

**St Athanasius Board
Of Education Minutes
Date June 3
2025
Parish Center**

Motion to Start: Amy Peyton

Opening Prayer: Amy Bautista

Members present: Emily Vogel, Denice Nie, Brian Nolte, Ryan Weber, Amy Peyton, Jeremy Anderson (elect)

Approve May minutes: Ryan W 1st, Amy P 2nd approve amended to note CDA visit in thanks for the school donating to Alive and Running

Staff present: Amy Bautista, Dawn Hansen, Mike Dewald

Business Manager update: Bills to be paid presented. Motion to pay bills. Denice N 1st, Amy P 2nd. Reviewed budget: discussed ESA/SEAT/Tuition line items that will normalize next year, Scrip program discussed and will need review after audit return. Board reiterated to pause further purchases of scrip, excepted only for specific purchases from buyers where there are no stock inventory.

Approve Agenda: Add discussion of Farmers Days

Administrator's report:

- Catholicity:
 - Appreciation to families who purchased staff lunches on last day of school
 - 8th grade mass well attended
- Operational Vitality
 - Purchased replacement chairs from auction for worn out school and teacher chairs
 - Lunchroom floor being stripped
 - No changes to predicted enrollment
- Academics:
 - Art show concert and treats
 - ISASP scores and report cards

PTO, SIAC, Jesup, Don Bosco—no updates

Pastor's report: None

Marketing and Maint update:

- Farmers Days
 - Custom tshirts with St A logo tied to parade theme for the parade, paid for by sponsors
 - Working with Lori Schutte to get food booth volunteer list and replacing some of the aged banners
 - Ryan will lead tent trailer and putting it up
- Father Gossman event June 28 farewell for appetizers and beverages
- Father Goerend welcome event July 12, combined with Totus Tuus

- Jesup seniors brought Love Box program to support marketing their charitable program
- Jeremy has a trailer and Byron has a tractor for float

Discussion/Action items:

- Nomination of board for upcoming year
 - Nominate Joe Steffen to president. 1st Brian N, 2nd Ryan W
 - Nominate Byron Manternach to Vice President, Joe 1st Emily 2nd
 - Jared Schmit to secretary, Denice N 1st, Amy P 2nd
- July 2025 board social requested by new priest Father Goerend retreat cookout on July 15 in place of July 1 meeting

Personnel/Resignations

- Discuss moving Dawn from hourly to salary with 50/50 school parish split. 1st Joe S, 2nd Denice N
- Approval of summer part time cleaning at \$12/hr for purchased furniture. 1st Ryan W, 2nd Denice N
- Resignation of Dawn from after school program. 1st Joe S, 2nd Denice N

Celebrations: Amy completing her 2nd term on the board.

Adjourn: 1st Joe S 2nd Denice N



St Athanasius Board Of Education Minutes
Date July 15, 2025
The Rectory

Motion to Start: Joe Steffen

Opening Prayer: Fr. Jim

Members present: Joe Steffen, Byron Manternach, Jared Schmit, Denice Nie, Emily Vogel, Brian Nolta, Jeremy Anderson, Ryan Weber

Staff present: Amy Bautista, Dawn Hansen, Mike DeWald, Father Jim Goerend

Approve Agenda: Add discussion surrounding Archery program, will bring proposal to August meeting

- 1st Byron, 2nd Jeremy

Discussion/Action Items:

- Vote to approve AEA contract agreement for the 25-26 school year. 1st Jared, 2nd Brian

Personnel/Resignations:

- New Hire: Discuss and Approval of After School Care Provider, Sue Welsh. 1st Ryan, 2nd Emily

Adjourn: 1st Jeremy, 2nd Byron



St Athanasius Board Of Education Minutes
Date August 5, 2025
Classroom

Motion to Start: Joe Steffen

Opening Prayer: Joe Steffen

Members present: Joe Steffen, Byron Manternach, Jared Schmit, Denice Nie, Emily Vogel, Jeremy Anderson, Ryan Weber

Staff present: Amy Bautista, Dawn Hansen, Mike DeWald

Approve June minutes: Ryan 1st, Emily 2nd

Approve July minutes: Byron 1st, Denice 2nd

Approve Agenda: Table Archery Club discussion until September meeting, name correction for Danielle Skinner on agenda

Administrator's report:

- **Catholicity:**
 - Strong representation in Farmers Day Parade
 - Several students participated in Totus Tuus
 - Theme of "We're on a Mission from God: Forming One Disciple at a Time" will guide spiritual focus for the school year
 - Collaborating with St. Benedict School in Decorah to implement Love and Logic
- **Operational Vitality**
 - Monitoring ESA enrollment and following up with the few remaining families
 - Danielle Skinner has resigned from her position as school secretary
 - New student chairs, teacher chairs and file cabinets purchased and cleaned
 - Classroom and rugs professionally shampooed, lunchroom floors stripped/waxed
 - 24/25 year-end financials show a positive balance
 - Curriculum materials ordered
- **Academics:**
 - Leadership team preparing for upcoming professional development sessions
 - New teachers have begun setting up classrooms
 - Ms. Sharp to implement Social Emotional Learning (SEL) component

Pastor's report: None

Discussion/Action items:

- Approval of Student/Parent Handbook – Jared 1st, Denice 2nd
- Approval of 4 Yr. Old Preschool Handbook – Emily 1st, Byron 2nd
- Approval of 3 Yr. Old Preschool Handbook – Ryan 1st, Jared 2nd
- Approval of Staff Handbook – insert current St. Athanasius Leave Donation Policy into staff handbook and update verbiage to allow up to 6 weeks maternity leave to match Archdiocese recommendation. Jared 1st, Emily 2nd; Denice opposed
- Approval of increase in hourly pay of \$0.25/hr for Kathy Masteller – Joe 1st, Jeremy 2nd

- Amend St. Athanasius Sick Leave Policy – see approval of staff handbook above
- Tabled Archery Club discussion until September meeting
- Approval of cookie dough sale for fall fundraiser with Catholic Foresters – Ryan 1st, Byron 2nd

Personnel/Resignations:

- Resignation of Danielle Skinner as school secretary – Denice 1st, Joe 2nd
- Approval of new hire Keira Steinbron as school secretary – Jared 1st, Byron 2nd

Old/New Business:

- Out of Hibernation total profit of \$29,661.04
- Discussion of fundraisers planned for the year and timing
 - Cookie dough with Catholic Foresters beginning of school year
 - Butter braids late fall for delivery prior to Thanksgiving
 - Out of Hibernation springtime
- Discussion of starting a Technology Committee – Jeremy is interested and will look for community members, has a couple in mind

PTO update:

- Mike met with PTO and discussed how he can support them. They have some good ideas for how to help with PTO recruitment and helping promote events throughout the year

Finance update:

- Reviewed financials, opened \$50,000 CD
- We have started to receive ESA funds, monitoring approval for outstanding families
- Will discuss and confirm amount of funds to be received from SEAT for the year
- Scrip audit is complete and findings will be discussed at a future meeting. Looking into option for online ordering in the future.
- Current K-8 enrollment is 74, which is 16 below our projection of 90 using in the budget

Marketing update:

- We have seen a significant increase in sponsorships with the school and parish

Don Bosco / Jesup updates:

- 2 parish members have volunteered to represent St. A's on the Bosco school board

Celebrations: Thank you to board members who helped out with Donut Sunday

Adjourn: Denice 1st, Byron 2nd



St Athanasius Board Of Education Minutes
Date September 2, 2025
Classroom

Motion to Start: Joe Steffen

Opening Prayer: Father Jim Goerend

Members present: Joe Steffen, Byron Manternach, Jared Schmit, Denice Nie, Emily Vogel, Brian Nolta, Jeremy Anderson, Ryan Weber

Staff present: Amy Bautista, Dawn Hansen, Mike DeWald, Father Jim Goerend

Approve August minutes: Ryan 1st, Byron 2nd

Additions/Deletions to Agenda: none

Administrator's report:

- Donor purchased new laptops for the entire staff
- Looking into new English Language Arts curriculum for 26-27 school year
- PS-4th grade teachers completing 2nd year of LETRS training
- Data days – progress monitoring every 6-8 weeks to ensure student growth throughout the year
- FAST Testing window has opened, will begin testing week of September 8th

Pastor's report:

- Server and eucharistic minister training is starting, will begin visiting classrooms in the coming weeks

Discussion/Action items:

- Approval of 7000 series Archdiocese Catholic School Board Policies (7113 Construction Asbestos, 7230 New Construction Building Design, 7551 New Construction Name of Building)
– Jared 1st, Byron 2nd

Personnel/Resignations:

- Approval of new hire Kyndell Jaquith as afterschool assistant – Joe S. 1st, Denice 2nd
- Approval of new hire Piper Zelle as afterschool assistant – Emily 1st, Byron 2nd
- Approval of new hire Ashlyn Ahmann as afterschool assistant – Ryan 1st, Jared 2nd

Old/New Business:

- Archery club – Byron has been in contact with DNR representative, will continue to conduct research and gather information
- Tech Committee – Jeremy has put together a task list, will continue to try to recruit members to fill the committee

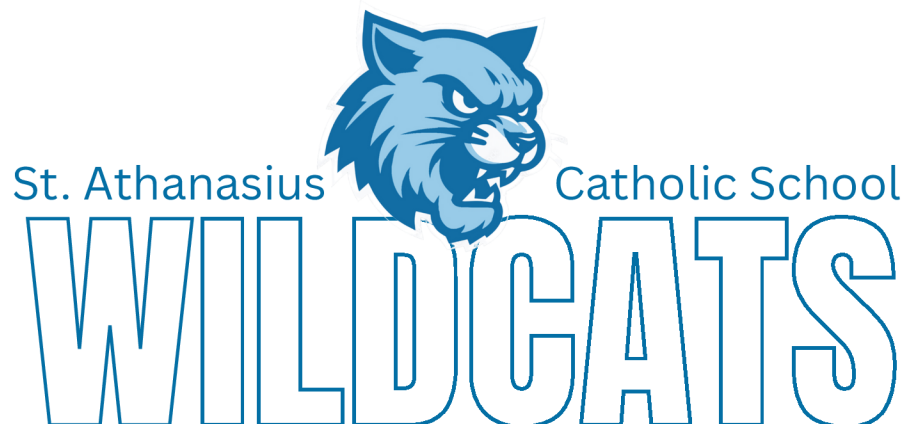
- STEM Club – will send out a survey to gauge interest in students and volunteers

Committee updates:

- PTO – none
- Finance – continuing to follow up with outstanding ESA funds; deadline is 9/30
- Marketing
 - Successful backpack night and first day of school
 - New teacher bios and teacher testimonials posted to Facebook
 - Grandparents day September 5th
 - Cookie dough fundraiser ends September 10th
- DB/Jesup Schools – none

Celebrations: Thank you to Mike DeWald for a warm 1st day welcome and for capturing and sharing on social media

Adjourn: Joe S. 1st, Denice 2nd



St Athanasius Board Of Education Minutes
Date November 11, 2025
Classroom

Motion to Start: Joe Steffen

Opening Prayer: Father Jim Goerend

Members present: Joe Steffen, Byron Manternach, Jared Schmit, Brian Nolte, Jeremy Anderson, Ryan Weber, Emily Vogel

Members absent: Denice Nie

Staff present: Amy Bautista, Dawn Hansen, Father Jim Goerend, Mike DeWald

Approve October minutes: Ryan 1st, Byron 2nd

Additions/Deletions to Agenda: None

Administrator's report:

- Met goal of \$25,000 for Wheels for Wildcats fundraiser
- Raised \$2,300 with Butter Braid fundraiser
- Had a new student start Oct 21st, which is our 2nd new student for the year
- Working on completing teacher observations prior to Christmas break
- 98% attendance for parent teacher conferences

Pastor's report:

- Continued classroom visits, going very well

Discussion/Action Items:

- Discuss and vote for updates to the 25-26 EOP plan – approved with update for clerical errors – Joe 1st, Jared 2nd
- Discuss and vote LAU plan – Joe 1st, Byron 2nd

Personnel/Resignations:

- None

Old/New Business:

- Volunteers needed for school improvement projects – will check schedules and send out dates. 1 date needed for weekday evening, 1 during winter break for larger project.
- Setting up dates for committee meetings
 - Tech committee – Dec 4th
 - Marketing & enrollment committee – Dec 9th
- Van search:
 - Paid \$500 deposit for 10-passenger van that will be test driven and checked out by mechanic, VIN has been approved for Arch insurance; have submitted proxy for this vehicle to Arch, need 7-10 days before purchase can be completed.

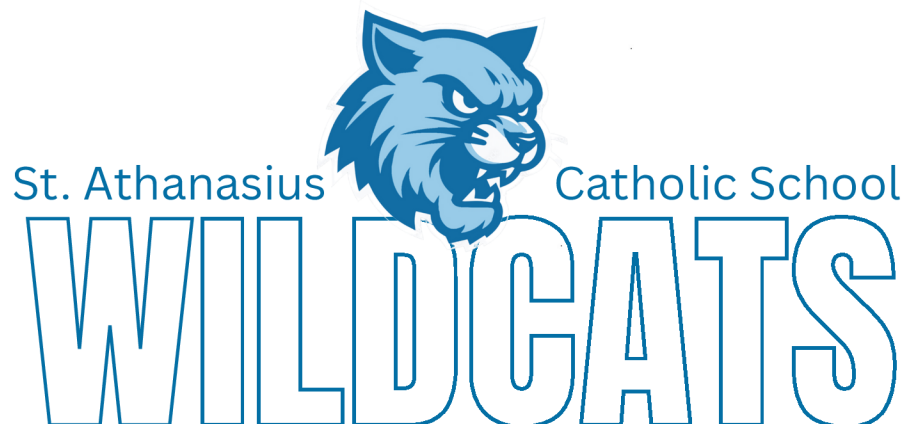
- After purchase, a few modifications will need to be made to add back up alarm, first aid kit installation and mounting a fire extinguisher.
- Motion to purchase van from Dan Deery Motors up to \$25,859, pending clean inspection report from mechanic and Arch approval. Ryan 1st, Emily 2nd

Committee updates:

- PTO – none
- Finance – will likely start discussions for 26-27 budget in January
- Marketing – good turnout for Veterans Day program and Trunk or Treat; working on development of Archery program and STEM Club; focus on updating website.
- DB/JHS – none

Celebrations: STEM Club has 3-4 adult volunteers committed and 26 students signed up

Adjourn: Jeremy 1st, Byron 2nd





Saint Athanasius
Your future StArts with us.

St Athanasius Board Of Education Minutes
Date December 2, 2025
Classroom

Motion to Start: Joe Steffen

Opening Prayer: Joe Steffen

Members present: Joe Steffen, Byron Manternach, Jared Schmit, Brian Nolte, Jeremy Anderson, Ryan Weber, Emily Vogel, Denice Nie

Members absent: none

Staff present: Amy Bautista, Mike DeWald

Approve November minutes: Ryan 1st, Joe 2nd

Additions/Deletions to Agenda: Move Scrip discussion to January to collect more information

Administrator's report:

- Arch performed a safety inspection – Father Jim is working on the parish side, Amy on the school side
- \$40k was raised for the Wheels for Wildcats fundraiser. One van has been received and is in use, second van should be picked up this week.

Pastor's report: none

Discussion/Action items:

- Discuss and vote for updates to the Scrip program – moved to January meeting
- Discuss and vote to move Hall of Fame back to January and award during the mass of Catholic Schools Week – approved, no vote required; Mike will get information out to request nominations in the coming weeks

Personnel/Resignations:

- Discuss and vote to accept resignation of Kyndall Jaquith – Byron 1st, Emily 2nd

Old/New Business:

- Van updates – see comments above in Administrator's report
- OOH updates – meeting scheduled for 12/10/25, OOH celebration is scheduled for 4/11/26
- Facilities committee – Joe is willing to represent the school board, Ryan will seek out additional committee members to assist.

Committee updates:

- PTO – planning to sell cookies the night of the Christmas concert, as well as cookie decorating kits
- Finance – finance committee is scheduled to meet in 2 weeks to begin discussing 2026-2027 budget
- Marketing – marketing and enrollment committee has put together some plans to help focus on increasing enrollment in the future, will be meeting next week to discuss further
- DB/JHS – relationship with Jesup has continued to strengthen

Celebrations: Grace Ceresa had her baby, Sue Neverman will be the long term sub for 3rd grade

Adjourn: Ryan 1st, Jeremy 2nd

