Board of Education Meeting Minutes  
Tuesday, June 15, 2021  
Administration Office

Members Present: Fr. Brad Pelzel, Rick Bertrand, Dan Kriener, Jacki Kelly, Fr. David Esquiliano, Tim Brown, Tim Swedean, Fr. Terry Roder  
*via phone conference: Doug Skinner, Melissa Uhl, Nick Hegarty

Members Absent: Fr. David Hemann, Luis Villalobos, Fr. Dan Rupp, Bridget Breen

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

Business

1. Opening Prayer – 5:00 p.m. led by Fr. David Esquiliano

2. Approval of May 18, 2021 board meeting minutes
   Motion by Fr. David Esquiliano; Seconded by Tim Swedean
   All in favor: Aye

3. President’s report
   1. Enrollment Report
      a. Budgeted for 1520 students.
      b. 43 families were on hold.
         - 8 of those holds were released.
         - 17 have responded.
         - 18 families are a concern for next year.
      c. Jeanette will research amount of tuition dollars not collected.
   2. Advancement
      a. Director of Annual Giving
         - Second candidate did not work out for position.
         - A six month to one year solution will be implemented which will be to divide Director of Annual Giving duties between Tammy and Janet, plus we have a 1-year contract with Prenger to utilize.
      b. Auction Recap
         - Over 400 tickets sold.
         - Approximately $325,000 range for funds raised.
         - All food vendors donated the cost of food towards event.
         - Sound system was biggest issue – next year will add speakers in correct areas.
         - Alcohol vendor not fully prepared – require better clarification regarding our needs for event.
3. Textbook Projections
- Schools have not been good at replacing schoolbooks in the past.
- Consolidate state funds to distribute to schools.
- Attachment provided shows different options regarding textbook needs and options.
- Board voted for Option #1
  a. Motion to Approve Option #1 - Fr. Brad Pelzel
  b. Seconded by - Fr. Roder
  c. All in favor - Aye

4. EANS Funds
- Fr. Brad Pelzel stated that Patty Lansink is now trying to contact the governor to discuss EANS funds due to a lack of response from original contact (Ann LeBo).
- John met with principals regarding initial tech needs per school.
- Some items need prior approval before being purchased.
- One option is for BHCS to buy items and submit for reimbursement.

5. Personnel Updates
- Head Strength & Conditioning Coach - Trevor Westhoff
- Holy Cross Principal - Wendy Roder
- Co-Athletic Directors (both have verbally accepted)
  1. Andy Foster
  2. Jay Wright
- Contracts for 1 year to determine success.
- Looking for 2 varsity basketball coaches
- Middle school athletic directors report to high school athletic directors for consistency
- Move Gold Club duties to Athletic Dept. and away from Advancement team.

4. Sub-Committee Reports
1. Academics
   a. Luis Villalobos unavailable for update.
2. Catholic Identity
   a. Music selection for games and in weight room was discussed.
   - Can limit or block certain music through “Sonos”.
   - Check with Fr. Shane Deman regarding this system.
   b. New member should be identified in July, 2021.
3. Enrollment & Marketing
   a. Committee met, but we were unable to get an update today.
4. Finance
   a. Jeanette to research the tuition balance for families on hold.
   b. Jeanette to research what tuition balances were during the month of May for last 2 years.
   c. Need to identify internal process as to “when” families are turned over to collections.
   d. If families are turned over to collections, Yvette reverses all tuition assistance given to them.
   e. At this time, we do not turn over any active students or families to collections.
   f. We are averaging 16-18% in uncollected receivables.
g. Letter blast to approximately 40 families regarding their accounts.

h. End of June, statements along with letters will be sent to families.

i. Letters will contain verbiage explaining 1/10th payment, link to Infinite Campus and additional directions regarding processes for 2021-2022 school year.

j. This is the first year we have implemented a “hold” process.

k. Vote on Lunchtime Solutions proposal
   - Motion by Tim Swedean
   - Seconded by Fr. Brad Pelzel
   - All in favor: Aye

5. Leadership & Governance
   a. Proposed that the board of education review Diocesan policies on an annual basis.
   b. Will attend meeting in fall at Storm Lake to discuss policies.
   c. Looking for volunteers for committee.

Next meeting Tuesday, July 20, 2021 at 5:00 p.m.