



Board of Education Meeting Minutes
Tuesday, December 20, 2022
Administration Office

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

Members Absent: Fr. David Hemann, Tim Swedean

Staff Present: John Flanery, Jeanette Frey, Marisa O'Connell, Andy Foster, Jay Wright

Business

1. Opening Prayer – 5:00 p.m. Fr. David Esquiliano

Approval of November 15, 2022 board meeting minutes with following changes

- Under Committee Reports>Finance>Tuition Receivables
 - Amend - Lost SQL Access in Infinite Campus
- Under Leadership & Governance
 - Amend – Looking for direction regarding requirement for families to participate in TADS
- Under Other Business
 - Motion to go into Executive Session – 6:04 pm

Motion by Fr. David Esquiliano, Seconded by Nick Hegarty

All in favor: Aye

2. Update – Athletic Directors – Andy Foster, Jay Wright (provided a list of items they covered)

- Athletic Directors stated that 2 director team approach is working better – communicating better to make sure PO's are done, consistent processes etc.
- Hired new football and boys basketball coach
- Will lose offensive coordinator
- Ipads (provided by fund-a-cause) are used by athletes to record work out sessions

3. Committee Reports

a. Academics – Nick Hegarty

- Working on enrollment checklist for student transfers from other schools
- Some behavioral issues
- Reviewed testing results
- Looking for a Sacred Heart member/parent
- Next meeting in March

b. Catholic Identity – Jacki Kelly – see attachment

- How Fr. Crotty & Lexie can approach PD a bit differently
- Possibly hire 2nd campus minister in the future

c. Enrollment and Marketing – Jennifer Rose-Bass – see attachment

- Diversity of students - Muslim students are asking about length of skirts for high school; elementary currently wearing long tan or navy or could this be same for high school? Determined to not be a board decision, but rather administration

- d. Finance – Nick Hegarty and Jeanette Frey – see attachments
- Tuition Receivables
 - Receivables dropped \$354K in November
 - Dashboard is back up and running
 - Noll Collections – brought in \$5,600
 - Parish Assessment
 - Will need to reduce Mater Dei parish assessment budget for next year
 - Encourage Diocese to review Parish assessments and how they are set
 - Audit Report Review and Vote
 - BHCS received an Unqualified Opinion from KRP as our financial statements presented fairly.
 - Management was required to evaluate BHCS going concern within one year after audit issued. It was shared with KRP that we have no concern over meeting our financial commitments over the next year thanks to our balanced budget, timely estate gifts, EANS funding, positive response to Legacy Campaign. We do need to continue our monthly review of spending (i.e., consistent questioning of want vs need). Audit report pg. 1 referenced.
 - Ended the year with \$1.9M change in Net Assets (Net Income), up from estimated \$1.6M due to accounting change in Contributed Non-financial Asset recognition analysis (use of parish school buildings). Referenced Note 14.
 - As a scorecard, an ‘Emphasis of Matter’ was highlighted in last year’s audit report referencing 4 pages of Note 22 with our net capital deficiencies. These conditions and events were identified along with management’s evaluation plan to correct. Highlighted in the Board Communication Letter, current year’s audit report did not necessitate an ‘Emphasis of Matter’ statement. The corresponding Note (Note 23) reflects our progress in alleviating those conditions and events.
 - The Management Comment Letter to the President and BHCS Board communicated 3 deficiencies significant enough to document. A material weakness with Contribution Revenue with respect to timely Development v. Finance reconciliations and 2 internal control weaknesses pertaining Tuition Receivable v. Revenue reconciliation and quarterly Fixed Asset reconciliation were shared.
 - Motion to Approve Audit - Doug Skinner
 - Seconded Motion - Nick Hegarty
 - All in Favor – Aye
 - 2023-2024 Tuition Rates and vote – 5 year plan projection
 - Discussion was held amongst the board members
 - Due to the ESA bill passing, tuition rates will be determined at a later date per the board’s vote in the January meeting
- e. Leadership & Governance - Melissa Uhl
- Did not meet this month

4. President’s Report

a. Advancement

- Legacy Campaign event January 29, 2023 at Mollet’s barn
 - Tom is working on a list of invitations
- 2022-2023 development report
 - Annual Fund will increase as mailers were just sent out
- MLTF update
 - Raised more funds – see documentation

b. Enrollment Demographics – see documentation

- Review Catholic vs Non-Catholic families

5. Other Business

6. Motion to move to Executive Session – 6:00 pm

- Motion – Fr. Tim Friedrichsen
- Seconded by – Nick Hegarty
- All in favor – Aye

Motion to move out of Executive Session – 6:12 pm

- Motion – Fr. Tim Friedrichsen
- Seconded by – Fr. Brad Pelzel
- All in favor – Aye

Motion to adjourn – 6:12 pm

- Motion – Fr. Tim Friedrichsen
- Seconded by – Nick Hegarty
- All in favor - Aye

Next meeting Tuesday, January 17, 2023 at 5:00 p.m.