Minutes

Bergan Catholic School Board of Directors Meeting

# *January 24, 2024 | 6:30 p.m. at Bergan Elementary Library*

# *Meeting called to order by Chair Ryan Bojanski*

# In Attendance

Present: Ryan Bojanski, Todd Thomason, Elizabeth Borisow, Tom Wolf, Dave Shrader, Terra Uhing, Dan Koenig

Absent: Mandy Ostdiek and Rev. Walter Nolte

Guests in attendance: Father Bill Cremers, Brett Meyer, Seth Mruz, Nichole Owsley, Chris Rainforth

# Approval of Minutes and Agenda

Minutes from the December 20th, 2023, Board of Directors Meeting and the Agenda for the January 2024 Board of Directors Meeting were approved and passed. Motion made by Terra Uhing and seconded by Dave Shrader. All approved. Motion passed.

# Public Input

None

# Executive Session

* Motion made to enter Executive Session at 6:34 p.m. made by Terra Uhing and seconded by Tom Wolf.
* Motion made to exit Executive Session at 7:15 p.m. made by Todd Thomason and seconded by Elizabeth Borisow.

# Reports

**School President Report: Dan Koenig**

Human Resources Update

* Resignations

1. Judy Miles (Summer 2024)

2. Norm Svoboda (end of 2023-2024 Contract)

* Positions yet to fill for the 2024-2025 School Year

1. Middle/High School Secretary

2. Middle/High School Physical Education

3. Middle/High School Social Studies/ English

4. Elementary & Middle/High School Kitchen Staff

Days of School Required

Koenig stated that he receives questions this time of year about the impact of snow days on the total days of school. The Nebraska Department of Education states the following, “Under Nebraska’s compulsory education statute, a school term (year) must be no less than 1,032 instructional hours for elementary school and 1,080 instructional hours for high school. Kindergarten’s school term must be at least 400 clock hours.” Bergan is scheduled to attend 1,212 hours of school at the Elementary and 1,227 hours at the Middle/High School this year. We so far have canceled 4 days of school for a total of 28 hours of school lost.

Cognia Self Rating

At the January Teacher Inservice our Bergan Staff took the Cognia Standards and rated each school building as well as our school system. The staff identified our school’s strengths along with our areas for growth in relation to Cognia expectations.

Teacher Contract Offer Updates

Koenig stated that Bergan is moving up our window for contracts. The contracts will be offered on Thursday February 15th and will be due back to administration by Friday March 1st, 2024. We have been given approval by the Archdiocese to move up and shorten the window which allows Bergan to move quicker on finding suitable replacements if necessary.

**Administration Representative– Chris Rainforth**, **Principal Bergan Middle/High School & Activities Director**

* Rainforth stated it has been a busy time with activities. Recent weather has made it challenging to get the activities in and reschedule or even cancel some activities. The weather has also created challenges with some of the facilities. The heavy snowfall has created leaking in areas.
* Bergan continues to explore the possibility of a video board in the gym. In addition, next year shot clocks will be required for high school basketball so there will be a need to purchase those as well.
* Transportation has seen extra expenses for repairs recently. However, moving forward this should stabilize.
* A Keno grant was received to renovate the entryway to the SPA. A team is working on what the renovation will include.

**Parish Pastor/Campus Ministry Report: Father Bill Cremers**

Sacraments

* First Communion will be on Sunday, March 17th.
* Confirmation will be on Tuesday, April 30th.

Retreats

* 10th Grade Retreat is on March 21, 2024 at Camp Rivercrest.

Prayer Teams

* 9th grade students will have prayer time with parishioners on February 9th.

Missions

* Catholic Schools Week Retreat Day will be on Wednesday, January 31st in both the elementary and middle school/high school buildings featuring Damascus Worship.

Ministry

* Visited residents of Dunklau Gardens in December. The kids played a Christmas themed bingo with them and talked with them. They had a lot of fun.
* March for Life took place January 15th in Washington D.C.

Catholic Schools Week (CSW)

* Peer Ministers will distribute donuts during CSW along with Blessed Carlo Acutis prayer cards.

Service Days

* Middle School Service Day will be on March 14, 2024.

Chapel Naming (During CSW)

* The Elementary Chapel will be named Mary, Mother of the Word.
* The MS/HS Chapel will be named Blessed Carlo Acutis.

MS/HS Chapel Dedication

We will give Charlie and Mary Lou Diers an award for being foundational in the life of faith in our parish, school, and community. The newly named chapel in the MS/HS will be dedicated in their honor.

**Director of Operations Report: Nichole Owsley**

Owsley and her team continue to work on resolving the repairs and/or replacement of the roofs with insurance. The recent snow has made these issues worse.

The Security System project is moving forward and will receive the final bid next week. The money for this was raised last April and plan is to begin the project soon.

Owsley stated her team is currently working on the silent phase of a Capital Campaign. A feasibility study was done last year which helped determine the most urgent needs for the church and school. More details to come as Owsley and her team work through this phase.

**Board Chair Report: Ryan Bojanski**

Update included in Executive Committee Meeting report

**Governance Committee Report**

Report from January Meeting attached

**Executive Committee Report**

Report from January Meeting attached

# Discussion and Action Items

**Catholic Schools Week Events**

The Board reviewed the upcoming Catholic Schools Week activities. See attached.

**Knights of the Roundtable Nominations**

Koenig stated that he received 20 nominations this year. Those selected will be recognized at the pep rally during Catholic Schools Week.

**Recruitment & Admissions Plan**

The enrollment process begins in February with a fee of $200 per family. After February the fee will go to $300 per family. Brett Meyer, Director of Admissions and Alumni Relations, discussed his strategy as he moves forward with recruitment. They are asking Bergan families to be a part of the process by talking to others in the community and sharing their experience at Bergan. This makes the biggest difference in recruiting. The $1,000 referral program is continuing. Meyer is marketing where Bergan graduates are attending college and sharing some of these grad stories. The biggest challenges he is seeing with recruitment is scholarship money and the idea that you cannot attend Bergan if you are not Catholic.

**Possible Bergan High School Period Schedule to Align with Fremont High School Schedule**

Bergan is looking to implement this aligned schedule in 2024-2025 school year. Fremont High School wants to collaborate with Bergan and this schedule opportunities for our students and aid in their success. The shift to align our schedule would impact the MS/HS hours and be available to sophomores, juniors and seniors.

# Financial Report

A financial summary document as of December 2023 was shared with the Board. Nichole Owsley pointed out that the general contributions were down from last year as they are waiting on a distribution from a grant. In addition, there are additional expenses to repair roofing issues that were not present last year. Tom Wolf added that overall, they are staying lean with expenses. It was requested that at future Board meetings the P&L and balance sheet are available for review.

* Motion made to approve the December Financial Summary as presented, Terra Uhing
* Seconded, Dave Shrader
* All Approved
* Motion Passed

# Closing

Closing prayer

Meeting adjourned at 8:26 p.m.

Next meeting February 28th at 6:30 p.m. at the Bergan Elementary School Library

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**Archbishop Bergan Catholic School exists to instill a passion, as exemplified by Christ, for faith, knowledge and service.**

**Archbishop Bergan Catholic School provides an exemplary Christ-centered education that develops the whole child through service, active learning and innovative instruction in order to achieve high expectations in a global community.**

**BERGAN CATHOLIC SCHOOL BOARD OF DIRECTORS MEETING AGENDA**

**WEDNESDAY JANUARY 24, 2023    6:30PM**

**LIBRARY - BERGAN ELEMENTARY SCHOOL**

*Reminder:  While we are meeting please turn off your cell phones to help all be better engaged in the efforts of the Board of Directors.*

1. Call the Meeting to Order & Prayer
2. Roll Call
3. Consent Agenda

1.    Approval of the meeting Agenda

2.    Approval of the Minutes for the December meeting

1. Public Input
2. Executive Session

1. President Review

1. Reports

1.     School President-  Admin Representative Chris Rainforth

2.   Pastor/ Director of Campus Ministry

3.   Director of Operations

4.   Board Chair

5.   Governance Committee Report

6.   Executive Committee Report

1. Action & Discussion Items

1.   Catholic Schools Week Events

2.   Knights of the Roundtable Nominations

3.   Recruitment & Admissions Plan

4.   Possible Bergan High School Period Schedule to Align with FHS Schedule

1. Finance Reports

I. Closing Prayer & Adjourn

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Bergan Catholic School Board of Directors

Committee Meeting Report

Committee: Governance Committee Meeting

Meeting date/time: January 10, 2024, at 7:00am

Attendance: Terra Uhing(Chair), Father Nolte, Elizabeth Borisow, Dan Koenig and Ryan Bojanski

Agenda Items:

1. Nomination Process

* The nomination process and timeline were discussed. Currently there are 7 members, and we would be looking to grow to 9 members if we found the right candidates.  We are looking for individuals with the following expertise:  Legal, Business/Finance/Development, Human Resources and or an Educator.  Ideally, we would like to have 1 parent and 1 non-parent and would like to have some diversity of faith and culture.  Also discussed the scenario if we did not have any candidates that we do not have to increase at this time either.

1. Timeline
   * Post communication: February and March

* This includes putting together a Board Member Candidate Packet which will include the following documents: Board Member Candidate Outline (Terra showed examples), Interest Form and Application.
* Engage Members: April
* Discussed when we would have this ready to start reaching out to individuals that we feel might be a good fit.
* Solidify New Members: May
* Hope to have the Board Member Candidate paperwork turned back in so that it can be voted on in June.
* Current Board Members Vote:  June
* Current board members would vote at the June board meeting.
* Start July 1, 2024
* The new members selected would start 7/1/2024.

1. Communication Process:  Church Bulletin and School Announcement
   * Discussed using the church bulletins and the school announcement system to reach families possibly.

1. Interview Rating Sheet
   * We will put together a standard Candidate rating sheet that can be used by board members to rate potential candidates. (Terra showed examples)

1. Annual Report-May

* Talked about the annual report and the accomplishments (The advancement team along with Ryan and Dan will work on this) will be included in this report. Hope to have this done in April and to go out in May and aligned with the Big Give. Thinking that it would be a 1-page document around the pillars:  Service, People, Faith and Finance.

1. Bylaws and Family Handbook

* The hope is to get the changes for this in the May/June months and then will be given to the board. The board would approve at the June board meeting and the changes would take effect July 1st.  We will need to review the by-laws by our February 2024 meeting to see if any changes need to be made.

Unfinished business:

New business:

Future action steps:

Terra will have the following items completed during February (before the February Board Meeting).

1. Board Member Candidate Packet will include Board member Candidate Outline, Interest Form and Application.
2. Working on Board Member Candidate Rating Form
3. School Board Self-Assessment

*Next meeting will be April 10, 2024, at 7:00am*

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Bergan Catholic School Board of Directors

Committee Meeting Report

Committee: Executive Committee

Meeting date/time: 1-23-24

Attendance: Tom Wolf, Liz Borisow, Todd Thomason, Dan Koenig

Agenda Items:

* 1. Steve Narans Update
  2. January Board Meeting Agenda
     + 1. Knights of Round Table Nominations
       2. Catholic Schools Week
       3. Recruitment Plan
       4. School Day Schedule Alignment

* 1. President’s Evaluation
     1. Array of Total Compensation for Peer Schools

Unfinished business: None

New business: None

Future action steps:  Ryan will present President’s evaluation at 1-24-24 Board Meeting and will visit with Dan after the board meets and approves evaluation.

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**Week before CSW**

**Elementary & MS/HS will make cards to homebound/residents in care facilities during house time.**

**MS/HS Houses will participate in House Olympics during the month of January.**

**Kindergarten Enrollment Day Session- Friday January 26 at 1:00pm**

**All week the student’s favorite lunches will be featured.**

**Tuesday, Wednesday & Friday are FREE break the dress code days.**

**Sunday, January 28, 2024     *Celebrating Your Parish***

● The administration will speak before each Mass over the weekend about Catholic Education

● 8 AM-12 PM The Knights of Columbus pancake breakfast

● OPEN HOUSE – Open Houses are open to anyone who wants to learn more about Bergan and see student’s work on display ***11 AM - 12 PM Elementary Open House***

o ***1 - 2 PM Middle/High School Open House***

o ***2 - 3 PM Early Childhood Education Center***

 ● 11:30AM Kindergarten Enrollment Day Session at Bergan Elementary

**Monday, January 29, 2024     *Celebrating Your Community***

**School Uniform**

● 9-10 AM Chamber of Commerce Coffee - MS/HS Gary D. Schmidt Gymnasium Lobby

● 10:00 AM All School Pep Rally - Gary D. Schmidt Gymnasium featuring Omaha Street Percussion

        ● 6:00 PM Preschool Enrollment Night at Bergan Early Childhood Education Center

**Tuesday, January 30,  2024     *Celebrating Your Students***

**Free Break the Dress Code**

●Donuts for students Elementary/MS/HS

o Donated by St. Patrick’s Women

● 8:30 a.m. - 10:15 a.m. 5th Grade Middle School Explore Day

o Students will be bussed to MS/HS and back to the Elementary

● 1 PM 3-6 Grade Spelling Bee

o Final Round will be featured on Striv. https://striv.tv/channel/bergan/

**Wednesday, February 31, 2024     *Celebrating Your Faith***

**Free Break the Dress Code**

STUDENT RETREAT led by Rev. Bill Cremers & Damascus Worship- Elementary 8:30am to 10:30am, MS/HS 1:00pm to 3:20pm

**Thursday, February 1, 2024     *Celebrating Vocations***

**Students must wear school uniforms = Mass Day!**

● 8:30 AM All School Mass at St. Patrick Catholic Church

o Live-streamed on St. Patrick YouTube and Facebook profiles

o Students can invite Grandparents/Parents/or VIP to attend our Family Mass

● Admissions Portal will Open via Sycamore for Re-enrollment

● Faculty/staff lunch at both buildings provided by Parent Knights MS/HS & Elementary Parent Knights

● 1-3 PM K-6 Grade Talent Show to celebrate Catholic Schools Week

o Will be featured on Striv. https://striv.tv/channel/bergan/

        ● Boys Home Varsity Wrestling vs. Wahoo & DC West

**Friday, February 2, 2024    *Celebrating Faculty, Staff and Volunteers***

**Break the Dress Code**

● Middle/High School Movie in the gym

o PopCorn provided by Elaine with the Booster Club

o Opening concession stand

● Popcorn and a Movie for Elementary in the afternoon in their classrooms

o Donation from Elaine with Booster Club

o Concessions available for purchase

* Boys Home Varsity Basketball Game vs. Boystown

o Knights of the Round Table Award Presentation at Half-time of Boys

**Saturday, February 3, 2024     *Celebrating Families***

● Grades 9-12 Winter Formal Dance, St. Patrick’s Auditorium 8:30 - 11:00

**Tuesday, February 6, 2024**

● 6:00PM PreKindergarten Enrollment Night at Bergan Elementary