



Board of Education Meeting Minutes  
Tuesday, October 17, 2023  
Administration Office

Members Present: Fr. Brad Pelzel, Rhonda Bridges, Teresa Fitch, Fr. Tim Friedrichsen, Rick Bertrand, Dan Kriener, Jacki Kelly, Nick Hegarty, Melissa Uhl

Via Conference Call: Jennifer Rose-Bass, Ben Uhl

Absent Members: Fr. David Esquiliano, Fr. David Hemann

Staff Present: John Flanery, Kelsey Schomaker, Marisa O'Connell

Guest: Wendy Roder

1. Opening Prayer – 5:00 p.m. Fr. Tim Friedrichsen
2. Kelsey read proposed change to September Board of Education meeting minutes.  
“A prior request was made by board members for distribution of the spreadsheets for a detailed review of the approved 2023-24 budget. No decision was made, and the issue was tabled for further discussion. Discussed historical practice and need for confidentiality of wages/benefits. A request will be made to the Diocese for guidance on best practices.”
  - Motion to approve as amended.
  - Motion by: Fr. Brad Pelzel
  - Seconded by: Teresa Fitch
  - All in Favor : Aye
3. Wendy Roder, Holy Cross Principal
  - This year’s theme is “Discipleship”.
    - Encounters to develop relationships with God
      - Through Mass
      - Prayer partners
      - Encourage confession
      - Visibility of vocations
    - Academic excellence – pursuit of truth
      - Resource teachers help at-risk students. Keep students in class, then give assistance to students in need at a different time during day.
      - Infuse teachings of church into curriculum
      - Utilize “Theology of Body” with 6<sup>th</sup> – 8<sup>th</sup> grade students to instill dignity of body.
      - Adding Catholic “I can” statements in classrooms.
    - Virtue
      - Virtues in practice
      - Learning about a particular saint
      - Student of the month program
  - Staff activity: each separate team completes a “collective resume” reflecting total years teaching, degrees, and accomplishments.
  - Enrollment – 356
    - St. Mikes – 117

- Blessed Sacrament – 239
- New students – 38

#### 4. Committee Reports

- a. Academics – Nick Hegarty
  - No meeting held – will hold meeting in November
- b. Catholic Identity – Jacki Kelly
  - No meeting held
- c. Enrollment and Marketing – Jennifer Rose-Bass – see attachment.
  - Enrollment – 1,625 as of October 9<sup>th</sup>
  - Approved ESA's – 668 Goal – 505
  - 2024 Enrollment Advertising Campaign – Laurie Dougherty will set up meeting to discuss plans for spring enrollment campaign to include ESA meetings.
  - Crusader Brother/Crusader Sister program at high school (mirror Creighton Prep)
    - Kris Brown to meet with Chris Bork to discuss details.
  - Teacher Appreciation Video
- d. Finance – Kelsey - see attachments
  - Tuition receivables – \$859,213.49 decrease
    - Statements sent to inactive families.
    - Identifying families that need payment plan support with tuition balances to better prepare them for transition to Blackbaud next year with \$40 late fee per student.
    - Active student balances will follow student from Infinite Campus to Blackbaud next year.
  - Parish receivables
    - Received Mater Dei's October payment.
    - Holy Cross is liquidating funds to make August payment.
  - Parish Investment September 26<sup>th</sup> meeting produced good discussion.
    - Proposed hiring a Parish Development Director for all parishes. Diocese offered to pay between \$10,000 - \$14,000 a year towards individual's salary.
      - One parish expressed doubts regarding this position and one parish was not interested in this option.
    - Discussed difference in verbiage between "parish investment or assessment".
    - Proposed plan is for 3 years, in which time, BHCS will assess the potential to take on the parish school buildings and expenses.
  - ESA final fall number – 668
    - If a student attends one day of a semester, the school will receive ESA funds for full semester.
    - 2<sup>nd</sup> Semester ESA acceptance will be open in December.
      - Will send text and email messages to parents and staff regarding acceptance.
    - Refer to our school withdrawal policy when student transfers schools.
    - State of Iowa October 15<sup>th</sup> reporting deadline was met.
    - Communicated to Diocese, (Patty Lansink) that current ESA process with Odyssey includes numerous steps for parent completion. Suggested that a more efficient method with streamlined processes for parents/staff should be discussed with Odyssey.
  - ESA committee
    - Will reconvene on November 2nd at 6:00 p.m.
  - ECF award
    - Applied towards technology needs.
  - Audit update
    - As of Friday, October 13<sup>th</sup>, we have completed field testing with no adjustments at this time.
    - Should have audit report for December Board of Education meeting.

- e. Leadership & Governance - Melissa Uhl
    - Next meeting will be November 11<sup>th</sup>
    - Working through minor changes before providing to Board of Education.
    - Need to vote on Elementary handbook in July to have posted online.
      - Suggested that would like to have handbook in hard copy also.
    - Need to vote on High School handbook in May to allow time to print.
    - Melissa will need 20 minutes at October's Board of Education meeting for Diocesan policy updates.
5. President's Report
- a. Advancement
    - Siouxland Big Give fundraising was under \$12,000. Our goal was \$18,000.
    - Annual Fund Fall mail appeal has been proofed and will be mailed within the next couple of weeks.
    - MLTF fundraising is approximately 50% of where the Diocese was at this time last year. This is probably due to the passing of the ESA's and tax law changes.
  - b. EANS update
    - Requests have been received from parishes, and we are working diligently to encumber all available funds.
  - c. General updates
    - Conversation with SCCSD regarding special education appears to be more productive.
6. Other Business
- Clarification: Any board member can attend committee meetings but they will not be a voting member.
  - Purchase of school bus - \$45,000 - John to fill out Diocesan Resolution
    - Motion by: Rick Bertrand
    - Seconded by: Teresa Fitch
    - All in Favor: Aye
  - Purchase of ballistic shields or film/coverings for doors and windows = \$60,000 and purchase of panic buttons and corresponding alert system = \$45,000 for a total of \$105,000.
    - Motion by: Nick Hegarty
    - Seconded by: Fr. Brad Pelzel
    - All in Favor: Aye
  - Confidentiality Agreements handed out to Board of Education members.
  - Budget Access for Board of Education members
    - Our financial disclosure process is consistent with Kuemper and Garrigan Catholic schools.
    - Financial disclosure information and process discussed with Diocese (Royce, Diane, Patty) for guidance. Confirmed that financial information can be provided, but salary information remains confidential and should not be included.
    - A board member has requested access to additional financial information, but this request has not been granted.
    - John will look into discussion of the BHCS salary matrix, which is only a guide for employee wages.
7. Move to Executive Session – 6:44 p.m.
- Motion by: Fr. Brad Pelzel
  - Seconded by: Jacki Kelly
  - All in Favor: Aye

8. Move out of Executive Session – 6:54 p.m.

- Motion by: Fr. Brad Pelzel
- Seconded by: Nick Hegarty
- All in Favor: Aye

9. Motion to Adjourn – 6:55 p.m.

- Motion by: Fr. Tim Friedrichsen
- Seconded by: Fr. Brad Pelzel
- All in Favor: Aye

**Next meeting Tuesday, November 21, 2023 at 5:00 p.m.**