Minutes

Bergan Catholic School Board of Directors Meeting

# *October 25th, 2023 | 6:30 p.m. at St. Patrick’s Church*

# *Meeting called to order by Chair Ryan Bojanski*

# In Attendance

Ryan Bojanski, Todd Thomason, Elizabeth Borisow, Tom Wolf, Mandy Ostdiek, Dave Shrader, Terra Uhing, Dan Koenig and Rev. Walter Nolte

Guests in attendance: Genna Faulkner, Doug Moore, Nichole Owsley

# Approval of Minutes and Agenda

Minutes from the September 13th, 2023 Board of Directors Meeting and the October Board of Directors Meeting Agenda were approved and passed. Motion made by Dave Shrader and seconded by Todd Thomason.

# Public Input

None

# Executive Session Items

Motion made to enter Executive Session began at 6:36 p.m. made by Mandy Ostdiek and seconded by Todd Thomason.

Motion made to exit Executive Session at 6:46 p.m. made by Dave Shrader and seconded by Mandy Ostdiek.

# Guest

**Genna Faulkner, Director of the Early Childhood Education Center (ECEC)**

Faulkner joined the staff at the ECEC two months ago. Prior to coming to the ECEC Faulkner worked at the Fremont Family Coalition and has brought experience, classroom observation and additional training with her. One of the biggest challenges is staffing, which is something that is happening industry wide. They’ve grown enrollment by 3 kids in 2 months. Looking into the possibility of adding infants and toddlers to the ECEC. They continue to look at and implement ways they can stand out from similar centers.

# Reports

**School President Report: Dan Koenig**

Human Resources Update:

Resignations

1. Zeta Holcomb

Appointments

1. Becca Reeser, ECEC Full Time Lead Teacher

2. Tori Vargas, ECEC Part Time Care Giver

3. Blanca Peralta, ECEC Part Time Care Giver

Positions yet to be filled for the 2023-2024 School Year...

1. Elementary Para Educator

Array of School Data:

Koenig has reached out to Catholic schools that are in similar sized communities and have

similar demographics as Bergan Catholic. He gathered comparative data that can be used to make decisions about the future of our school system. This information was shared with the Board prior to the meeting. The Board reviewed the data together and discussed.

Cognia Accreditation:

Accreditation will take place on Wednesday, February 28, 2024.

Upcoming dates:

* Veterans Day November 10 (celebrated at Bergan Elementary @ 8:05am & MS/HS @ 9:35am)
* Knight Event November 17 (the event is sold out & we are ready to celebrate the 30th anniversary)
* Thanksgiving Break November 22, 1:00pm dismissal with No School November 23 & 24
* Vocal & Instrumental Vocal Music Christmas Concerts on December 3 held at Saint Patrick Church
* Christmas Break December 22- Jan 2 -End of 2nd Quarter Inservice January 3

**Parish Pastor/Campus Ministry Report: Rev. Walter Nolte**

* The 9th grade retreat will be on October 26th.
* 2023 is the year of the Eucharist and a focus of many of the teachings provided to students and at mass.
* Father Bill Cremers is teaching kids to pray and then listen. The feedback has been positive from the kids.

Working on creating a Missional Community with 3 key characteristics that show a parish is moving from maintenance to mission.

1. Collaborative Leadership
2. Clear Path of Discipleship
3. Culture of Generosity

Father will update the Board as they move through this process.

**Director of Operations Report: Nichole Owsley**

The Knight Event is already sold out. There were 63 on the waitlist and they were able to accommodate them by bringing in more tables in the limited space we have. They are over budget on Underwriters for the event by 35%. The Knight Event is an important night as it brings together alumni, current Bergan families, staff, and friends of Bergan. In addition, around 50% of total fundraising comes from this event.

Maintenance:

* New windows will be installed in the elementary next week.
* Admissions – Brett Meyer has been visiting schools and providing information about Bergan. We continue to push Bergan in the community with STEM being a highlight.
* Development: Continuing to work on the Bergan Fund to ensure we meet our goals. A kickoff mailing will be sent at the end of October. A thank you strategy is underway for both the school and parish.

**Guidance Counselor Assessment Results and Annual Update: Doug Moore**

* Moore provided 5-year trends for ACT Scores at Bergan, statewide, and in the Omaha Archdiocese.
* 90% of Bergan students take the ACT.
* Although less emphasis is placed on ACT by colleges, they are still they part of the acceptance and scholarship process along with class rank and GPA. As of now ACTs are the best tool we have to measure how Bergan is performing from the standpoint of curriculum and quality of education.
* Students can take the ACT for free at Bergan:
  + Pre ACT = April of Sophomore Year
  + ACT = 1st and 2nd Semester of Junior Year
  + ACT= 1st Semester of Senior Year
* Bergan provides the John Baylor test prep, which is built into the curriculum to prepare students for the ACT.
* Bergan will provide District Testing during the school day as an alternative to Saturday ACT options.

**Subcommittee Reports:**

Reports were provided from each of the subcommittee meetings that took place in the first quarter. See attached reports beginning on page 6 for the subcommittees listed below:

* Executive
* Governance
* Advancement
* Building & Grounds
* Finance

# Discussion and Action Items

**Financial Expenditure Policy**

Document provided. No action taken.

**High School Roof Issues**

No action needed at this time.

**2024-25 School Calendar**

Koenig provided a calendar for the 2024-2025 school year. There are six additional personal development days for teachers. The Board will review, and a vote will be taken at the next Board meeting.

**2024-25 High School Football Classification**

Archbishop Bergan was given the option to move to 8-man football for two years or remain in Class C-2 and play 11-man football. The Board discussed the Booster Club’s preference to play 11-man football for the upcoming 2-year cycle of NSAA scheduling.

* Motion made to stay 11-man football for next 2 years, Tom Wolf
* Seconded, Dave Shrader
* All approved
* Motion passed

**The following action items were voted based on recommendations from the Board Finance Committee and will get final approval from the Parish Council. Additional details included on page 10 of the minutes:**

1. **2024-25 Tuition Recommendation**

* Motion made to approve the 2024-2025 tuition recommendation as presented for preschool – 12th Grade, Mandy Ostdiek
* Seconded, Terra Uhing
* All approved
* Motion passed

1. **2024-2025 Multi-Child Tuition Discount**

* Motion made to approve the 2024-2025 family multi-child discount rate as presented, Terra Uhing
* Seconded, Mandy Ostdiek
* All approved
* Motion passed

1. **2024-25 Staff Compensation Recommendation**

* Motion made to approve the 2024-2025 staff compensation recommendation of 2% increase as presented, Todd Thomason
* Seconded, Tom Wolf
* All approved
* Motion passed

1. **2024-25 Staff Benefits**

A.

* Motion made to approve the 2024-2025 staff benefits for sick days and personal days as presented, Todd Thomason
* Seconded, Elizabeth Borisow
* All approved
* Motion passed

B.

* Motion made to approve the 2024-2025 staff benefits for tuition discount as presented for 0-9 years and 10+ years of service, Tom Wolf
* Seconded, Terra Uhing
* All approved
* Motion passed

C.

* Motion made to approve hourly payment for substituting for fellow teachers in classrooms when needed, Elizabeth Borisow
* Seconded, Dave Shrader
* All approved
* Motion passed

# Financial Report

Reviewed financial summary report through September. New layout for financials was provided.

# Closing

Closing prayer

Meeting adjourned at 9:04 p.m.

Next meeting November 15, 2023 at 6:30 p.m. at Bergan Middle School/High School

Bergan Catholic School Board of Directors

Board Chair Report

Committee:  **Executive Committee**-Board Chair Report

Meeting date/time: No Meeting since last board meeting

Attendance:

Agenda Items: N/A

Unfinished business:

1. Financial Expenditure Policy
2. High School Roof Issues
3. Goals Update
4. Web-site, Bios, Pictures

New business:

1. Communication Strategy
   1. Knight Event Participation
   2. Trunk or Treat
   3. All School Mass Representation
   4. Other Opportunities to enhance board communication.

1. Board Chair and President have or will meet with certain key stakeholders to present accomplishments.
   1. Bergan Leadership Team
   2. Bergan All Staff
   3. Board Chair at all School General Orientations
   4. Bergan Booster Club
   5. Scheduled for Elementary Parent Knights
   6. Scheduled for High School Parent Knights
   7. Email out to Fremont Public Schools

1. Standardizing Financial Reports

1. Steve Narens as Advisor/Consultant Update:
   1. Ryan, Dan and Father Nolte met with Steve.
   2. We have shared multiple documents with Steve
   3. Steve will be meeting/visiting with Dan, Lori, Chris, Father Nolte, Ryan in the coming weeks and others.

**Advancement Committee Meeting Report**

Committee: Advancement and Development Committee

Meeting date/time: Wednesday, September 20th at 7:00 a.m.

Attendance: Elizabeth Borisow, Dan Koenig, Nichole Owsley, Todd Thomason

Agenda Items:  A. Advancement Office Activities

B. Fundraising Policy for Secondary Groups

               C. Knight Event

               D. Enrollment Plans for 2024

Unfinished business:  None

New business:

1. Advancement Office Activities:
   * Discussed what our focus is as a committee, and how we can help Bergan meet the Board established goals for enrollment and fundraising. As a committee we will look at: Fundraising (Bergan Fund and Knight Event), Admissions, Alumni, Communications, Community Partnerships, Grant Writing.
   * There is a lot of work to do to reach the fundraising goal of $400,000.  Since the $400,000 is in the budget they must reach that before fundraising for other efforts.  They are looking to community partnerships, alumni, and top donors.
2. Fundraising Policy for Secondary Groups
   * Reviewed and approved Fundraising Policy for Secondary Groups. This document includes fundraising guidelines, procedures, responsibilities of coach or sponsor, and an application that must be submitted. This will reduce the number of fundraisers at school.
3. Knight Event
   * Discussed ways to involve Board to help make donors and new families feel welcomed at the event. If any Board members are willing to sit with new families or donors, please let Nichole know.
4. Enrollment
   * Discussed the need to implement a plan for 2024 enrollment. There is a need to pull together a team of volunteers.

Future action steps:

1. Need to establish a checklist or set of guidelines for the fundraising application approval process.
2. Help determine the steps to help increase enrollment for 2024.
3. Committee will get an overview of the current endowments and how they work.
4. Implement ways to:
   1. Engage alum (80% of alum are not engaged)
   2. Offer fundraising training to the Board
   3. Look at cleaning up the scholarship program to help with enrollment #’s

**Committee Meeting Report**

Committee: Building and Grounds

Meeting date/time: Did not physically meet. Did communication electronically.

Attendance: Dave Shrader, Mandy Ostdiek, John Faulkner

Agenda Items: With information provided by John.

1. List of all buildings used by Bergan Schools. Please include Early Childhood.

A. Following Buildings are used by Bergan Schools at some point during the day.

1. Bergan High school

2. Bergan ECEC

3. Spa

4. Flynn

5. Bergan Elementary

6. St Pats Church

B. It must also be noted that in addition to the above facilities, the maintenance team is responsible

for Father’s house, Parish office, rental next to the high school and the church in Scribner.

2. Personnel positions at each facility used to care for buildings and grounds. List by job title.

A. One Janitor at the SPA who cleans the SPA and sets up for Middle/High School lunch

B. One Maintenance person at the high school who also assists at the SPA

C. One Janitor that goes to the parish office, high school and then to the elementary school every day

where they set up and clean for both lunches at the elementary.

D. There is one building supervisor and one additional maintenance person that floats between all

buildings throughout the day.

E. Director of Maintenance that floats between all buildings during the day.

F. Totals by position: 4 full time maintenance staff, 1 full time janitor, 1 part time janitor

In addition, a cleaning company comes in after hours and cleans all buildings. Some buildings are daily

while the church is done twice a week.

3. Is this number of personnel adequate to accomplish all tasks needed?

A. John feels they are at times stretched to the limit to accomplish their tasks, especially when individuals

are sick or go on vacation. As an example, a part time worker just stopped showing up for work. There

is the possibility that an additional maintenance person could be hired in-the-near future.

4. If you believe you need additional skilled employees, what and where would they be assigned?

A. John would like to have a maintenance person at each building

B. That would enable John and the building supervisor to float between buildings. He feels this will be a

definite need when winter snows hit.

5. Physical needs at each facility that you are aware of.

A. Church - roof repair/boilers

B. Elementary- windows replace/rooftop a/c units repaired

C. High school- roof repair/chair lift fixed/replaced

D. SPA/Flynn/ECEC- Boiler repair/Flynn gym floor waxed

E. As with all facilities with age there are likely more issues that he is not aware of at the present time.

6. Physical needs in reference to grounds at these facilities.

A. Maybe another lift, preferably a scissor lift

7. Goals you might have for future needs of the Bergan School System.

A. As we are all aware, a new high school/middle school would be great.

B. One thing to keep in mind. The age of our buildings. Elementary school – 2010. Church – 2001. Making

major updates to all the facilities can become problematic due to outdated equipment and the inability

to find parts to fix this equipment.

Unfinished business: None as of now

New business: None as of now

Future action steps: Maintain contact with John Faulkner so as to be able to keep the Board abreast of issues

that may arise.

**Finance Committee Recommendations for the 2024-2025 School Year**

**1.        2024-2025 Tuition Recommendation**

5% Increase from the 2023-2023 Tuition Rates applied to all Grade Levels Preschool, PreK, K-4, 5-6, 7-8 & 9-12.

**Tuition Rates**

**2024-2025       2023-2024**

|  |  |
| --- | --- |
| 9th - 12th Grade                                                     **$6,600** | $6,250 |
| 7th - 8th Grade                                                       **$5,750** | $5,450 |
| 5th - 6th Grade                                                       **$5,200** | $4,950 |
| Kindergarten - 4th                                                   **$4,500** | $4,275 |
| PreK (Mon-Fri AM or PM)                                    **$2,625** | $2,500 |
| Preschool (Mon, Wed, Fri AM or PM)                **$1,375** | $1,290 |
| Preschool (Tue/Thur)                                            **$1,150** | $1,090 |

**2.       2024-2025 Multi Child Discount Recommendation**

Change the discount structure from the 2023-2024 Multi Child Discount of:

* Child 1= 100% Tuition Paid
* Child 2= 100% Tuition Paid
* Child 3= 25% Tuition Paid
* Child 4+= 0% Tuition Paid

**Recommended Change:**

* Child 1= 100% Tuition Paid
* Child 2= 100% Tuition Paid
* Child 3= 30% Tuition Paid
* Child 4+= 5% Tuition Paid for each child

**3**. No additional information

**4.       2024-2025 Staff Benefits**

**a.**       **Bergan Staff Student Tuition Discount**

Change from a varying multi discount structure of certain staff receiving 70%, 45% & 25% discount.

**A recommendation of the following new structure:**

* 0-9 years of Service to Bergan Catholic/ Saint Patrick Parish = 50% Bergan Student Tuition Discount
* 10 plus years of Service to Bergan Catholic/ Saint Patrick Parish = 75% Bergan Student Tuition Discount

**b.**       **Contracted Teacher Sick & Personal Days**

During the Parish/School financial crisis and the Covid 19 Pandemic, contracted teachers had sick and personal days minimized on their contracts.  For the 2023-2024 school year, teachers received 6 sick days and 2 personal days.

**The recommendation would be for the 2024-2025 school year to increase to:**

* 9 sick days
* Continue to offer 2 personal days
* For a total of 11 leave days granted

**c**.       **Staff Substituting for Staff**

Prior to our Parish/School financial crisis and the Covid 19 Pandemic, staff members were compensated $10 per class period to substitute for their fellow staff members at a rate of $10 per class period or per 45 minutes.

**The recommendation is to return to this practice and compensate staff members to cover fellow staff member’s classes when a non-staff member substitute teacher cannot be hired.**