

**Cedar Catholic Jr.-Sr. High School  
School Board Meeting  
Tuesday, January 20, 2026  
5:30 PM – Msgr. Werner Learning Center**

**I. Opening Prayer**

**II. General Business**

- a. Call to Order
- b. Approval of Meeting Minutes: *See attached Minutes and included on Board Website*
- c. Approval of the January Agenda
- d. Administration Reports
  1. Development Report: *See attached reports*
  2. Principal/AD Report: *See attached report*
  3. President's Report: *See attached reports*

**III. Committee Reports**

1. Transportation: *None*
2. Building and Grounds: *None*
3. Finance Report: *See attached reports and included on the Board Website*

**IV. Old Business: None**

**V. New Business**

- a. **Consider, discuss and take-action to accept the Finance Committee's recommendation on the 2026-2027 Principal's Contract.**  
Motion by:\_\_\_\_\_. Second by:\_\_\_\_\_ to accept the executive committee's recommendation on Principal's Contract for 2026-2027 as presented.
- b. **Consider, discuss and take-action to accept the Finance Committee's recommendation on the 2026-2027 Development Director's Contract.**  
Motion by:\_\_\_\_\_. Second by:\_\_\_\_\_ to accept the executive committee's recommendation on the Development Director Contract for 2026-2027 as presented.
- c. **Consider, discuss and take-action to accept the Finance Committee's recommendation on the 2026-2027 Base Salary and Teacher Salary Schedule.**  
Motion by:\_\_\_\_\_. Second by:\_\_\_\_\_ to accept the finance committee's recommendation on 2026-2027 Base Salary and Teacher Salary Schedule as presented.
- d. **Set February Board Work Session date and time. February 11, 2026 at 5:00 PM.**
- e. **Review March Business Meeting date and time: March 17, 2026 at 5:30 PM.**
- f. **Executive Session to discuss Administration Options for the 2026-2027 school year.**  
Superintendent Kauffold will zoom into the executive session to discuss administration options for the 2026-2027 school year.

**VI. Adjournment & Closing Prayer.**

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

## **Catholic Development Office** **Development Work December 2025**

### **Fundraising Events**

- CCHS Fall Dinner Blitz & Raffle follow-up meeting to evaluate the expansion of the Blitz and update event lists.
- CCHS Fall Dinner Blitz & Raffle follow-up distributions.
- ✓ Finalize Christmas online auction list, submit to Creamer Auction Co. to be posted, and conduct the auction.
- ✓ Do full publicity efforts for Christmas online auction: print and social media publicity, open house at games, etc., to view the Auction gift display in the Learning Center.
- ✓ Form the Gala Gift Registry Shoppers Committee and engage them in sending gift registry suggestions to be listed on a gift registry site.
- ✓ Finalize the list of Gala 2026 gift suggestions for the new feature for the Gala Gift Registry on myregistry.com
- ✓ Send 350 "Gala Gift Gathering" letters, announcing and inviting participation in the Gala 2026 gift registry
- ✓ Send over 200 Gala 2026 Gift registry letters to our Catholic school parents to announce and invite participation in the new feature for giving Gala gifts via the gift registry.
- Prepare Gala Auction Committee solicitation lists and packets.
- ✓ Get out-of-town solicitation letters ready to be sent to Lincoln and Sioux Falls for Auction Committee solicitation visits.
- ✓ Blitz follow-up: update/complete Blitz ticket lists for next year's event.
- ✓ Finalize plans and conduct the December 17 Scholarship Luncheon with Deb Korth. Big thanks to Deb for all her work to make this a very nice event.
- ✓ Continue to promote the CCHS Annual Fund Drive for 2025-2026. The next/second phase is the Christmas Remembrance mailing.
- ✓ Conduct the Christmas Online-only Auction, follow up payments, and bookwork.
- Check in the Gala 2026 gifts that have been turned in.
- ✓ Design the Christmas Remembrance card and conduct the alumni mailing.
- ✓ Design the Gala Raffle ticket. Get the raffle rules and parent letter to all principals for their approval to be ready for January distribution. Order printing of Gala raffle tickets.
- ✓ Meet with Ryan Creamer/Creamer Auction Co., to follow up and evaluate Christmas Online Auction.

### **Strategic Planning for the Development Office/Program**

- Plan for next spring's alumni event.
- Begin to develop plans for an expanded Alumni Relations program and revamping events.
- ✓ Schedule and conduct a follow-up meeting with the Strategic Planning group leaders.
- ✓ Continue communication and publicity efforts to give Dan all information, reports, and publicity pieces to post on cedarcatholic.org and Cedar Facebook.

### **Development Office Operations**

- ✓ Design and compose larger and smaller thank yous, Christmas, and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records.
- ✓ Get Volunteers to put up MWAC Lobby Christmas Decorations.
- ✓ Put up Development Office Christmas decorations.

### **Financials & Financial Assistance to Catholic Schools**

- ✓ Update monthly accounts.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Send Development monthly payments to all Catholic Schools for their budget assistance.
- ✓ Cultivate, invite, and obtain major gifts and estate gifts.
- ✓ Obtain budget, tuition assistance, and year-end gifts.
- ✓ Fund faculty & staff Christmas gifts, prepare gift cards and monetary gifts for Holy Trinity & Cedar Catholic.
- Prepare the Development Office's six-month financial reports.

### **Publications & Publicity**

- ✓ Begin to collect/organize information and photos for Cedar's Annual Report.
- Design and compose Cedar's Annual Report.
- ✓ Design an office Christmas card to include an invitation for the January 4<sup>th</sup> Blue Ribbon Social.
- ✓ Do all publicity for events and public relations for all other efforts as needed.

**Catholic Development Office**  
**Development Work January 1-15-2026**

**Fundraising & Appeals**

- ✓ Complete collecting payments, distribute purchased gifts, and follow up of the Online Christmas Auction.
- ✓ Prepare out-of-town solicitation letters and send to Gala Auction Committee members
- ✓ Prepare and distribute all auction lists and packets to the Auction Committee.
- ✓ Develop class letters for Gala gifts. Develop more alumni and classes to give gifts.
- ✓ Prepare and send Gala 2026 reorganization letters to all other Gala Committees and volunteers.
- ✓ Continue to develop the Gala 2026's new feature of the online Gala gift registry. Send invitation letters to all former Gala Gift Gathering Party participants. Send invitations and information letters to all our Catholic School parents.
- ✓ Send Gala Gift registry letters to all alumni and school patrons via social media and the President's Appeal mailing.
- ✓ Continue seeking recipe requests for the Classic Creations Catholic schools recipe book update.
- ✓ Prepare, promote, and send recipe request flyer locally, via social media and via the President's Appeal letter.
- Follow up weekly with Auction Committee members' contacts/solicitations.
- ✓ In progress - Check in Gala 206 Auction gifts as turned in.
- ✓ Complete the 2025 Christmas Remembrance appeal.
- ✓ Set up Auction data entry for Andrea to do.
- Prepare/design Gala event tickets and get Gala Ticket Sellers packets ready.
- ✓ Design the Gala Raffle ticket. Get the raffle rules and parent letters prepared for distribution to classes and the alumni raffle mailing.
- Follow-up/Evaluation of Blitz Committee.
- Design, print, and mail Gala postcards to ticket sellers and buyers.
- Follow up weekly with Gala ticket sellers for progress
- Follow up on the Gala Raffle weekly for ticket sales progress.
- Detail plans for the May 24, 2026, All School Alumni event.

**Strategic Planning for the Development Office/Program**

- Update Development's Strategic Plan, as of January 1.
- Schedule a follow-up meeting with the Strategic Planning group leaders for February 11, 2026.
- Invite new Blue Ribbon memberships to help fund the Catholic Development Office.
- Expand Alumni Relations.

**Development Office Operations**

- ✓ Put away the Development Office and lobby Christmas decorations.
- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records with follow-up thank yous.
- ✓ Manage/oversee the regular day-to-day office work.
- Update the system-wide calendar.
- ✓ Plan/conduct the annual January Blue Ribbon Social.

**Publications & Publicity**

- ✓ Continue to give President Dan Hoelsing all information, reports, Gala, and publicity pieces to post on cedarcatholic.org
- ✓ Print and mail, with volunteer help, the CCHS President's Appeal letter that Dr. Hoelsing has written. The President's Appeal is the third phase of the Annual Fund Drive.
- Publicize the President's Appeal.
- Design/compose Cedar's Annual Report publication
- Update focused Gala 2026 publicity.
- Begin supplementary pages for the Gala book.

#### **Financials & Financial Assistance to Catholic Schools**

- Update six-month Development Financial Report.
- ✓ Pay development bills semi-monthly and do bookwork.
- ✓ Follow up on annual gifts and Blue Ribbon membership renewals.
- ✓ Raise funds and make a payment to Cedar Catholic for their budget.
- Cultivate and invite other gifts estate bequests.
- ✓ Obtain budget, tuition assistance, and technology gifts.
- ✓ Obtain gift to complete funding for faculty and teacher Christmas gifts/bonuses.

## **January Board Report**

The teachers reported back from Christmas break on January 5th and we had an all day retreat with the Sophia Institute. It was a great day of learning how to incorporate theology in different ways into classrooms. On January 6th and 7th, we held in-services in our building where we did refresher work on APL teaching and we also began working on how to organize our information for our external visit from the NDE next school year.

Students are currently taking their second round of STAR testing. These tests give students an idea of where they fall in terms of grade equivalency with other students throughout the Archdiocese and nationwide that take these same tests.

Catholic Schools Week will be January 26th-30th. Mrs. Larson and Mrs. Koch have been doing a great job of planning the week for the faculty and students. We will be doing activities with the elementary students from both Holy Trinity and East/West. We also have our fun day planned with a trip to Sioux Falls for either sledding or Great Shots, depending on your grade level. The week will conclude with a Mass that includes all the Cedar County Catholic students.

On February 12, we will be having Steve Grant, a former NFL player speak to the students. His areas of expertise include academic excellence, treatment and respect for all people, respectful relationships and each area is based on his religious background and making the best choices for your life. He is speaking to other Catholic schools in the area as well, and he is being sponsored by some businesses from the area so this is at no cost to Cedar Catholic.

## **President's Report:**

1. **Strategic Planning Work Session:** Discuss proposal on a board work session in the for Strategic Planning Committee Meetings. We propose scheduling a board work session for STRAT Committees to meet in the off-months.
2. **2026-2027 School Calendar:** Review draft Calendar for the 2026-2027 school year. This is the first draft with corresponding dates. This draft will be shared with the elementary schools and staff. Board members will receive input on the calendar from their STRAT Committees.
3. **Endowment Board Meetings:** The Endowment Board met in December to review the Memorandum of Understanding, Functioning Cedar Catholic High School Educational Endowment Fund Document and accompanying endowment policies. At that meeting we discussed the need for an additional release of funds from the endowment to support cash flow for Cedar Catholic throughout the school year. The board is scheduled to meet with representatives from Catholic Futures and Merrill Lynch on January 28<sup>th</sup> to review our investments and needed changes to our investment policy and investment strategy for 2026.

**Endowment Advisory Group:** The board also discussed the proposal for an Endowment Advisory Group organized to pursue and expand contributions to our endowments through training and development of a program outlining options for supporters to contribute to the endowment program. On January 15<sup>th</sup>, the advisory group met with two advisors from Catholic Futures to review our plan and discuss program options moving forward. We also reviewed documents and discussed recommendations for possible changes to the documents. We will forward these documents to Pat Flood, Legal Counsel for the Arch Diocese for his recommended updates to our Board and Investment Documents. We will continue to work with the Endowment Board on these changes and recommendations for our Meeting in June.

# Rough Draft

## AUGUST, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER, 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## CCHS 2026-2027 CALENDAR

TEACHER  
WORKDAY

12:00  
DISMISSAL

1:00  
DISMISSAL

2:00  
DISMISSAL

NO  
SCHOOL

END OF  
QUARTER

## JANUARY, 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## FEBRUARY, 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## MARCH, 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## APRIL, 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

## MAY, 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- August 10 Teacher Workday
- August 11 Teacher Workday
- August 12 Teacher Workday
- August 13 1st day, 2:00 Dismissal
- Sept. 2 12:00 Dismissal (DG)
- Sept. 7 No School, Labor Day
- Oct. 7 12:00 Dismissal (DG)
- Oct. 14 End of 1st Qtr (47 Days)
- Oct. 21 1:00 dismissal (PT Conf)
- Oct. 22 12:00 dismissal (Fall Break)
- Oct. 23 No School (Fall Break)
- Nov. 4 12:00 Dismissal (DG)
- Nov. 25 12:00 Dismissal (Thanks)
- Nov. 26 No School
- Nov. 27 No School
- Dec. 2 12:00 Dismissal (DG)
- Dec. 18 12:00 Dismissal (end of 2nd Qtr/1st Sem (44 Days))
- Dec. 21-Jan. 1 No School
- Jan. 4 Teacher Workday, No School
- Jan. 5 School Resumes
- Feb. 3 12:00 Dismissal (DG)
- Feb. 15 No School (Pres. Day)
- March 3 12:00 Dismissal (DG)
- March 10 End of 3rd Qtr (47 Days)
- March 12 No School, Spring Break
- March 25-29 No School, Easter Break
- April 7 12:00 Dismissal (DG)
- May 18 12:00 Dismissal, Last Day
- End of 4th Qtr. (46 Days)