

Cedar Development Office Meetings: July 30, August 6, August 13, August 20, August 27.

1. **Board/President/Director: Hierarchy of positions.** I will bring a copy of the new Bylaws for Cedar Catholic School Board next week. Not sure when the Articles of Incorporation will be finalized by the Archdiocese. I should have my 2024-2025 Lay President Contract later this week. **They hope to have the new Cedar Catholic School Board will be in place for the October Meeting. This board will be comprised of representatives from each of the four Parishes along with three Blue Ribbon Members. The two Priests will also be on the board as non-voting members. See Attached Bylaws, Articles of Incorporation, and President's job description.**
2. **Work Environment:** Social Contract: Types of leaders: (Slacker, Bully, Servant Leadership). We will work on developing a social contract outlining expectations of office personnel with the goal of servant leadership as a focus for our organization. Items to be considered. Please come with your ideas for the following questions.
 - a. How do you want to be treated by your supervisor?
 - b. How do you want to be treated by each other?
 - c. How do you think your administrator wants to be treated by you?
 - d. How do you want to be treated by each other when there is a conflict?**Worked on expectations to promote a positive work environment and guidelines for behavior/communication. See attached Social Contract.**
3. **Conflict Management:** Reviewed the levels of conflict management and strategies for addressing conflicts or potential conflicts. I will provide additional information at our meeting on August 6th. **Distributed a copy of the Conflict Management Strategies, reviewed levels of conflict, and strategies to identify and resolve issues that arise.**
4. **Office Hours/Contracts:** We visited about establishing regular office hours during the school year. We also visited briefly about office coverage and individual work hours. This conversation will continue next week.
5. **Weekly Meetings:** Working on establishing a day/time for our weekly office meetings. These meetings will be at a consistent time each week and limited to an hour in length. Ad hoc meetings may be arranged to address topics that arise in a timely manner.
6. **Strategic Plan:** I will bring a copy of the new Cedar Catholic Strategic Plan to the meeting on Tuesday, August 6th. **Dr. Hoelsing distributed the Strategic Plan Document.**
7. **Office Focus:** Our focus will be organized around our current programs/events with consideration for working on the goals/expectations of the Strategic Plan initiatives. We will organize our work by the month with weekly meetings to provide updates or amendments to the list. Please begin a list of items for this list to be discussed in our meeting next Tuesday. **Joani presented a list of August priorities to be completed. She will continue assigning work tasks on the identified priorities for the month.**
8. **Development Office 2024-2025 Budget:** Joani and I will begin working on the 2024-2025 Budget in preparation for the Blue-Ribbon Executive Meeting on Monday, August 12th.
9. Reviewed the Agenda, Minutes, Fund Raising and Budget Information for the Blue-Ribbon Dinner. Reviewed the list of August activities and updated progress on these items. We also reviewed the list of Blue-Ribbon members for the dinner meeting on Sunday.
10. Discussed the Blue-Ribbon Dinner and information shared at the dinner. Continued discussion on the August worklist and updated progress
11. Reviewed the 2024 Strategic Plan priorities for the Development Office and progress to date.
12. Discussion on Homecoming, truck raffle, contacts/follow-up calls, etc...
13. Review calendar and set the date for the CCHS Fall Blitz (date/program). (November 16th)
14. Discuss the feasibility of the Craft Fair and possible date for the event. (November 30th)
15. Begin discussion and possible date for the Scholarship Luncheon.
16. Continue discussion on Fall Online Auction and possible date.
17. Review progress on the August worklist.
18. Begin working on the Development Office September Focus.
19. Alumni Reunion and Breakfast Weekend. (Ideas to increase attendance)

Cedar Development Office Meetings: September 11th, September 18th, September 22nd

1. Final push on Homecoming, truck raffle, contacts/follow-up calls, etc.... Truck "Thank You" cards have been sent with information on the truck winners.
2. Confirm calendar and set the date for the CCHS Fall Blitz (date/program). (November 16th)
3. Continue discussion on the feasibility of the Craft Fair and possible date for the event. (November 9th). Organize committees and work assignments for the event. The Craft Fair will be organized around a Holiday Theme.
4. Begin discussion and possible date for the Cedar Catholic Scholarship Luncheon. Set date for the Scholarship Luncheon and discuss details with Deb Korth about the program and additional committee members needed to support this program.
5. Continue discussion on Fall Online Auction and possible date. Schedule a meeting with Ryan to discuss his thoughts on the dates and feasibility of coordinating the auction with other scheduled events. Met with Ryan and the Blue Ribbon Exec. Committee on logistics for the Fall Auction. The Exec. Committee will contact Blue Ribbon Members and solicit items for the auction. The event will kick-off October 1st through October 30th. The auction will on-line and on display from November 16th with bids closing on December 10th.
6. Discuss the format for a monthly Budget and Finance Report. Completed October Finance Report.
7. Discuss the request from Holy Trinity and East and West Elementary on the 2024-2025 budgets and annual support from the Development Office. Holy Trinity submitted their enrollment and budget information for the 2024-2025 school year. We are waiting on this information from East and West Catholic.
8. Review the Development Director's Evaluation Document in alignment with the Job Description.
9. Review the draft proposal for requests for funds and the process used to consider funding requests.
10. Discuss the Development Office structure and need for additional office support.
11. Review Development Website and discuss Facebook updates.
12. Discuss the Alumni Weekend Activities: All Class Social on Saturday and Sunday morning Breakfast. The Alumni Association hosted the All-Class Reunion and Breakfast. The events generated over \$2,200.

Cedar Development Office Meetings: October 2nd, October 9th, October 17th, October 22nd, October 30th

1. **Board of Education:** Review board of education meeting materials for the October 22, 2024 Reorganization Meeting.
2. **TV in the Learning Center:** The bracket is installed. TV was damaged in shipment. New TV will be here on October 9th. The 2nd TV was also damaged in shipment. Both damaged TV's were picked up on the 15th and the new TV is scheduled to be delivered on October 18th.
3. **Monthly Priority Update:** Review and finalize Development Office progress on September Priorities. Review and highlight October Focus.
4. **Strategic Plan:** Review progress on Strategic Plan priorities for October 1st Report.
5. **Development Website:** Review and make recommendations for website updates. Working on a reorganization and upload of new documents for October.
6. **Google Docs:** Demonstrated process for creating a google doc.
7. **Blitz Prime Rib:** Fr. Keiter is going to Omaha to pick up 12 boxes of meat for the Blitz. He needs 6 boxes for his upcoming event and will bring 6 boxes for the Blitz. We need to check with the kitchen to see if they have refrigerator space for the 6 boxes. Father Keiter delivered the meat last Monday. Thank you to Theresa for allowing us to keep the meat in the kitchen refrigerator.
8. **Board Committees:** Pat Steffen, Fr. Korte and Fr. Keiter have been working on board appointments and committee assignments to be finalized at the meeting on October 22nd.
9. **Upcoming Events:** Discussion/updates on Fall events. Online Auction, Shoppe and Savour Market, Blitz
10. **Blitz Mailing and Ticket Sellers:** Update on the Blitz mailing and ticket sellers. Our goal is to mail them out on Thursday. Still in search of two more ticket seller teams.
11. **Hiring temp. Help:** We are recommending hiring temp help, especially around events, to assist with mailings, data entry, gift managing, etc.. Salary paid will be \$15.00 per hour.
12. **Website Updates:** Review updates and prioritize further updates for the month. The annual appeal letter was posted on the website along with the Shoppe and Savour Market. I need the update for the Blitz along with the list of ticket sellers to post on the website. Change the Cedar Development link on Facebook to "Cedar Catholic Development Office".
13. **Budget Update:** Office budget update to share with the STRAT Team at their first committee meeting.
14. **Conference Tables:** The 8 conference tables were delivered on October 15th.
15. **Scholarship Luncheon:** Suggested dates for the luncheon are December 11th or 12th. Dan will check with the high school administration to see if they have a preference in their calendar.
16. **Discussed a Bake Sale for the Shoppe and Savour Market:** Check with student groups to see if we can get more student participation at the event: Bake Sale, Choir/Band, Student Council? Elementary???
17. **Review Robotics Program Information:** Dan share information on the Robotics Program for the 2024-2025 school year. Joani will provide information on the History and Funding of the Program. Sheila will provide students and parents with information on the program at P-T Conferences. She will also have a sign-up sheet for Middle and High School students and Volunteers willing to assist with the program.
18. **Budget Review:** Joani provided a finance update for October 1, 2024. We will share this information with the board of education and posted on the Development website.
19. **School Board Meeting Update:** The board meeting scheduled for tonight has been posted and all board members have received the meeting information. Superintendent Vickie Kauffold will present on the board structure and support the transition to the new board.
20. **Television in Learning Center:** The new TV has been installed in the learning center. Once Hartel opens the Internet ports, we will complete the process of installing Apple TV and Google Chromecast.

Cedar Development Office Meetings: November 26th, December 12th

1. **Strategic Plan:** Review progress on Strategic Plan and priorities for November.
2. **Development Website:** Review and make recommendations for website updates.
3. **Board Committees:** We need to review possible dates for the Development Board Committee to meet in December.
4. **Upcoming Events:** Discussion/updates on Fall events. Blitz, Online Auction, STRAT Plan Leaders update,
5. **Hiring temp. Help:** We will continue to hire temp help, especially around events, to assist with mailings, data entry, gift managing, etc.. Salary paid will be \$15.00 per hour.
6. **Budget Update:** Office budget update to share with the STRAT Team at their first committee meeting.
7. **Scholarship Luncheon:** The date for the scholarship luncheon is December 18th. Sheila will let the kitchen know of the students who will NOT eat that day.
8. **Review Robotics and Investment Club updates:** The Robotics Club is off and running. Rick Perk is doing aa great job of working with students.
9. **Administrator Evaluations/Contracts:** Dr. Hoelsing will complete administrator evaluations in December. 2025-2026 contracts will be on the January 7, 2025 board meeting.
10. **Review the Online Auction:** We met with Ryan Creamer on the Blue-Ribbon Online Christmas Auction. We discussed the make-up of online bidders participating in the auction. There were just over 150 registered bidders, 1/3 of the bidders were local. The auction total was just over \$17,000. We also discussed the option of expanding the GALA program to include an online auction along with the prior GALA auctions. Our goal is to shorten the evening .
11. **Staff Christmas Gifts:** We met with the office staff from Cedar Catholic, Holy Trinity School, and Holy Trinity Parish offices to coordinate staff Christmas gifts. Created Christmas Cards and money to be included in each envelope.
12. **Development Board Committee:** Conducted our first meeting with the Cedar Catholic Board Development Committee to review budget and progress on the STRAT Plan.
13. **GALA Discussion:** Discussion on the first phase of the GALA auction gift solicitation.
14. **Cedar Catholic Annual Report and Annual Appeal.** Discussion on information needed for the Annual Report and Annual Appeal.

Cedar Development Office Meetings: 1/17/2025, 1/24/2025

1. **Cedar Catholic Annual Report and Annual Appeal.** Thank you for your work on getting the volunteers in to assist with the mailing. Let me know what you need from me on the Annual Report.
2. **HNS/Catholic Schools Joint Admin. Meeting:** We met on January 16th with Holy Trinity and HNS administrators. See minutes from the meeting and 2025-2026 Calendar proposal.
3. **Cedar Catholic/Development Websites:** Review updates to the website and discuss areas for further development. I still need a picture of the football, volleyball, band, choir. **All of the activity pages have been updated and pictures added to the sites.**
4. **Development Office Programs:** Review budget report for the first semester and discuss the schools involvement in supporting the GALA. Are there some promotional materials you want posted on the website or on Facebook?
5. **February School Board Work Session:** The board will meet on Tuesday, February 18th at 5:30 PM, at the MWAC Learning Center. Strategic Plan Teachers committees will meet with board members to visit about the highlights for the year and consider input from the community leaders on suggested changes or focus for 2026.
6. **Inclement Weather Plan:** We have not used any days so far for inclement weather, however, we did lose one day for a broken main. **We had a 10:00 start on Tuesday, January 22nd due to severe cold.**
7. **Staff Salaries:** I met with board members from Holy Trinity, East and West Catholic, and Cedar Catholic on 2025-2026 teachers and staff salaries. Members of the Holy Trinity Finance committee met following our meeting and Cedar Catholic is scheduled to meet for a second time with Cedar Catholic board members on Monday, February 10th to finalize their recommendation on staff salaries, tuition, subsidies, and Development Office support.
8. **Budget Draft:** Reviewed a draft budget for the 2025-2026 school year. Included in this discussion is our recommendation on teacher and staff contracts, tuition, Development Office support, Parish subsidies, etc...
9. **Vehicle Replacement Plan:** Sheila and I will be working on a draft vehicle replacement plan. The Dick Kuehn Bus Fund is established in the Development Office to support this program. **We have a draft plan for vehicle replacements. We are also working on a plan to secure funds to support this plan.**
10. **Staff Scholarships:** Discussion on applications to the Catholic Schools Office for scholarships for teachers to get graduate hours.
11. **Strategic Plan update:** Thank you for your work with staff to update the first year of the strategic plan. I will meet with the community leaders next Wednesday to review the plan and get input on areas discussed in their listening sessions that were not included in the plan. There is a conflict for the Learning Center so we will need to move the meeting.
12. **Catholic Schools Week:** Next week is Catholic Schools Week. The Development Office is now part of Cedar Catholic Jr.-Sr. High School. The Development Office is invited to be more involved, attend Mass, Meal, activities, etc.... Please take advantage of these opportunities.
13. **Strategic Plan Meetings with individuals:** We met with several leaders to visit with them about progress on the Strategic Plan on Tuesday, January 22nd. We need to contact those who could not attend the meeting to see if they want to meet or provide additional input for the board of education to consider for 2025. The board and staff committees are scheduled to meet in a Board Work Session on February 18th to review progress and make recommendations for changes for 2025.
14. **Graduation Composites:** We are 9 years (2016-2024) behind in displaying our graduation composites. Once we catch up and print these composites, we will begin the process to digitize the composites to preserve the quality of the photos. Once digitized, we can display these on different media.
15. **First Annual Cedar Catholic Ryder Cup Golf Tournament: (CLASS OF THE CLASSES)** We just began working on organizing a Alumni golf tournament. The date for the tournament (July 5th) is reserved at the Hartington Golf Course. I will begin working with a group of alumni to coordinate the schedule of events and tournament guidelines. This is one of the two new events we have on our plan for the 2024-2025 year.
16. **Class Reunions:** We are beginning to hear from classes who are scheduling class reunions for this year.
17. **Items from the floor:**

Cedar Development Office Meetings: 2/14/2025

1. **Strategic Plan Meetings with individuals:** We met with several leaders to visit with them about progress on the Strategic Plan on Tuesday, January 22nd. We need to contact those who could not attend the meeting to see if they want to meet or provide additional input for the board of education to consider for 2025. The board and staff committees are scheduled to meet in a Board Work Session on February 18th to review progress and make recommendations for changes for 2025. I will send an email today to remind board members and staff of the meeting and outline the schedule.
2. **Graduation Composites:** We are 9 years (2016-2024) behind in displaying our graduation composites. I have the composites done for those years and posted them on the Alumni website. We will print and hang the completed composites. Later this spring, we will get pictures of the past years to post on the alumni website.
3. **First Annual Cedar Catholic Ryder Cup Golf Tournament: (CLASS OF THE CLASSES)** We just began working on organizing an Alumni golf tournament. The date for the tournament (July 5th) is reserved at the Hartington Golf Course. I will begin working with a group of alumni to coordinate the schedule of events and tournament guidelines. This is one of the two new events we have on our plan for the 2024-2025 year.
4. **GALA:** Thank you for all the work you do in this office on preparing for all the events, and now, for the Gala. After visiting with Ryan Creamer, we will develop a plan with this office on deciding which auction items will be listed for sale. Isaac Creamer has agreed to work with us on which auction they recommend for the sale of our Gala items.
5. **Annual Report:** Joani is working on completing the Annual Report. Dan will get pricing on the printing for 3,000 copies.
6. **Development Office February Updates:** Review February Development Office work focus.

Cedar Development Office Meetings: 3/4/2025, 3/12/2025

- 1 **GALA:** We are within the month of the GALA. I am still overwhelmed with the work, coordination, and effort it takes to put on this program. We are focusing on completing the auction lists and the books for the GALA. All committees have been finalized and all committee updates are posted on the website. After visiting with Ryan Creamer, we have reduced the number of items on the Grand Auction and moved some to the Super Silent Auction. In addition, we expanded to a pre-auction on-line. This auction will be open one week prior to the event and close on Friday, March 28th. This will allow the auctioneers to complete the auction earlier. Students are minded to get their Raffle tickets sold and turned in to the office. Event tickets are on sale until March 18th for \$40. On March 19th, the ticket sales will be available for \$50. Reminder, this event is advance tickets and dine-in only. Our goal is to have the auction booklets completed by March 19th. See more information on the website and Development Office Facebook.
- 2 **Annual Report:** Thank you for all the work on the Annual Report. The Cedar County News will be printing the report. Volunteers will be working on addressing and preparing the report to be mailed to alumni and friends of Cedar Catholic on Tuesday, March 11th. I will include a copy with the school board agenda.
- 3 **Development Office March Updates:** Review March Development Office work focus and webpage updates.
- 4 **Dick Kuehn Bus Fund:** Dick Kuehn's family has established a fund from memorials to be used to purchase replacement vehicles for Cedar Catholic. We will be hosting a number of opportunities for people to contribute to the fund. Sheila Jueden, John Lammers, Chad Cattau and Dan Hoelsing prepared a draft schedule for vehicle replacements and have been working on securing bids on a bus to replace the 2001 bus. We will meet in April with the board transportation committee to review bids.
- 5 **Annual Alumni Golf Tournament:** The first Alumni Golf Tournament date is confirmed for Saturday, July 5, 2025. This is the 2nd new event scheduled for the 2024-0225 school year.
- 6 **March School Board Meeting:** Review March school board agenda.

Cedar Development Office Meetings: 4/30/2025

Opening Prayer

1. **Cedar Catholic/Development Websites:** Review updates to the website and discuss areas for further development.
2. **Development Office Programs:** Review preliminary budget report from the GALA. Report will be finalized once all bills are in from Creamer Auction.
3. **Staff Salaries:** HNS will set salaries for \$62.50 route bus drivers, \$17 per hour for activity drivers. \$145 substitute teachers per day or \$18 per period.
4. **Vehicle Replacement Plan:** Reviewed changes to the vehicle replacement plan and proposal for the purchase of a new bus.
5. **Review May School Board Agenda:** Review draft school board agenda for Tuesday, May 20th.
6. **Staff Scholarships:** Discussion on applications to the Catholic Schools Office for scholarships for teachers to get graduate hours. Discuss possible Development Office graduate loan program.
7. **Strategic Plan update:** We will again be asking staff to review progress from January 1st to July 1st and prepare an update for board review in August. All reports must be completed this summer.
8. **Review April Focus and Discussion on May Priorities:** Joani updated the April Monthly report and will begin organizing the work for May.