



Board of Education Meeting Minutes
December 17, 2024
Administration Office

Members Present: Rick Bertrand, Ben Uhl, Fr. Brad Pelzel, Joe Malsam, Dan Kriener, Jennifer Rose Bass, Jacki Kelly, Fr. Randy Schon, Fr. David Esquiliano

Absent Members: Fr. Tim Friedrichsen, Rhonda Bridges, Nick Hegarty

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

Guest: Becky George, KRP

1. Opening Prayer – 5:00 p.m. Fr. Brad Pelzel
Welcome new board member – Brent Olson, at-large member
2. Approval of November Board Meeting Minutes
 - Motion by: Fr. Randy Schon
 - Seconded by: Fr. David Esquiliano
 - All in Favor: Aye
3. Becky George, KRP – Audit Review
 - Audit results were presented in detail to Finance Committee
 - Overall clean audit and strong financial position for the institution
 - Positive investment returns, pledges and endowment earnings
 - Collection receivables trending down which is a positive
 - Approval of Audit
 - Motion by: Fr. Randy Schon
 - Seconded by: Fr. David Esquiliano
 - All in Favor: Aye
4. Committee Reports
 - a. Finance - Kelsey Schomaker
 - Anticipate request to formally approve to put the \$50,000 grant for Sacred Heart towards an intercom system from bids received following scope modification approval
 - Approval of Scope Modification
 - Motion by: Fr. Brad Pelzel
 - Seconded: Jennifer Rose Bass
 - All in favor: Aye
 - Tuition – 2025-2026 academic school year – see attached tuition model
 - 3 yr olds - \$6,400
 - Pre-K Non-Preschool Initiative - \$5,400
 - Pre-K Preschool Initiative - \$3,600

- Kindergarten through 12th Grade - \$10,200
- Approval of 2025-2026 Tuition
 - Motion by: Fr. Brad Pelzel
 - Seconded by: Ben Uhl
 - All in favor: Aye
- Campus Strategic Planning Committee Review
 - Recommendation to meet with a moderator to organize our ideas into a yearly projected plan
 - Ben Uhl to contact Linda Krei to discuss facilitating a meeting
 - Attendees for any meeting with a moderator or facilitator would be board members, leadership from enrollment and advancement departments and possibly school principals
- Tuition Receivables – see attached
 - \$358,343.67 reduction
- Parish Receivables – see attached
- ESA/Tuition Committee Proposal
 - Vote on salary increases in January
- Personnel Update
 - Accountant position still open
 - Reached out to recruiting firms
 - Will post again in January
- b. Academics – Joe Malsam
 - Committee met on December 11, 2024
 - Paula Hamp and Bobby Michaelson were guests
 - Reviewed admission policy
 - Discussed if we can meet the needs of all students with IEP's or 504 plans.
 - Paula Hamp provided the committee with a Hybrid model for review
 - Teachers are concerned about being able to service students that require extra resources
 - More discussion in February regarding a long-range plan
- c. Catholic Identity – Jacki Kelly – see minutes
 - Will be inviting priests to meetings to get their input
 - John will reach out to Grace regarding any additional funds to help with transportation of students for Steubenville
- d. Enrollment and Marketing – Jennifer Rose Bass - see minutes
- e. Leadership & Governance – Ben Uhl
 - No update

5. President's Report

- a. Advancement
 - 2024-2025 – see documentation
 - Legacy Campaign Update
 - Fr. Guenther is working with the Advancement team for Legacy Campaign
 - Annual Fund – see attached for update

- Events Update – Des Moines, January 3rd
 - Event will be in conjunction with the Catholic Classic
 - Giving Tuesday Event Update
 - Venmo push received mixed results
 - Had 31 donors for a total of \$4600
 - Venmo was used by 15 donors
- b. Director of Communication and Marketing New Hire – Rebekah Armstrong
- c. Enrollment Updates
- Classes will fill up for 2025-2026 school year
 - Registration windows will be implemented
 - Current Families: February 3rd – March 14th
 - New Catholic Families: March 17th – April 15th
 - Open to All: April 16th
 - Enrollment procedures update
 - See attached enrollment and placement procedures document
 - Long-term enrollment vision
 - Where do we want to be with enrollment numbers? Need to have the space and capability to serve elementary and middle school students once they are at the high school
- d. Dress Code for Faculty and Staff
- Posted dress code for faculty and staff. Started with Principals first, then to their leadership teams
- e. Dual Language Track – middle school plan and goal
- Middle school will move to Holy Cross
- f. Catholic Schools Week
- January 26 – February 1, all school mass will be held on January 28 at 9:45 in O’Gorman Fieldhouse

6. Other Business

Move to Executive Session: 7:12 p.m.

- Motion by: Dan Kriener
- Seconded by: Joe Malsam
- All in Favor: Aye

Move out of Executive Session: 7:24 p.m.

- Motion by: Ben Uhl
- Seconded by: Jacki Kelly
- All in Favor: Aye

Move to Adjourn: 7:24 p.m.

- Motion to Adjourn: Jacki Kelly
- Seconded by: Jennifer Rose Bass
- All in Favor: Aye

Next meeting Tuesday, January 21st, 2025 at 5:00 p.m.