

Starting at 5:00 p.m., ending by 6:15 p.m. - Bishop Heelan Administration Office or attend virtually

1. Opening Prayer – 5:00 p.m.
2. Approval of July board meeting minutes – Nick Hegarty
3. Introduction of our guests
4. FIRE presentation
5. President's report
  - a. Covid plan
  - b. Enrollment update – see attached.
  - c. 3-year old program expansion
  - d. Advancement
    - A. Prenger Solutions Group
    - B. Short staffed
    - C. Gold Club golf outing
    - D. Gold Club kickoff event, Wednesday, August 18 at 6 p.m.
  - e. EANS funds update
  - f. Parking lot update
  - g. Weight room update
  - h. Crusader Courtyard – ribbon cutting ceremony
  - i. Personnel updates
    - A. Teacher updates
    - B. Teacher workshops and professional development this week
  - j. ISASP scores
  - k. Hoopla on August 29 beginning with Mass at Cathedral at 4 p.m.
6. Sub-committee reports
  - a. Academics
  - b. Catholic Identity
  - c. Enrollment and Marketing
  - d. Finance
    - A. Tuition receivables update – see attached.
    - B. Parish receivables update – see attached.
    - C. Debt refinancing
  - e. Leadership & Governance – review from the board – Melissa Uhl
7. Other business
8. Move to adjourn.

**Next meeting Tuesday, September 21, 2021 at 5:00 p.m.**

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# BISHOP HEELAN CATHOLIC SCHOOLS

## A LIFETIME ADVANTAGE

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 3<sup>rd</sup> 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 1<sup>st</sup> 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 29<sup>th</sup> 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 25<sup>th</sup> 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.**

2021-2022 Enrollment Report

Updated on 8-6-21

School	Grade	Enrolled	Not started	On hold	\$100 - New	Not complete	Range	2020-2021
BISHOP HEELAN	9	152	2	3	4	1	152-162	131
	10	117	3	1	1	2	117-123	125
	11	126	4	3	3	1	126-137	141
	12	96	6	1	2	2	96-107	104
		491	15	8	10	6	491-530	501
Ended year with 465								
School	Grade	Enrolled	Not started	On hold	\$100 - New	Not complete	Range	2020-2021
HOLY CROSS	3-YEAR	14	1	0	1	0	14-15	14
	PK	26	0	0	1	0	26-27	22
	K	16	0	0	0	0	16-16	22
	1	29	1	0	0	0	29-30	27
	2	31	1	2	1	0	31-35	34
	3	33	1	0	0	0	33-34	34
	4	35	0	1	0	0	35-36	35
	5	22	0	0	0	0	22-22	21
	6	32	0	1	0	0	32-33	29
	7	40	0	1	0	0	40-41	39
	8	34	0	1	0	0	34-35	33
	312	4	6	3	0	312-325	333	
Not direct comparison								
School	Grade	Enrolled	Not started	On hold	\$100 - New	Not complete	Range	2020-2021
MATER DEI	PK	25	0	0	2	0	25-26	31
	K	25	0	0	1	0	23-25	31
	1	28	0	0	1	0	26-27	27
	2	30	0	2	0	0	29-33	32
	3	30	0	3	1	0	27-34	33
	4	36	0	1	0	0	36-39	37
	5	26	0	1	0	0	27-30	27
	6	29	0	2	2	0	26-31	32
	7	41	0	0	2	0	39-43	41
8	27	0	1	1	0	28-29	29	
	297	0	10	10	0	297-317	332	
Not direct comparison								
School	Grade	Enrolled	Not started	On hold	\$100 - New	Not complete	Range	2020-2021
SACRED HEART	PK	27	0	0	2	0	27-29	23
	K	34	1	1	1	0	34-37	23
	1	43	0	1	3	0	43-47	44
	2	33	0	1	0	0	33-34	38
	3	29	0	1	1	0	29-31	31
	4	41	0	0	1	0	41-42	39
	5	35	1	1	2	1	35-40	35
	6	34	0	1	2	1	34-38	33
	7	33	0	1	2	0	33-36	34
8	49	0	1	1	0	49-51	48	
	358	2	8	15	2	358-385	368	
Not direct comparison								
School	Grade	Enrolled	Not started	On hold	\$100 - New	Not complete	Range	2020-2021
DUAL LANGUAGE	PK	11	1	0	0	0	11-13	14
	K	16	0	0	1	0	15-17	14
	1	12	1	0	0	0	12-13	12
	2	8	0	0	0	0	8-8	7
	47	2	0	1	0	47-51		
Not direct comparison								
BHCS Totals		1508	23	43	43	14	1508-1608	1518

Ended year with 465

Not direct comparison

Not direct comparison

Not direct comparison

Not direct comparison

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Not direct comparison

# BHCS Tuition Receivable Dashboard

## Tuition Receivable by Year

Status	2020-21	2019-20	2018-19	2017-18	2016-17	2014-15	Grand Total
Active	445,224.74	86,772.35	38,674.72	21,016.23	8,304.14		599,992.18
Inactive	94,444.64	101,747.38	42,258.33	33,173.62	10,771.47		282,395.44
Collections	135,989.77	3,728.00	108,877.85	45,295.95	7,040.00	189,337.62	490,269.19
<b>Grand Total</b>	<b>675,659.15</b>	<b>192,247.73</b>	<b>189,810.90</b>	<b>99,485.80</b>	<b>26,115.61</b>	<b>189,337.62</b>	<b>1,372,656.81</b>

## Tuition Receivable by School

School	2020-21	2019-20	2018-19	2017-18	2016-17	2014-15	Grand Total
HHS	301,822.04	64,045.71	100,176.33	34,377.89	3,014.66	189,337.62	692,774.25
HC	66,115.74	39,393.95	22,914.06	13,409.22	9,720.04		151,553.01
MD	155,235.42	41,336.47	29,829.03	27,256.85	10,713.00		264,370.77
SH	136,973.86	47,471.60	36,891.48	24,441.84	2,667.91		248,446.69
DLA	15,512.09						15,512.09
<b>Grand Total</b>	<b>675,659.15</b>	<b>192,247.73</b>	<b>189,810.90</b>	<b>99,485.80</b>	<b>26,115.61</b>	<b>189,337.62</b>	<b>1,372,656.81</b>

## Change over Prior Month F/(U)

	2020-21	2019-20	2018-19	2017-18	2016-17	2014-15	Grand Total
<i>Active:</i>	187,502.12	22,679.92	5,368.07	200.00	-	-	215,750.11
<i>Inactive:</i>	(46,727.81)	(4,419.01)	(551.55)	(64.02)	(23.97)	-	(51,786.36)
<i>Collections:</i>	100.00	-	583.34	266.66	-	-	950.00
<b>Grand Total:</b>	<b>140,874.31</b>	<b>18,260.91</b>	<b>5,399.86</b>	<b>402.64</b>	<b>(23.97)</b>	<b>-</b>	<b>164,913.75</b>

**BISHOP HEELAN CATHOLIC SCHOOLS  
SCHEDULE OF PARISH INVESTMENTS**

2021-22

a/c 1-07-12000-00

Month/ Date	Holy Cross Sacrament	Mater Del	Sacred Heart	Cathedral	Total	Cathedral old balance	GL balance
Monthly Investment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance 6/30/2021	-	-	-	215,000.00	215,000.00	\$77,001	\$292,001
Balance 6/30/2021	-	-	-	215,000.00	215,000.00	77,000.75	292,000.75
July Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	84,649.67	63,073.67	36,284.67	230,000.00	329,358.34	77,000.75	406,359.09
August Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	84,649.67	126,147.34	72,569.34	250,000.00	533,366.35	77,000.75	610,367.10
September Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	169,299.34	189,221.01	108,854.01	270,000.00	737,374.36	77,000.75	814,375.11
October Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	253,949.01	252,294.68	145,138.68	290,000.00	941,382.37	77,000.75	1,018,383.12
November Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	338,598.68	315,368.35	181,423.35	310,000.00	1,145,390.38	77,000.75	1,222,391.13
December Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	423,248.35	378,442.02	217,708.02	330,000.00	1,349,398.39	77,000.75	1,426,399.14
January Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	507,898.02	441,515.69	253,992.69	350,000.00	1,553,406.40	77,000.75	1,630,407.15
February Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	592,547.69	504,589.36	290,277.36	370,000.00	1,757,414.41	77,000.75	1,834,415.16
March Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	677,197.36	567,663.03	326,562.03	390,000.00	1,961,422.42	77,000.75	2,038,423.17
April Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	761,847.03	630,736.70	362,846.70	410,000.00	2,165,430.43	77,000.75	2,242,431.18
May Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance	846,496.70	693,810.37	399,131.37	430,000.00	2,369,438.44	77,000.75	2,446,439.19
June Payment	84,649.67	63,073.67	36,284.67	20,000.00	204,008.01		
Balance 6/30/2021	931,146.37	756,884.04	435,416.04	450,000.00	2,573,446.45	77,000.75	2,650,447.20
	1,015,796.04	756,884.04	435,416.04	240,000.00	2,448,096.12		
Payments	84,649.67	-	-	5,000.00	89,649.67		
Balance Due \$	\$ 931,146.37	\$ 756,884.04	\$ 435,416.04	\$ 450,000.00	\$ 2,573,446.45		
# payments O/S	11.00	12.00	12.00	22.50			
Written Off Balances							
6/30/2017	\$0	(\$141,903)	\$0	(\$353,202)	(\$495,105)		