BISHOP HEELAN CATHOLIC SCHOOLS
A LIFETIME ADVANTAGE

Board of Education Meeting Minutes
April 21, 2026
Administration Office

Members Present: Jacki Kelly, Jessica Felix, Fr. Randy Schon, Fr. Brad Pelzel, Joe Malsam, Fr. David Esquiliano, Jenipher Hernandez, Rhonda Bridges

Absent Members: Fr. Tim Friedrichsen, Ben Uhl, Brent Olson, Dan Kriener

Staff Members: John Flanery, DJ Faller, Marisa O'Connell, Jody Ferris, Principal, Cathedral Dual Language Academy

1. Opening Prayer – Fr. Randy Schon

- Becky George, KRP, Guest – June 30, 2025 audit results
    - Single audit was completed, but due to being over Federal dollar financial threshold of $750,000, an additional addendum had to be completed
    - Nothing new or different with policies
    - Second year for ESA program
    - Long-term debt has been resolved
    - Allowance on receivables 90% - going in right direction with old tuition receivables
    - 2025 good year - 52 additional students for the school year

- Jody Ferris, Principal, Cathedral Dual Language Academy
    - Faith
        - Bishop Keehner did a visit to CDLA and offered a staff blessing
        - Teaching about Saints on a weekly basis
        - Rosaries made for each student and teacher
        - New gym roof - answer to a prayer
        - Staff Faith newsletter
    - Family
        - Los Guadalupanos de CDLA dance group was created
        - Established CDLA Madrinas
    - Knowledge
        - Fifth graders will receive "Seal of Biliteracy Pathway Award" through Boston College TWIN-CS
        - Character Development program adopted for PK-5$^{th}$ grade (Character Strong)
    - Service
        - Donation Drive for Noah's Hope Animal Rescue
        - Letters of gratitude to local businesses
    - Opportunities & Areas for Growth
        - Equity: Space, Staff, Safety
    - Enrollment - 93 students in 2024-2025 to 135 students in 2026-2027

- ISASP - Huge growth and improvement in Math scores from 2024-2025 to 2025-2026
- Safety Issues - Children walking to different buildings

2. Approval of March 17, 2026 Board Meeting minutes
    - Motion: To amend Ben Uhl to absent member in March 17, 2026 minutes
        - Motion with amendment: Fr. Randy Schon
        - Seconded by: Fr. Brad Pelzel
        - All in Favor: Aye

3. Committee Reports
    - Academics – Joe Malsam
        - May 13th meeting
        - Report will be available at the May 19, 2026 meeting
    - Catholic Identity – Jacki Kelly
        - No meeting
    - Enrollment and Marketing – Jennifer Rose Bass - see attached
        - Enrollment signs to be placed in all yards
        - Enrollment campaign begins on April 16th
        - School Welcome Video (will consist of principal interviews, not just tour of buildings)
    - Finance – DJ Faller, Brent Olson – see attached
        - Tuition receivables – Infinite Campus and Blackbaud reports attached
        - Blackbaud Monthly Receivables – approximately $800,000
        - Infinite Campus – Did not receive Noll Collections check
        - Parish Receivables – see attached
            - Cathedral Parish assessments are caught up as of 4/21/2026
        - Financials
            - February and March financials will be completed by end of this week
        - Budget Discussion – 2026-27
            - See attached Budget draft for details
                - Diocesan health insurance up 8%
                - Director of Campus Safety & Security position is included in budget
                    - 9-month position (has any research has been done on salary)?
                    - We have a draft of a job description
                - Steier Group consulted for Capital Campaign – full time person
                    - Feasibility study to be completed by Steier Group
                    - Steier members will meet with donors to determine if we can meet the dollar amount required to full fill projects such as memorial field or high school addition
                    - Study would happen late summer and/or early fall
                    - Should it be fully funded from the budget?
                    - John and DJ will provide more information next month regarding Steier Group budget
                        - Determine what fund the money should come from – (Development, Land etc.?)
                - Have numbers on Adjusted Net income/loss
                - Endowments (page 16)
                    - December report from Diocese attached
    - Leadership & Governance – Jessica Felix
        - 7 committee members
        - Trying to schedule a time for all members to meet
        - Have revisions from subcommittees on by-laws

4. President's Report
    - Advancement – 2025-2026 – scorecard attached
        - Staff update
            - Tom Betz returned last week
            - Auction update and preliminary numbers
                - 636 tickets sold
                - Fund-a-cause was very successful
                - Cost can be between $35,000-$40,000
                - Goal is to keep the auction on a Friday night
            - Guenther Endowment
                - Approximately $487,000 in the fund
    - Enrollment update – report attached - 1564 (1684 last year)
        - Final window opened April 16
        - Holds
            - Started at 73 families/143 students
            - Current – 46 students.
        - Classroom Capacity Report
            - 22 per classroom
        - We are now transitioning 5th grade students from CDLA into Holy Cross
        - Before ESA – TADS students 1200-1300; last year 900 students, 500 currently
    - Marian Hall
        - Waiting for official response from Royce Ranniger at Diocese
    - Shared parking lot with Cathedral update
        - Open now
    - North lots (going out for RFP) and 11th street land between Cathedral and CYO
        - Jennifer and John met with 3 council members (need 3 votes)
        - Waiting for counteroffer from city
        - Will receive updates
    - New Capital Campaign – see west wing document
        - Received feedback from committee regarding highest needs, renovations to the existing building and additional possibilities
        - Chris Bork, High School Principal, provided additional feedback as well
        - Kevin Strehle, BCDM Architects, said we could get work done free by using interns from their firm this summer
    - Open faculty and staff positions update
        - 14 open positions filled, SH principal position open
    - HVAC control systems – from Fr. Friedrichsen
        - Parish buildings are in 4 different stages with their HVAC systems
    - Fire Foundation grant - $25,000 for 26-27
    - Trees at Memorial Field – Dustin Lieber
        - Donated time to remove trees at Memorial Field
        - Wants to carve out hill and move dirt
    - Seniors – board is invited to attend the following
        - Baccalaureate on Tuesday, May 12 at 7 pm at St. Michael's
        - Graduation on Sunday, May 17 at 2 pm at the Orpheum

6:40 p.m.

- Motion to adjourn
    - Motion by: Joe Malsam
    - Seconded by: Fr. Brad Pelzel
    - All in Favor: Aye

**Next meeting Tuesday, May 19, 2026 at 5:00 p.m.**