



Board of Education Meeting Minutes
Tuesday, April 18, 2023
Administration Office

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

Members Absent: Fr. David Hemann, Doug Skinner, Rhonda Bridges, Fr. David Esquiliano

Staff Present: John Flanery, Kelsey Schomaker, Mary Fischer, Tom Betz, Patty Considine-McClintock, Marisa O'Connell

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

Approval of March 21, 2023 board meeting minutes
Motion by Fr. Tim Friedrichsen, Seconded by Fr. Brad
All in favor: Aye

2. Mary Fischer – Presentation

- Combined years of service for faculty & staff at Nativity & Immaculate Conception comes to over 400+ years
- “Kindness” is the theme for the 2022-2023 school year
- Life Team volunteered to do Thanksgiving meals
- Lock-in during December, 12 families were adopted & received Christmas gifts
- Summer reading program will be held
- “Win” (What I Need) program for 6th – 8th grade
- “Zen” room for students with anxiety to utilize for quiet time
- Steam lab – at Immaculate Conception
- Life Team – won trip to Arnold’s Park
- School activities
 - Book Bash
 - Chess Club
 - Quiz Bowl
 - After school study hall
 - Life Team
 - Choir
 - Yo-Yo Club (under consideration)
- Suggestion made to change the “Zen” room name to something more Catholic
- Request to have a wish list of what they want at the school from a deferred maintenance perspective
- Mary does attend weekly parish meetings

3. Auction – Update

- Fund-A-Cause- \$108,735
- Silent Auction- \$123,168
- Live Auction- \$158,450
- Games, Raffle - \$ 22,618
- Tickets- \$172,395

- Donations- \$176,520
- Grossed- \$654,947

4. Committee Reports

- a. Academics – Nick Hegarty
 - Committee met on April 3rd
 - Meeting centered around enrollment & placement process in the right classes
 - John to put together an enrollment process for 6th – 12th grades by January 1, 2024
 - Discussed standardized test results, transcripts as part of enrollment information
- b. Catholic Identity – Jacki Kelly
 - Held discussions regarding the book that the committee has been reading
 - Kris Brown started adoration at Holy Cross
- c. Enrollment and Marketing – Jennifer Rose-Bass – see attachment
 - Weight room ribbon cutting should be by end of year
 - Shadow days have increased
 - ESA commercial & script approved
 - ESA Campaign will be 2nd week of May - \$10,000 budget if application is open online
 - Utilizing social media, tv and billboards (billboards may be too costly)
 - Laurie and Zach will be attending Wednesday night CCD events
 - Teacher Appreciation week is coming up in May
 - Suggested that Kindergarten flyers be available at Angel House & Mater Dei Little Saints
- d. Finance – Dan Kriener-see attachment
 - Approximately 235 students on hold
 - Letters were sent to families on hold regarding graduation
- e. Leadership & Governance - Melissa Uhl - No meeting held

5. President's Report

- a. 2023-2024 tuition feedback
 - John to attend ESA Summit on April 20th – 21st in Ankeny
 - State Dept. of Education will be present at the ESA Summit
- b. Financial Analyst position
 - Kelsey was able to have a very constructive conversation with the finance team to identify the true needs of this position. We have a stronger picture of anticipated workflow to fill the gaps identified. We have an interview lined up for Wednesday, April 19th
- c. Advancement
 - Legacy Campaign – will keep pursuing appointments
 - Comment from Melissa Uhl – if advancement goals are modified, please provide both numbers in the documentation
- d. Enrollment
 - 235 students on hold
 - Approximately, 150 behind last year's enrollment numbers
- e. School Safety
 - More work with Sioux City Police Department is necessary
 - Need to review safety part of Governor's plan
 - Have not received the grant funds
 - Safety radios for all buildings have not been received
 - \$50,000 per building (i.e. Sacred Heart receive \$50,000; Mater Dei would receive \$100,00 etc.)
 - Discussed need for "crash bars" on doors for example at Mater Dei
 - Safety measures for students walking to different buildings

6. Other Business

f. Kelsey's Overview:

- Conducting a high-level review of the financials making notes on initial thoughts of missing items, other analysis, and observations for future recommendations. Her thoughts/recommendations are driven from prioritizing prior year audit findings/comments and how we can make financial statement improvements. Kelsey met briefly with Kathy Ranniger to dive further into tuition, updating the receivable balance, and making year-end adjustments to reconcile between Infinite Campus and Great Plains. At this point, Kelsey specifically focused on scholarships and current year activity. Another small item she singled in on was regarding fixed assets and depreciation. Any changes or recommendations here would be discussed with the finance committee and implemented for next fiscal year. Contribution revenue reconciliations might also have some redundancies that we might have opportunities to streamline internal procedures while maintaining internal controls and separation of duties.
- Beginning work on the budget – looking at several pieces at this point.
 - Base structure will be a roll forward from last year's budget
 - Adding the ESA considerations – Kelsey met with Nick and will be coordinating further questions with him for revenue clarification.
 - Analyzing current YTD expenditures – prorating certain items to test reasonableness of rolling figures forward.
- Alumni, Ron Clements, will be at high school on Friday, April 21st at 1:00
- Motion to Adjourn
 - Motion – Rick Bertrand
 - Seconded by – Fr. Brad Pelzel
 - All in favor – Aye

Next meeting Monday, May 15, 2023 at 5:00 p.m.