



Board of Education Meeting Minutes
March 17, 2026
Administration Office

Members Present: Jacki Kelly, Brent Olson, Jessica Felix, Fr. Randy Schon, Dan Kriener,
Fr. Brad Pelzel, Joe Malsam, Fr. David Esquiliano, Jenipher Hernandez

Via Phone Conference: Jennifer Rose Bass, Fr. Tim Friedrichsen

Absent Members: Rhonda Bridges, Ben Uhl

Staff Members: John Flanery, DJ Faller, Marisa O'Connell, Jake Hawkins, BHCS Director of Technology

1. Opening Prayer – Fr. Brad Pelzel
2. Welcome new board member, Jenipher Hernandez, at-large position, Cathedral Parish
3. Approval of February 17, 2026 Board Meeting minutes
 - Motion: to strike item #3 on page 5 of minutes
Motion: Fr. Brad Pelzel
Seconded by: Joe Malsam
All in Favor: Aye
 - Motion to approve minutes as amended
 - Motion: Fr. Randy Schon
 - Seconded by: Jessica Felix
 - All in Favor: Aye
4. Jake Hawkins, BHCS Director of Technology
 - It Department focus going forward
 - Security
 - Stability
 - Structure
 - Previous years technology was outsourced
 - Implemented option for each student to have their own computer at high school
 - Help Desk
 - First year Help Desk received around 430 emails
 - Second year Help Desk received around 600, staff is using this process efficiently
 - Some personnel changes beginning of 2025-26 academic year
 - IT staffing
 - Due to AEA funding, we were able to add a full-time AEA staff member that works in our office Monday – Friday
 - Position works Help Desk tickets and has worked out well
 - System Support System position was filled
 - Staff is now going out to all schools, not just in business office or high school

- Securly Aware
 - Implemented software to monitor internet issues that could have negative impact with students
- Securly Classroom
 - Teachers will have ability to lock down student computers not being used for classroom related work
- Clever
 - Students to have digital access to show all of BHCS license; drives content on grades, classroom, AEA
- Proofpoint
 - Email security and SPAM filtering software
- End user satisfaction is the goal
 - Completing Inventory
 - 2026-27 hardware replacement review
 - Upgrade software
 - Being more proactive vs reactive
- Working on Erate proposals
- AI concerns
 - Securly does have the ability to intercept and remain in BHCS domain
 - Securly – 3 year contract
 - Are there policies in place for student and teacher use of AI

5. Committee Reports

- Academics – Joe Malsam
 - Will meet after spring testing
- Catholic Identity – Jacki Kelly
 - No meeting
- Enrollment and Marketing – Jennifer Rose Bass - see attached
 - Google Analytics/Social Media Performance
 - Started a tiktok account with 600+ followers with funny, engaging content, memes, with information
 - Church Communication
 - Registration and auction information in church bulletins
- Finance – DJ Faller, Brent Olson – see attached
 - Tuition receivables – Infinite Campus and Blackbaud reports attached
 - Blackbaud Monthly Receivables - \$318,822.44
 - \$283,000 per month to clear out receivables by end of year
 - Parish Receivables – see attached
 - Audit Report
 - No update
 - 2026-27 budget work started
- Leadership & Governance – Jessica Felix
 - Currently working on filling all committee member positions
 - Have By-Law template from Diocese

5:35 p.m.

6. President's Report

- Advancement – 2025-2026 – scorecard attached
 - Spirit of Heelan
 - Behind – reaching out to past donors
 - Staff update
 - Last day for Tom Betz, March 27th
 - Plan for hiring
 - Perhaps 2 positions or 2 different job descriptions on website
 - Search committee being set up

- Contact us if you know anyone or if you would like to volunteer to be on the search committee
 - Auction update – Friday, April 10. Board is strongly encouraged to attend and will be recognized. “Fiesta of Faith, Family and Friends”
- Enrollment update – report attached
 - Current 2026-27 enrollment - 1429
 - First registration window closed March 15
 - March 16th - April 15 – New Catholic family window
 - Hold numbers – started at 7 families/143 students.
 - Current hold numbers - 63 students
- Marian Hall – see attached comparables from Jennifer Rose Bass
 - Jennifer and John met with Royce to discuss Marian Hall
 - Motion to purchase Marian Hall offer \$425,000 plus clear \$200,000 from books that Cathedral owes – can go up to \$450,000 with the \$200,000 cleared from books that Cathedral owes
 - Motion by: Joe Malsam
 - Seconded by: Jessica Felix
 - All in Favor with remaining board members in attendance: Aye
 - Abstain: Jennifer Rose Bass
- Shared parking lot with Cathedral update
 - Work is nearly completed
 - More lights may be needed
 - May add flood lights to existing pole
- Fence project update
 - In holding pattern
- North lots (going out for RFP) Mike Neswick drawing attached
 - Motion to purchase said properties at 1216, 1218, 1222 Grandview for \$100,000 with current site plan
 - Motion by: Joe Malsam
 - Seconded by: Fr. Brad Pelzel
 - Abstain: Jennifer Rose Bass
 - All in Favor with remaining board members: Aye
 - Abstain: Jennifer Rose Bass
- Proposal to purchase 1100 Douglas Street (land between Cathedral and CYO)
 - Motion to purchase at \$30,000
 - Motion by: Jessica Felix
 - Seconded by: Fr. Brad Pelzel
 - All in Favor: Aye
 - Abstain: Jennifer Rose Bass
- Committee for possible new capital campaign
 - Split into two groups
 - One to review Memorial Field needs
 - One for a possible West Wing to the high school
 - Committee meeting next week consists of coaches, Athletic Directors
 - Request from the Memorial Field committee to engage Mike Neswick in drawings
 - Mike’s proposal would be to continue to donate time, his employees would do drawings/or renderings at \$2,000
 - Motion to engage Mike Neswick at \$2,000
 - Motion by: Fr. Randy Schon
 - Seconded: Fr. Brad Pelzel
 - All in Favor: Aye
 - Conversation about a “dual” campaign versus a singular approach
 - Board believes a split campaign is not best. One unified campaign is preferred

- St. Mike's South Sioux City
 - Completed 3 open houses at Mater Dei, CDLA and Sacred Heart
 - About 29 students
 - Held an enrollment night in South Sioux City to assist parents with registration
 - About 30 students
 - Took faculty and staff applications regarding hiring
- Lunchtime Solutions concerns
 - Received a better offer from Lunchtime Solutions, so no RFP will be done
- Teacher contracts went out March 9 and returned by March 20
 - 115 returned
 - 25 not returned to date
- MRAC (addition of Lewis Central for 2026-27) Motion to accept from board
 - Motion by: Joe Malsam
 - Seconded by: Fr. Brad Pelzel
 - All in Favor: Aye
- Open faculty and staff positions
 - 7 of 17 positions have been filled

7:00 p.m.

- Move to Executive Session - evaluation of personnel 7:00 pm
 - Motion by: Fr. Randy Schon
 - Seconded by: Fr. Brad Pelzel
 - All in Favor: Aye

7:39 p.m.

- Motion to move out of Executive Session
 - Motion by: Jessica Felix
 - Seconded by: Joe Malsam
 - All in Favor: Aye

7:39 p.m.

- Motion to adjourn
 - Motion by: Jessica Felix
 - Seconded by: Jenipher Hernandez
 - All in Favor: Aye

Next meeting Tuesday, April 21, 2026 at 5:00 p.m.