



Board of Education Meeting Minutes
Monday, June 20, 2023
Administration Office

Members Present: Dan Kriener, Fr. Brad Pelzel, Jennifer Rose-Bass, Jacki Kelly, Nick Hegarty, Rhonda Bridges, Doug Skinner, Melissa Uhl, Fr. Tim Friedrichsen, Fr. David Esquiliano, Teresa Fitch, Rick Bertrand

Members Absent: Fr. David Hemann

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

1. Opening Prayer – 5:00 p.m. Fr. Tim Friedrichsen

Approval of May 15, 2023 board meeting minutes
Motion by Fr. Brad Pelzel, Seconded by Jacki Kelly
Abstained – Fr. David Esquiliano
All in favor: Aye

2. Committee Reports

- a. Academics – Nick Hegarty
 - No updates
- b. Catholic Identity – Jacki Kelly
 - No meeting
- c. Enrollment and Marketing – Jennifer Rose-Bass – see attachment
 - 1,389 signed up for 23/24 school year
 - ESA Kickoff event was well attended – other events were not
 - Suggest one event at school or administration office next year
 - Wall wrap completed for kiosk
 - Social media impact was successful
 - Sports, Academics, and the Arts should be equally encouraged with new and existing families
 - Families at Kindergarten level should see what their “end goal” would be at senior level by enrolling at BHCS – Lifetime Advantage
 - Better environment at BHCS for students
- d. Finance – Kelsey and Nick -see attachment
 - Tuition
 - Total monthly collection - \$535,436.00
 - 194 students on hold - 8 seniors still on hold
 - Evaluating roughly \$130,000 to send to collections. Final payment attempts were made this month
 - 367 student accounts less than \$2,000 per student, working to get this balance reduced before rolling over to Blackbaud
 - Communicate guidelines to parents regarding Blackbaud fee for late tuition payments
 - Kelsey will bring number of families from 2020-2021 active list to July meeting
 - Payment plans are being set up by Kelsey and finance team
 - Once a prior year's balance is paid in full, financial assistance is applied to the account

- Expecting 3 rounds of MLTF – for school year 23/24
 - Possibility that MLTF will be dissolved in the future
- Parish Assessments
 - Cathedral of the Epiphany is paid off through the end of this fiscal year
 - Cathedral of the Epiphany old balance of \$77,000 will be written off as of June 30, 2023 (St. Boniface)
 - Discussion regarding Holy Cross letter dated May 30, 2023, stating that parish assessments will be reduced from \$84,649.57 to \$75,000 beginning July 2023
 - What is the formula for monthly parish assessment giving? Suggested that parish assessment levels be evaluated using various factors in the formula
 - Budgets have been set (monthly assessment amounts should not be based on ESA funding)
 - How is information being communicated to parents regarding church tithing or donations in relation to school tuition?
 - Would be advantageous for BHCS and all parishes to understand financial position of all operations
 - Scheduling a meeting with Holy Cross to discuss the parish assessment reduction
- Budget
 - Budget reviewed by Finance & Executive Committees
 - Board of Education Approval of 2023-2024 budget
 - Motion – Rick Bertrand
 - Seconded by – Fr. Brad Pelzel
 - All in favor - Aye
- e. Leadership & Governance - Melissa Uhl
 - Meeting will be held on Wednesday, June 21st at 7:00 a.m.
- 3. President's Report
 - a. Advancement – see documentation
 - Fr. Guenther Endowment – approximately \$120,000 towards campus ministry in one year
 - Overall, Advancement exceeded their fundraising goal for the year
 - b. Enrollment
 - Enrollment budget is for 1560 students
 - Enrolled is 1329
 - c. Teacher positions still open
 - Cathedral Dual Language Academy – PK
 - Holy Cross – 6th-8th ELA and 7th-8th Social Studies
 - Mater Dei – possible lower elementary position pending enrollment
 - Bishop Heelan - Science
 - d. 2023-2024 Board of Education meeting dates
 - Due to Holy Day of Obligation, Tuesday, August 15, 2023 meeting was moved to Tuesday, August 22, 2023
 - Approval of moving meeting date
 - Motion by Nick Hegarty
 - Seconded by Rick Bertrand
 - Two members voted against
 - Majority in favor – Aye
 - Marisa will send out invitations for Executive and Board of Education meetings for full year
- 4. Other Business
 - Board of Education Members
 - Doug Skinner – completed 6 years of service on the board
 - Dan Kriener – second year as Board Chair, Jacki Kelly – Vice Chair
 - Motion – Rick Bertrand
 - Seconded – Doug Skinner

- All in favor – Aye
- Ben Uhl – proposal to add as board member
 - Approval of Ben Uhl as board member
 - Motion by Rick Bertrand
 - Seconded by Doug Skinner
 - All in favor - Aye
- Motion to Adjourn 6:09 pm
 - Motion – Nick Hegarty
 - Seconded – Fr. Brad Pelzel
 - All in favor - Aye

Next meeting Tuesday, July 18, 2023 at 5:00 p.m.