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
         o 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?
         o Concern raised that Prenger will be removed too soon – keep until person is found for position
         o Will Prenger bridge gap until we find a Director of Alumni Giving?
         o Can we utilize Elite staffing or Chatterkick to assist with employment search?
         o Advertise through Indeed.com, Parishes, and Lumen for Director of Alumni Giving position
      • Prenger Solutions Group
         o 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.