



Board of Education Meeting Minutes
Tuesday, July 18, 2023
Administration Office

Members Present: Fr. Brad Pelzel, Jennifer Rose-Bass, Nick Hegarty, Rhonda Bridges, Melissa Uhl, Teresa Fitch, Fr. Tim Friedrichsen, Fr. David Esquiliano, Rick Bertrand

Members Absent: Fr. David Hemann, Dan Kriener, Jacki Kelly, Ben Uhl

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

1. Opening Prayer – 5:00 p.m. Fr. Brad Pelzel

Approval of June 20, 2023 board meeting minutes

Motion by Fr. Tim Friedrichsen, Seconded by Fr. David Esquiliano

All in favor: Aye

2. Committee Reports

a. Academics – Nick Hegarty

- Will meet in August or September – John will send plan to Nick prior to meeting.

b. Catholic Identity – Jacki Kelly

- No meeting

c. Enrollment and Marketing – Jennifer Rose-Bass – see attachment.

- Uniform video to be completed.
- 75th school anniversary logo to be selected.
- Family Survey – will be available online.
- Hoopla night – August 30th (families prefer weeknights rather than weekends)

d. Finance – Kelsey - see attachments

- Tuition
 - June tuition receivables - \$243,308 compared to \$487,481 June 2022.
 - Discussed the number of families within each yearly receivable balance by status.
 - Noll June collections were \$5,726.
 - Approximately \$71,747 to go to collections (26 students) – balance before local assistance is removed.
 - 132 students on hold
 - Discussed how we approach families with an ESA, payment plans, other assistance, etc.
- Parish Assessments
 - Cathedral old balance of \$77,000 assessment written-off as of 06/30/23.
 - Mater Dei July parish assessment payment received on 07/13/23.
 - Holy Cross June parish assessment payment not received yet.
 - John & Kelsey will schedule a meeting with all parishes (priests and finance council members) for beginning of October and early November to discuss future of parish investments.
 - Going forward, how do we define & look at the big picture regarding Parish assessments?
- Reviewed year-to-date financial statements.

- Employer Retention Tax Credit payment of \$267,179.53 was received with \$34,828.54 of interest earned.
- e. Leadership & Governance - Melissa Uhl
- Leadership & Governance along with Executive committee passed revised BHCS withdrawal refund policy.
 - State of Iowa and Odyssey will follow our withdrawal refund policy for ESA funds.
 - A. Approval of revised BHCS withdrawal refund policy
 - B. Motion by Fr. Brad Pelzel, Seconded by Rick Bertrand
 - C. All in favor: Aye
3. President's Report
- a. CYO building update
- Replacement of CYO lower-level roof completed.
 - CYO locker room renovation is making good progress – will be presentable, but not done by August 9th
- b. Weight room ribbon cutting event
- Wednesday, August 9th, 5:30-6:30 VIP hour (from Fund-a-Cause). Ribbon cutting at 7:00 p.m.
 - Donor board will be revealed.
- c. Boji Bash, Saturday, August 19 “friend raiser” rather than “fund raiser”.
- d. Teachers return August 16th.
- e. “Save Yourself Training” on August 17th.
- f. Board of Education members invited to August 18th mass at Cathedral.
- g. Teacher position openings
- Para for Holy Cross.
 - Science teacher for high school.
 - Guidance counselor hired for Holy Cross.
 - Had 2 resignations in June.
- h. Enrollment
- Current enrollment for 23-24 school year is at 1,392.
 - Roughly, 625 ESA applications were completed.
 - 244 students denied for financial reasons.
 - 29,000 ESA applications completed statewide.
 - Current school designations on Odyssey dashboard as of 07/18/23
 - High School – 171
 - Mater Dei – 82
 - Sacred Heart/DLA – 153
 - Holy Cross – 113
 - Total – 519
 - Odyssey set up 7 different schools instead of one, which was confusing for parents to designate where funds should be assigned. As a result, there are several that need to be re-designated. This has caused extra work for the administration office.
 - BHCS will need to invoice Odyssey for funds.
- i. Blackbaud update
- Conference call with Blackbaud to discuss contract on Wednesday, July 19th .
 - Can our signed contract be postponed for a year?
 - Cost \$21,250 to break 3-year contract.
 - All families receive 1 free waiver from Blackbaud for missing a payment.
 - BHCS administration will have roughly 150 waivers from Blackbaud to be used throughout school year.
4. Other Business
- Copy of ByLaws and Constitution of Bishop Heelan Catholic Schools provided to Board of Education members.

5. Motion to Adjourn 6:10 p.m.
 - a. Motion – Fr. Tim Friedrichsen
 - b. Seconded – Fr. David Esquiliano
 - c. All in favor – Aye

Next meeting Tuesday, August 22, 2023 at 5:00 p.m.