



St. Agnes Board of Total Catholic Education Meeting Minutes
September 8, 2020 7:00 p.m.
Location: Cafeteria

Name	1st/2nd Term	Term Expires	Present	Absent
Emily Long, Board Chair Service Hours Committee Chair EmilyLong2009@hotmail.com	1st	2022	X	
Ryan Wehner, Board Co-Chair Finance Committee Chair Development Committee Co-Chair RMWehner@yahoo.com	1st	2021	X	
Lee Metzger Board Secretary School Safety Committee LMetzger@cetrulolaw.com	1st	2023	X	
Wes Williams School Safety Committee Co-Chair Wes.K.Williams@gmail.com	1st	2022		X
Denise Bowman Public Relations Committee Chair Development Committee Co-Chair bowmand@ndapandas.org	1st	2022	X	
Matt Lambert School Safety Committee Chair MLambert@cvgairport.com	1st	2023	X	
Elizabeth Frederic EFredericLaw@gmail.com	1st	2023	X	
Erin Redleski, Principal eredleski@saintagnes.com	n/a		X	
Rev. Mark Keene, Pastor MKeene@saintagnes.com	n/a		X	
Anita Dunn, Director of Religious Education adunn@saintagnes.com	n/a		X	



- I. Call to Order by Ryan Wehner at 7:01 p.m.
 - a. Prayer by Emily Long
 - b. Approval of Minutes from August Meeting
 - i. Motion to approve August Minutes by Lee Metzger, Second by Ryan Wehner. Motion carries.
 - c. Old Business
 - i. Yard signs welcoming new families have been distributed by board members.
 - ii. This time of year the Board usually discusses Oktoberfest and Open House, but Oktoberfest has been cancelled this year and the Diocese is not permitting in-person open house in the fall semester. The board discussed potentially hosting a virtual open house.
- II. Committee Reports
 - a. School Safety Committee – No report.
 - b. Service Hours Committee – No report.
 - c. Public Relations Committee – No report.
 - d. Development Committee – No report.
 - e. Finance Committee – No report.
- III. Executive Report – See attached report prepared by Ryan Wehner.
 - a. Discussed vacancies at Chair, Co-chair, and Secretary
 - i. 2020-2021 Chair: Emily Long
 - ii. 2020-2021 Co-Chair: Ryan Wehner
 - iii. 2020-2021 Secretary: Lee Metzger
 - b. Discussed Vacancies on Board Committees and How to Fill
 - i. School Safety Committee – Matt Lambert, Chair, and Lee Metzger
 - ii. Service Hours Committee – Emily Long, Chair
 - iii. Public Relations Committee – Denise Bowman, Chair
 - iv. Development Committee – Denise Bowman and Ryan Wehner, Co-Chairs
 - v. Finance Committee – Ryan Wehner, Chair
 1. Discussed reaching out to prior board members to see if they would remain on committees
 2. Discussed inviting non-parishioner parents of St. Agnes students to join committees (as only parishioners can serve as board members)



3. Discussed doing committee work by email or virtually
 - c. Response to virtual events so far has been good but it is unknown what the future holds
 - d. Inclusion and Diversity Issues
 - i. Instruction on these issues comes through the religion curriculum and history/culture lessons.
- IV. Administrative Reports
- a. Principal's Report from Erin Redleski – see attached.
 - i. COVID Update: School reports daily to the Diocese on COVID related issues. If there is a positive COVID case, it will be reported to the local health department as well.
 1. Currently 4 students are quarantined due to exposure to a person with COVID, but have not tested positive themselves. These students, along with 5 others, are availing themselves of the at-home learning option.
 - ii. Total enrollment is at 391, which is 9 fewer students than last year
 1. Kindergarten enrollment is at 42, which is 6 more than last year
 2. We are not presently accepting public school families who only wish to send their children to St. Agnes through the end of September (when the Governor's recommendation/order is set to expire for at-home instruction for public school students)
 - iii. Mrs. Redleski will be meeting with Ft. Wright Police Chief Ed Butler next week to discuss safety issues and ALICE (Alert, Lockdown, Counter, Inform, & Evacuate) Training
 - iv. Elementary sports are postponed until further notice
 - v. Discussed possibility of a virtual open house with teachers introducing themselves and answering a few questions from a questionnaire we develop
 - b. Director of Religious Education Report from Anita Dunn – see attached.
- V. Calendar Issues – Change in November Board Meeting
- a. Mrs. Redleski and Mrs. Dunn had conflicts with the planned board meeting date of November 10, 2020.



- b. The Board agreed to move the meeting to November 11 to accommodate their schedules. The time has not changed.
- VI. Closing – Motion to Adjourn by Ryan Wehner, 2nd by Denise Bowman.
Adjourned at 7:58 p.m.

Respectfully Submitted,
Lee Metzger, Board Secretary

AGENDA

St. Agnes Board of Total Catholic Education

Sept 8, 2020 7:00pm

Location: Cafeteria

CALL TO ORDER

15 min.

Prayer (*Future prayer dates are assigned in calendar below.*)

Request for Absence/Tardy

Welcome Visitors & New Member Update

Approval of Minutes August meeting

Old Business

COMMITTEE REPORTS

20 min.

School Safety Committee

Service Hours Committee

Public Relations Committee

Development Committee

Finance Committee

EXECUTIVE REPORT

20 min

BOTCE Chair - See Report Submitted

ADMINISTRATION REPORTS

20 min

CLOSING

15 min

CALENDAR

<i>Meeting Date</i>	<i>Reports & Agenda Items Due</i>	<i>Prayer</i>
8/11/20	8/7/20	Ryan
9/8/20	9/4/20	Emily
10/13/20	10/9/20	Wes
11/10/20	11/6/20	Denise
12/8/20	12/4/20	TBD

Saint Agnes Board of Total Catholic Education
8/11/20

Members Present: Ryan Wehner, Denise Bowman, Wes Williams, Anita Dunn, Fr. Keene, Erin Redleski.

Excused Absenses: Emily Long

Ryan Wehner opened the meeting at 7:08p with a Prayer

New Members: Voting occurred to vote in New Members: Elizabeth Frederic, Matt Lambert, Lee Metzger.

Chair Elections: After discussion, agreed to defer elections to the following session. Discussion included the tenure of the roles to ensure a chair position has supporting handoffs in following years. In addition, term length discussion occurred.

Meeting Minutes: Meeting minutes from the June meeting were not attained from prior secretary position.

Committee Reports: the opportunity to discuss the roles in committees and reporting suggestions on the process. Can we attend these differently. (at the time of the meeting it was unknown on whether in person learning would take place). Ryan explained the roles of the committee members involvement and discussions that would occur in the committee reports. Current unfulfilled roles from committees are : School Safety, Public Relations, Development.

BOTCE roles: The members discussed the board responsibilities in further detail outside of committee reports. Ryan agreed to distribute the responsibilities and bylaws documents.

Back to School Night: Discussed the future state of 'Back to School Night.' Mrs. Redleski explained the digital night. Wes Williams volunteered to represent the BOTCE board and do a two minute presentation.

New Student Yard Signs: The members discussed the ownership of distributing the new student yard signs. After the meeting, we agreed to pick them up from the office and allocate among the members.

Executive report: Erin Redleski's report was submitted for approval as written

Executive Report

September 08, 2020

Prepared By Board Member Ryan Wehner

Updates:

1. Board Chair Voting:
 - a. Need to fill – Chair, Co-Chair, Secretary
 - i. discuss how to fill
2. Committee Meeting Filling
 - a. School Safety Committee – Open, Formerly Mike Blomer
 - b. Service Hours Committee – Emily Long
 - c. Public Relations – Open, Formerly Stephanie
 - d. Development Committee – Open, Formerly Becky Millay
3. How has the response been to the virtual events?
 - a. What is missing and what opportunities can BOTCE help fill?
4. Role of St. Agnes School in the Diversity and Inclusion discussions
 - a. Is there active training regarding recent events regarding racial and social injustice.

Saint Agnes Board of Education
Administrator's Report
September 8th, 2020

School Calendar Dates

September

- 10 Fall MAP Testing Begins
- 11-20 Smiles & Miles 5K Virtual Event
- 11-24 Virtual Book Fair
- 23 PTO Meeting
- 24 Spirit Wear Day
- 25 Early Dismissal (11 a.m.)

Enrollment & Attendance:

- Current enrollment for 2020-2021: 391
 - 2019-2020 Enrollment: 400
- 42 Kindergarten students enrolled
 - 36 in 2019-2020
- At-home Learners: 9
- Quarantined: 4

School Health & Safety

- Daily reporting to Diocese
 - Enrolled, Present, Absent, In-person, At-home, Quarantined, COVID + cases, Staff Quarantined, Staff COVID+ cases
- Diocesan COVID Hotline & NKY Health Dept.
- Ft. Wright Police Chief, Ed Butler

Elementary Sports

Still postponed until further notice

Open House

None allowed in fall - spring is TBD

Religious Education Report
September 2020

Evening Religion –I met with teachers on Aug. 17th. After surveying parents and teachers due to postponement of Public School, we decided to hold off until the end of September to start.

We now have Orientation/Prayer on September 21st. First regular class is September 28th. Registrations are still coming in. We have 3 more in first and a new student in 7th. We also are supporting new homeschooling families.

With Spirit of Truth we are given guidelines for shortened year so that key topics are covered in each grade level.

We will be following Guidelines from the Diocese for schools. I have bought thermometers, masks, gloves, disinfectant wipes, and sprays. Volunteers will sign Employee Acknowledgement on Health; Families will sign family one. Temps will be checked at door. Presently our class sizes are 2-8 students, so we can socially distance.

DREs continue to be in contact with each other on what is being done in their parish and sharing ideas and info through email.

Catechetical Sunday is September 20th. The United States Conference of Catholic Bishops sets this as a day to recognize and commission those helping teach and develop the faith in our children. Theme this year is on the Eucharist.

Special Needs -- We have two families who have completed our adapted program as they homeschool their child in preparation for Reconciliation and Eucharist this year. One received on August 15th. The other has been postponed due to some family travel problems.

Sacraments 2020-2021: [All tentative due to virus]

CONFIRMATION: Due to guidelines at present, we are combining Confirmation Parent meeting with Enrollment and Sponsor time. This will also provide practice on seating arrangement for actual Confirmation service. I have been in contact with the Office of Worship on the need to reorganize seating from what is normally done. Our plan is to have each student with sponsor and parents seated in one of our safe spots. That would fill the main church and leave some areas in the Annex. We are looking into different options.

October 1st Confirmation Parent, Sponsor, Student Mtg. &
(Thursday) Confirmation Enrollment 7 pm in Church

17th or 18th Confirmation Retreat (To be decided)
20 (Tuesday) Second Grade Parent mtg. Reconciliation

November
10 CONFIRMATION 7pm
December
1st First Reconciliation 7pm

January
21 (Thursday) 2nd Parent Eucharist mtg

March

7(Sunday) First Eucharist Enrollment 10:30 Mass

April

17th Jesus Day Retreat 9:30-12pm

29 First Communion Picture, 7pm

May

2nd First Eucharist, 10:30pm.

4th (Tuesday) May Crowning, 7pm

Advent dates for Reconciliation have been scheduled for all students in grades 3-8.

RCIA/Adult Faith- Paula Fritz continues to talk with those interested in our faith. We have not had a large number, so she communicates via phone, Zoom, Facetime, and in person individually. She is also researching the virtual ideas sent by the Diocese and keeping the staff and parish advised.

RCIC- One has begun preparing for Reconciliation and Eucharist. We meet once a week.

Rosary - Monthly Rosary on first Thursday met on September 3rd. We again prayed for an end of the virus and the hatred in our country. Our October Rosary will be on October 7th Wednesday. That is the Feast of Our Lady of the Rosary.

Virtus- The Diocese is doing virtual presentations. People need to contact Margie Schack or Mary Lu Steffen at The Diocesan Office for Safe Environment.

They have checked on all contracted services to be sure personnel is trained.

Youth Group – John Griffin and Maddie Black are continuing in their leading. We are still on hold due to virus restrictions on gatherings.

Diocesan News Teachers can do virtual training workshops with Sophia Institute on the new text series, Spirit of Truth. They can earn maintenance hours toward certification.