
4023 - Activities and Clubs			
4023C - Speech	0.00	1,000.00	0.0%
4023D - One Act	0.00	1,000.00	0.0%
4023F - Math Counts	0.00	200.00	0.0%
4023H - Campus Ministry	0.00	5,000.00	0.0%
4023I - Class/Grade Activities	0.00	1,000.00	0.0%
4023J - Student Council	0.00	500.00	0.0%
4023M - Quiz Bowl	0.00	100.00	0.0%
4023P - Catholic Schools Week	0.00	1,500.00	0.0%
4023R - Activities Miscellaneous	0.00	1,500.00	0.0%
Total 4023 - Activities and Clubs	0.00	11,800.00	0.0%
Total ATHLETICS AND ACTIVITIES	949.73	88,050.00	1.1%
<b>DEPARTMENT PERSONNEL COSTS</b>			
<b>CERTIFIED STAFF</b>			
4201 - Teacher Salaries	62,780.02	708,370.42	8.9%
4202 - Principal Salary	7,717.81	90,000.00	8.6%
Total CERTIFIED STAFF	70,497.83	798,370.42	8.8%
<b>NON-CERTIFIED STAFF</b>			
4203 - Administrative Staff			
4203A - Secretary	0.00	31,200.00	0.0%
4203B - Bookkeeper	0.00	31,200.00	0.0%
4203 - Administrative Staff - Other	5,226.27		
Total 4203 - Administrative Staff	5,226.27	62,400.00	8.4%
4205 - Transportation Services			
4205A - Activities Transportation	0.00	500.00	0.0%
4205B - School Day Transportation	0.00	25,000.00	0.0%
4205C - Transportation Supervisor	267.16	2,800.00	9.5%
4205 - Transportation Services - Other	154.20	2,000.00	7.7%
Total 4205 - Transportation Services	421.36	30,300.00	1.4%
4206 - Maintenance Staff			
4206A - Maintenance Supervisor	0.00	10,000.00	0.0%
4206B - Custodian	0.00	27,040.00	0.0%
4206C - MWAC Custodian	0.00	15,750.00	0.0%
4206 - Maintenance Staff - Other	3,441.00		
Total 4206 - Maintenance Staff	3,441.00	52,790.00	6.5%
Total NON-CERTIFIED STAFF	9,088.63	145,490.00	6.2%
<b>OTHER STAFF</b>			
4207 - Nurse Contract	416.67	5,000.00	8.3%
4208 - Aids & Temporary Help	0.00	7,500.00	0.0%
4209 - Coaching	3,644.83	110,000.00	3.3%
4210 - Student Labor	0.00	1,500.00	0.0%
4211 - Activities Supervision	0.00	3,000.00	0.0%
4220 - Concessions Staff	213.74	2,800.00	7.6%
Total OTHER STAFF	4,275.24	129,800.00	3.3%

	Jul '23 - Jun 24	Budget	% of Budget
4214 - Federal Taxes	5,715.51	82,268.90	6.9%
4215 - Employer Flex Contributions	2,583.39	32,340.00	8.0%
4216 - Employer Pension	1,995.64	30,948.31	6.4%
4217 - Health Insurance	6,101.22	72,993.16	8.4%
4218 - Professional Development	0.00	1,500.00	0.0%
4219 - Miscellaneous Personnel Costs	0.00	3,000.00	0.0%
<b>Total DEPARTMENT PERSONNEL COSTS</b>	<b>100,257.46</b>	<b>1,296,710.79</b>	<b>7.7%</b>
<b>FACILITIES &amp; ADMIN EXPENSES</b>			
4430 - Technology	0.00	10,000.00	0.0%
4431 - Printing & Copying	689.64	10,000.00	6.9%
4432 - Utilities			
4432A - Fuel	38.60	2,000.00	1.9%
4432B - Water and Sewer	0.00	5,000.00	0.0%
4432C - Electricity	0.00	28,000.00	0.0%
<b>Total 4432 - Utilities</b>	<b>38.60</b>	<b>35,000.00</b>	<b>0.1%</b>
4433 - Telephone	289.75	3,500.00	8.3%
4434 - Rentals			
4434A - Rent Holy Trinity	0.00	17,000.00	0.0%
4434C - COMPLEX	0.00	8,000.00	0.0%
<b>Total 4434 - Rentals</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.0%</b>
4435 - Postage	189.00	1,500.00	12.6%
4436 - Advertising	0.00	250.00	0.0%
4438 - Cafeteria	0.00	3,000.00	0.0%
4439 - Office Supplies	0.00	5,000.00	0.0%
4440 - Service Contracts	0.00	30,000.00	0.0%
4443 - Building & Grounds			
4443A - Custodial Supplies	26.67		
4443B - Parts & Service	258.18		
4443 - Building & Grounds - Other	0.00	25,000.00	0.0%
<b>Total 4443 - Building &amp; Grounds</b>	<b>284.85</b>	<b>25,000.00</b>	<b>1.1%</b>
4444 - Property/Auto/Workers Comp Ins	3,329.91	41,528.00	8.0%
4445 - Administrative Fees	0.00	3,500.00	0.0%
4446 - Taxes & Licenses	0.00	250.00	0.0%
4447 - Legal Fees	0.00	500.00	0.0%
4449 - Subscriptions	0.00	250.00	0.0%
4450 - Professional Fees	0.00	250.00	0.0%
4451 - Automotive			
4451A - Fuel	220.99		
4451B - Maintenance	75.00		
4451 - Automotive - Other	0.00	50,000.00	0.0%
<b>Total 4451 - Automotive</b>	<b>295.99</b>	<b>50,000.00</b>	<b>0.6%</b>
4452 - Supplies Expense	88.04	1,500.00	5.9%
4453 - Miscellaneous Expenses	0.00	250.00	0.0%
<b>Total FACILITIES &amp; ADMIN EXPENSES</b>	<b>5,205.78</b>	<b>246,278.00</b>	<b>2.1%</b>
<b>INSTRUCTIONAL MATERIALS</b>			
4322 - Business Education	0.00	1,000.00	0.0%
4323 - Computers	0.00	1,500.00	0.0%
4324 - Language Arts	359.09	1,500.00	23.9%
4325 - Counseling	0.00	2,500.00	0.0%
4326 - Journalism	0.00	500.00	0.0%
4327 - Languages	0.00	1,000.00	0.0%
4328 - Library	0.00	2,000.00	0.0%
4329 - Math	368.00	2,000.00	18.4%
4330 - Music			
4330A - Instrumental	0.00	2,000.00	0.0%
4330B - Vocal	0.00	2,000.00	0.0%
<b>Total 4330 - Music</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.0%</b>
4331 - Natural Science	424.15	3,000.00	14.1%
4332 - PE/Health	0.00	500.00	0.0%
4333 - Religion	0.00	2,500.00	0.0%
4334 - Resource	0.00	500.00	0.0%
4335 - Social Sciences	82.40	1,000.00	8.2%
4337 - Instructional Supplies	0.00	1,000.00	0.0%
4336 - Technology Supplies	0.00	1,000.00	0.0%
4338 - Robotics	0.00	5,000.00	0.0%
<b>Total INSTRUCTIONAL MATERIALS</b>	<b>1,233.64</b>	<b>30,500.00</b>	<b>4.0%</b>
<b>Total Expense</b>	<b>107,646.81</b>	<b>1,661,538.79</b>	<b>6.5%</b>
<b>Net Ordinary Income</b>	<b>-61,945.57</b>	<b>-496,305.27</b>	<b>12.5%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>RESTRICTED / RELEASED ITEMS</b>			
<b>3705 - Released Funds from Endowments</b>			
3705A - ACNM	0.00	33,272.00	0.0%
3705B - MWAC	0.00	30,824.00	0.0%
3705C - Non-Restricted	0.00	82,245.48	0.0%
<b>Total 3705 - Released Funds from Endowments</b>	<b>0.00</b>	<b>146,341.48</b>	<b>0.0%</b>
<b>3706 - Released Funds</b>			
3706A - Released Funds from Development	251,890.00	350,000.00	72.0%
<b>Total 3706 - Released Funds</b>	<b>251,890.00</b>	<b>350,000.00</b>	<b>72.0%</b>
<b>Total RESTRICTED / RELEASED ITEMS</b>	<b>251,890.00</b>	<b>496,341.48</b>	<b>50.7%</b>
<b>Total Other Income</b>	<b>251,890.00</b>	<b>496,341.48</b>	<b>50.7%</b>
<b>Net Other Income</b>	<b>251,890.00</b>	<b>496,341.48</b>	<b>50.7%</b>
<b>Net Income</b>	<b>189,944.43</b>	<b>36.21</b>	<b>524,563.5%</b>

## 2023-2024 HANDBOOK CHANGES

### Section 2.5 Concerns/Grievances – Page 5

If parents are seriously dissatisfied with an aspect of the school's programs or activities which the school's governance body has deemed as integral to or in the best interest of the school's goal, they may wish to exercise their option of choosing another school for their child or children. If serious dissatisfaction results in continued agitation on the part of parents, Cedar Catholic Jr.-Sr. High School may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

### Living the Faith Documentation – Page 12

Each student must complete a Living the Faith form ~~or submit documentation using the MobileServe application or website for~~ each service activity completed.

Completed Living the Faith Forms should be turned in to his/her Theology teacher. The form should be completed in ink, and any changes to the form should bear the adult supervisor's initials. Incomplete or illegible forms may be rejected by the student's Theology teacher. Any student caught falsifying information on a Living the Faith form will receive zero (0) hours credit for that particular service and will serve a School Detention. Furthermore, the student's parents will be notified. All forms must include the following information:

- name and grade of student
- date of service activity (month/day/year)
- total number of hours earned
- clear description of the activity
- name for whom the service was performed (e.g., Holy Family Parish, Mr. John Doe, etc.)
- printed name and phone number of the adult supervisor or beneficiary of the service
- signature of the adult supervisor or beneficiary of the service

A student's own parent(s) may not sign his/her form in order to verify a service activity, unless parent is main supervisors

### MobileServe – Page 12

~~Students may document service activities using MobileServe by logging into his/her account on the Mobile Serve application or website. MobileServe entries must include the following information:~~

- ~~• date of the service activity (month/day/year)~~
- ~~• Organization and category for which the service was performed~~
- ~~• Total number of hours earned~~
- ~~• Clear description of the activity~~
- ~~• Two (2) forms of verification (Supervisor E-mail, digital signature of supervisor, picture of event, location)~~

- Living the Faith Opportunities- Page 13

- The following lists are a few examples of different types of service that might ordinarily fall into each of the three categories.
- Church
- Knights of Columbus service
- Parish bazaar/event worker
- Ministry at Mass: lector, EMHC, server, etc.
- Religious Education aide
- Parish summer camp assistance

- Parish sponsored service projects
- Church cleaning
- Parish office aide
- Holy Hour

**Timeline – Page 13**

- Students may begin earning hours during the summer to apply toward the upcoming school year on the day after school dismisses for summer vacation.
- All forms for hours earned during the summer must be turned in by the last Friday of August.
- All non-summer forms should be turned in within ~~two (2) weeks~~ **one (1) month** of the service activity.
- ~~To pass Theology class and to graduate, all~~ All seniors must have their Living the Faith hours completed and turned in no later than the last Friday of April.
- ~~To pass Theology class, all~~ All students in grades 7-11 must have their Living the Faith hours completed and turned in no later than the May 1<sup>st</sup>.

**Section 5.15 Class Rank – Page 16**

Cedar Catholic believes that academic rigor is essential to preparing our students for their years after Cedar Catholic. To encourage students to take classes that have higher academic rigor, Cedar Catholic has weighted its courses and divided them into two different categories. Those in the first category may earn up to five points per class, whereas those in the second category may earn up to four points per class.

Rank in class for each student is determined by the total points earned for semester grades as recorded on the student’s cumulative record divided by the total possible points from classes taken. College Credit Classes that are not dual credit and study halls are examples of classes that do not count towards class rank. These points along with his/her cumulative grade point average are used to figure rank in class. Points will be limited to those earned for a maximum of eight credits per semester. If a student earns more than eight (8) credits per semester, only the points from the top point earning classes will be taken into consideration when determining rank in class and academic letter awards. If any of the classes taken over the eight credits are required for graduation, those classes must appear on the student’s transcript.

	<u>Category I</u>	<u>Category II</u>	<u>Category I Courses</u>
A (93 – 100)	5 points	4 points	Algebra II
B (86 – 92)	4 points	3 points	Pre-Calculus
C (78 – 85)	3 points	2 points	Calculus
D (70 – 77)	2 points	1 point	Chemistry
			Anatomy
			Physics
			Chorus
			Band

\*All other courses are Category II.

**Sweatshirts – Page 21**

- Color/Style: Red, Navy, or White crewneck bearing the Cedar Catholic uniform logo. Sweatshirts must be worn over tucked-in undershirts.

**Dress Down Days – Page 22-23**

Students wishing to participate in a “Dress Down Day” will pay \$1.00, which will be collected during the first period of the day and turned in to the office by the teacher, and must adhere to the following criteria:

- All clothing must be in good repair, with no holes, tears, fringes, or frayed edges.
- Excessively tight clothing is not permitted.
- Tights and leggings may only be worn with shorts or skirts.
- All shorts must have an inseam of at least six (6) inches.

- Skirts and skorts must reach to at least 2 inches above the top of the knee.
- Pants and shorts must be worn at the waist.
- Tops that are sleeveless or expose cleavage, midriff, or back are not permitted.
- Necklines must be modest and in good taste.
- Clothing with inappropriate sayings, words, or graphics is not permitted.
- Students must wear "Regular School Day" shoes and socks, as defined above.

### **Section 7.3 Spirit Days - Page 23**

Spirit Days are scheduled with the intent of promoting school spirit within our school community. Spirit Days will be announced and posted on Sycamore at least one day in advance. Students must adhere to the following criteria on Spirit Days:

- Uniform pants, skirts/skorts, or shorts, as defined above, are required.
- **Spirit Day Shirts must include a cross and school name.**
- Students may wear any Cedar Catholic t-shirt, polo shirt, or non-hooded sweatshirt in red, white, grey, or black.

Female students must adhere to the following criteria:

- Dress pants must fit appropriately and may ~~not~~ have outside/patch pockets.
- Skirts and dresses must reach to at least 2 inches above the top of the knee.
- Dress shorts must fall at least to the top of the knee.
- No spaghetti straps or strapless tops or dresses are permitted.
- Tops that expose cleavage, midriff, or back are not permitted.
- Shoulders must be covered.
- Necklines must be modest and in good taste.
- Dress shoes are worn. (Sandals are permitted, but flip-flops of any type are not.)
- Undergarments must be worn and should not be visible.
- Tights or leggings may only be worn with a skirt or dress meeting the requirements identified in this section.

### **Section 8.1 – Academic Dishonesty – Page 25-26**

#### **Second Offense**

- The student will receive a zero (0%) on the assignment and may be required to complete the assignment to the teacher's satisfaction.
- The student will serve a Saturday Work Detail.
- The student will be ineligible for National Honor Society and/or Campus Ministry for one year from the date of the offense.

#### **Third Offense**

- The student will receive a zero (0%) on the assignment and may be required to complete the assignment to the teacher's satisfaction.
- The student will serve a Saturday Work Detail.
- The student will be ineligible for National Honor Society and/or Campus Ministry for one year from the date of the offense.
- The student will fail all courses in which he/she has committed academic dishonesty during the year, receiving no credit for them.

### **Section 8.3 Controlled and Intoxicating Substances – Page 28**

Cedar Catholic recognizes that the human person has been created in the image and likeness of God, and that the human body has been designed to be a temple of the Holy Spirit. Cedar Catholic recognizes its responsibility to help protect the physical, academic, spiritual, and social space of the school community. The following policy has been established to help provide a drug-free environment for the wellbeing of its students.

- Under the laws of the State of Nebraska and the rules set forth by Cedar Catholic, it shall be a violation of this policy for a student to be found in possession of, having been in possession of, in

- use of, distribution of, or under the influence of alcohol, illegal drugs, tobacco products, vaping products or devices, and/or other controlled substances at any time during the calendar year.
- Following an investigation by the administration, a student will be found in violation of this policy when:
    - the student possessed, used, distributed, or was under the influence of alcohol, illegal drugs, tobacco products, vaping products or devices, or other controlled substances; or
    - the student is cited, charged, convicted, adjudicated, or participates in a diversion program relating to the student's consumption, possession, or sale of alcohol, illegal drugs, tobacco products, vaping product or device, or other controlled substances; or
    - a staff member gives a written report to the administration, which indicates that a student appeared under the influence, consumed, possessed, or sold alcohol, illegal drugs, tobacco products, vaping products or devices, or other controlled substances.
  - The Controlled and Intoxicating Substances Policy remains in force for the entire calendar year.
  - The Controlled and Intoxicating Substances Policy remains in effect for Seniors/Graduates who have graduated from high school but continue to participate in school sponsored extra-curricular activities.

### **Section 9.7 Controlled and Intoxicating Substances Policy Violations – Page 35**

Students at Cedar Catholic must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. Selection for a school-sponsored team, organization, or club is both a privilege and an honor. As such, it carries responsibilities commensurate with leadership roles. As leaders and more highly visible representatives of Cedar Catholic, students in activities have an increased obligation to represent themselves and their school in an exemplary manner. Therefore, some consequences apply specifically to participation in extracurricular activities.

- Students in violation of the Controlled and Intoxicating Substances Policy, will be subject to the disciplinary action outlined in this section.
- The Controlled and Intoxicating Substances Policy remains in force for the entire calendar year.
- The Controlled and Intoxicating Substances Policy remains in effect for Seniors/Graduates who have graduated from high school but continue to participate in school sponsored extra-curricular activities.
- Violations subject to the Controlled and Intoxicating Substances Policy are cumulative throughout the student's time at Cedar Catholic.
- Any student involved in an activity or class at Hartington-Newcastle Public Schools (HNPS) is subject to both Cedar Catholic and HNPS rules, regulations, and subsequent penalties.
- A student or parent/guardian is required to report to the principal immediately when the student is in violation of any of the policies subject to the Controlled and Intoxicating Substances Policy.
- Parents/guardians of students in violation of the Controlled and Intoxicating Substances Policy will be notified in writing and are asked to sign a form verifying that they had been notified. (Note: Signing the notification form does not imply an admission of guilt. It merely acknowledges notification.)

The principal has the final authority in determining violations subject to this section. A student found to be in violation of the Controlled and Intoxicating Substances Policy shall be subject to the following consequences:

#### **First Offense**

The student will:

- A. Be ineligible to participate in 25% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for

completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.

- B. Be ineligible to participate in 25% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
  
- C. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
  
- D. Be required to serve eight (8) service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within two (2) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
  
- E. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.

Be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are doubled.*

#### Second Offense

The student will:

- A. be ineligible to participate in 50% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
  
- B. be ineligible to participate in 50% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.

- C. attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
  
- D. be required to serve 16 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within three (3) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
  
- E. be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
  
- F. be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
  
- G. be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are increased to 75% or 24 service hours.*

### Third Offense

The student will:

- A. Be ineligible to participate in 75% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
  
- B. Be ineligible to participate in 75% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
  
- C. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.

- D. Be required to serve 24 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within four (4) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
  
- E. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
  
- F. Be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
- G. Be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

Third Offense violations will require parents/guardians to attend counseling sessions with their child.

Page 46 - Lunch Costs: High School Lunch \$3.30; Milk \$0.60; Second Entrée \$1.55; Extra Food \$0.65; Staff Lunch \$4.60; Guest Lunch \$4.85;

### **Section 10.23 Prom and Homecoming – Page 49**

#### **Prom and Homecoming Dances**

Prom and Homecoming dances are open to all Cedar Catholic High School students (grades 9-12) and their dates. All dates must be of the opposite gender. If a Cedar Catholic student has an out-of-school date (someone not attending Cedar Catholic) he/she must be at least a freshman in high school and not older than 20 years of age. A student who is of high school age but is not currently attending a high school or home school, and has not graduated from a high school, will not be allowed to attend Cedar Catholic's Prom or Homecoming. All attendees of Prom and Homecoming must follow dress code rules as outlined in this handbook. Failure to comply with dress code policy will result in not being admitted to the dance. (See the "Attendees of Formal Events" dress code as outlined in this handbook.) All students bringing an outside date must complete a Prom/Homecoming for Outside Guests form.

### **Section 11.12 Monsignor Werner Activity Center Policy for Use**

- Students should use the west door of the activity center to enter and leave for practices. Doors are not to be propped open for long periods of time.
- Anyone wishing to use the Msgr. Werner Activity Center, should contact the Cedar Catholic Principal to schedule and reserve it, at 402-254-3906.
- Anyone using the building is responsible for locking doors and turning off lights.
- The gym, weight and exercise room, and academic learning center will be open to students of the Cedar Catholic and the Cedar County Catholic Schools consortium only during school hours and at designated times. There must be a coach, teacher, or adult over the age of 19 present at all times when the students are in the building and using the facilities.
- Catholic school students can request coaches or adult sponsors to supervise their use of the gym or weight room at other times for special needs or private practice.
- The gym, weight room, academic learning center, and facilities are not open to the general public. This facility is for events and activities sponsored or conducted by individuals or groups of the Cedar County Catholic schools or corporate parishes.
- All Non-Catholic school sponsored sports team practices held in the Msgr. Werner Activity Center will pay to Cedar Catholic a fee of \$50 for the use of the gym per season. A fee of \$25 will be assessed for the use of the Learning Center. A \$50 cleaning deposit will be required. If

the facility user restores to facility to its previous condition and custodial services are not needed this fee will be returned.

- Tables and chairs are not for use or rent by the public or staff personnel.
- The weight room and exercise facility is not open to the public.
- ~~Concession food such as nachos, hot sandwiches, pizza or soups will not be allowed in the gym, learning center or weight room. Popcorn, pop and candy will be allowed in the gym.~~
- The academic center and gym will be available for special Cedar Catholic, Cedar County Catholic Schools, and corporate parish events.