



Board of Education Meeting Minutes
Tuesday, July 20, 2021
Administration Office

Members Present: Doug Skinner, Fr. Brad Pelzel, Rick Bertrand, Jacki Kelly, Fr. David Esquiliano, Tim Swedean, Fr. Terry Roder, Bridget Breen, Nick Hegarty, Jennifer Rose-Bass

*via phone conference: Melissa Uhl

Members Absent: Fr. David Hemann, Luis Villalobos, Dan Kriener

Staff Present: John Flanery, Jeanette Frey, Marisa O'Connell

Business

1. Opening Prayer – 5:00 p.m. led by Fr. Brad Pelzel
2. Approval of June 15, 2021 board meeting minutes
Motion by Fr. David Esquiliano; Seconded by Fr. Brad Pelzel
All in favor: Aye
3. President's report
 - a. Enrollment Report
 - Up to 1496 students – 1520 budgeted
 - Continuing to work through families on financial hold
 - Principals to meet with Laurie Dougherty to review enrollment
 - Suggested that we print BHCS tuition estimator form from our website as a “good faith” document for families subject to completing TADS – check with Laurie to see if she has talked with Cindy Spenner about printing capabilities
 - b. Advancement
 - Alumni Relations
 - Discussion concerning Director of Alumni Giving position responsibilities; for example, asking for donations is a different skill set than marketing. Can all skills be found in one individual?
 - Concern raised that Prenger will be removed too soon – keep until person is found for position
 - Will Prenger bridge gap until we find a Director of Alumni Giving?
 - Can we utilize Elite staffing or Chatterkick to assist with employment search?
 - Advertise through Indeed.com, Parishes, and Lumen for Director of Alumni Giving position
 - Prenger Solutions Group
 - We need to talk to Prenger about re-evaluating the 3rd year of our contract due to the need to have someone “in house”

- Prenger assisted with mailers; helped with Blackbaud database
- c. EANS Funds
 - Devices & technology are easiest to get approved for EANS funds
 - Will need to “cash order” and then school will receive quarterly EANS reimbursements
 - Infinite Campus & Thompson contracts are already approved
 - EANS 2 is coming up soon – Jan 1st which will relieve the budget
- d. Robotics Program
 - \$500 grant has been approved for Heelan to use for new robotic program. Retired Briar Cliff University professor, Tom Kleen, will start this program
- e. Parking Lot Update
 - Parking lot looks good, sidewalks are in now; lights coming soon
 - We are losing approximately 5 parking spots compared to north lot
- f. Weight Room Update
 - New strength & conditioning coach was hired and has started
 - Fund-a-Cause Weight room might use EANS funds for de-humidification needs
- g. Personnel Updates
 - Difficult to find teachers at this point of the year, state is good about providing 1 year emergency license for teachers
 - Other schools in the Diocese are finding Budget savings by filling teacher positions “virtually”

4. Sub-Committee Reports

- a. Academics
 - Luis Villalobos unavailable for update.
- b. Catholic Identity
 - Jacki needs a list of individuals on committee
- c. Enrollment & Marketing
 - Committee met and reviewed artwork for August 29th Hoopla for new families
 - Discussed having all schools more involved in Homecoming by creating floats etc.
 - Creating new parent ambassador groups
 - Re-vamping Hispanic event to include some type of fund raisers and engaging more Hispanic families
 - Laurie Dougherty is developing a pep club
- d. Finance
 - Down to 169 families, 123 of those are from 20/21 school year, tuition agreements on 8
 - Elinor continuing to make calls to families with outstanding balances
 - Debt re-finance – will happen in August
 - Auditors will be in office during last week of September into October
- e. Leadership & Governance
 - June 25th went to Storm Lake (voted on 5000 series)
 - Next board of education meeting, add 10 minutes to cover 5000 series and potentially add new member

5. Other Business

- a. CYO roof replacement will need to go back into budget; EANS funds will not cover
- b. Sacred Heart – engineers are far enough along with plans that construction could begin in September. Nelson will be general contractor

Next meeting Tuesday, August 17, 2021 at 5:00 p.m.