Minutes

Bergan Catholic School Board of Directors Meeting

# *April 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, Mandy Ostdiek, Dan Koenig and Rev. Walter Nolte

Absent: Dave Shrader

Guests in attendance: Nichole Owsley and Chris Rainforth

# Approval of Minutes and Agenda

Minutes from the March Board of Directors Meeting and the Agenda for the April Board of Directors Meeting were approved and passed. Motion made by Tom Wolf and seconded by Todd Thomason. All approved. Motion passed.

# Public Input

None

# Executive Session

None

# Financial Report

Board reviewed the March financial report for Bergan Catholic School as presented by Tom Wolf. Motion made by Terra Uhing to approve as presented and seconded by Mandy Ostdiek. All approved. Motion passed.

# Reports

**School President Report: Dan Koenig**

**Human Resources Update**

Resignations

1. None

Appointments

1. LaVonna Emanuel, Middle/High School Social Studies/ Language Arts Instructor

2. Dillon Pariseau, Middle/High School Physical Education Instructor

Positions in process of being filled

1. Head High School Volleyball Coach

2. Assistant Volleyball Coach

Positions yet to fill for the 2024-2025 School Year

1. Middle/High School Student Services Secretary

2. Middle/High School Spanish Instructor

Additional Volunteer or Work Grant Help Needed

1. Bus Drivers

2. Substitute Teachers

**Cognia Report**

Koenig received the Cognia Accreditation Engagement Review Report back from Cognia. The four areas that the Cognia evaluates are Culture of Learning, Leadership for Learning, Engagement of Learning & Growth in Learning. Bergan performed very favorably with a score of 290 on the Cognia Index of Quality while the average is 253 for other schools.

**Technology Grant**

Both the Early Childhood Education Center & the Bergan Prekindergarten programs recently received a Technology Grant that provides more devices and printers for both programs. This will give our staff more adequate daily technology options.

Koenig ended with stating there are many upcoming events at the end of the 2023-2024 School Year with only 16 days left in the 2023-2024 school year.

**Administration Representative– Chris Rainforth, Principal Bergan MS/HS & Activities Director**

Rainforth reported that they have begun scheduling activities for the 2024-2025 school year. With so many extracurricular activities going on the process can be challenging.

They are currently in the process of hiring the head volleyball and assistant volleyball coaches and hope to be able to report on that soon.

The Hall of Fame induction which will take place on July 12th, and the planning has begun to make that night and alumni weekend a success.

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

Father Nolte reported that Alpha Youth out of Australia will be at Bergan tomorrow (4/25) to film. This is an exciting project for our students to be a part of.

The last retreat of the year will be the Senior Retreat.

**Director of Operations Report: Nichole Owsley**

Owsley was excited to share the news that the roof process is moving forward. They received four bids and have received the estimate from the insurance company. A lot of time has been put in to getting to this point, and everyone is excited to move forward and get the roof completed.

Fundraising continues for the scoreboard. The alumni stepped up to support this initiative. Owsley and her team continue to look at ways to engage them and continue to involve them with Bergan.

Giving Day is coming up on May 1st. Owsley is asking for 100% Board participation.

Admissions is going well for 2024-2025 school year. Brett Meyer is doing 2-3 visits a week.

**Board Chair Report: Ryan Bojanski**

Bojanski stated the steering committee will be meeting soon to plan the retreat which will take place at our June 5th meeting.

Bojanski also discussed the Board’s involvement in the upcoming budget planning. The Board of Directors Finance Committee will review the budget at the beginning of May and make their suggestions. The Parish Council will review and approve the budget on May 16th. The Board Finance Committee will then bring the budget to the Board Meeting on June 5th for Board review and approval.

We have two potential candidates for the Board of Directors. If we add new members they would join the Board in July.

Bojanski along with others are working on the Code of Conduct. They are on the third draft and continue to make great strides. This will be implemented in time for the 2024-2025 school year.

# Discussion and Action Items

1. **Financial Protocol from Finance Committee**

A tuition collection policy was created by the finance committee for Bergan Catholic Schools and presented to the Board. See attached.

• Motion made to approve the Finance Committee’s recommendation to approve the Bergan Catholic Tuition Collection Policy, Terra Uhing

• Seconded, Tom Wolf

• All approved

• Motion passed

1. **Code of Conduct for Extracurricular Activities**

Ryan Bojanski discussed the process to finish the code of conduct which will hold everyone accountable for behavior at extracurricular activities. No action is needed currently as they are still making adjustments.

1. **Family Handbook approval in May 2024**

Koenig advised the Board to review the Family Handbook prior to the May Board of Directors meeting. We will discuss and look for approval at that time.

# Closing

Closing prayer

Meeting adjourned at 7:26 p.m.

Next meeting June 5th 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 MARCH 27, 2024    6:30PM**

**LIBRARY - BERGAN ELEMENTARY SCHOOL**

1. Call the Meeting to Order & Prayer
2. Roll Call
3. Consent Agenda
4. Approval of the meeting Agenda
5. Approval of the Minutes for the March 27 meeting
6. Public Input
7. Executive Session
8. Finance Reports
9. Reports
   1. School President- Admin Representative Chris Rainforth
   2. Pastor/ Director of Campus Ministry
   3. Director of Operations
   4. Board Chair
   5. Finance Committee
10. Action & Discussion Items
    1. Tuition Collection Policy from Finance Committee
    2. Code of Conduct for Extra Curricular Activities
    3. Family Handbook approval at the May meeting 2024
11. Closing Prayer & Adjourn



Board of Directors

President Report

Human Resources Update

Resignations     1.  None

Appointments

                          1.  LaVonna Emanuel, Middle/High School Social Studies/ Language Arts Instructor

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       2.  Middle/High School Spanish Instructor

Additional Volunteer or Work Grant Help Needed

1. Bus Drivers

2. Substitute Teachers

Cognia Report

As you know, we received the Cognia Accreditation Engagement Review Report back from Cognia and the results were not surprising and very favorable.  While we always have work to do, we have made significant strides as a school system in the past eleven years.  The four areas that the Cognia evaluates are Culture of Learning, Leadership for Learning, Engagement of Learning & Growth in Learning.  Please see the Cognia report summary included in Google Drive for more specifics.  Our school scored a 290 on the Cognia Index of Quality while the school average is a 253.

Technology Grant

Both the Early Childhood Education Center & the Bergan PreKindergarten programs recently received a Technology Grant that provides more devices & printers for both of these programs.  This is helpful to keep the technology in both of these up to fate and give our staff more adequate daily technology options.

Events at the end of the 2023-2024 School Year   There are only 16 days left in the 2023-2024 school year!

Thursday April 25- Grades 5-12 Spring Instrumental Music Concert

Friday April 16- Elementary Spring Concert

Sunday April 28- Senior Honors Night

Tuesday April 30- Confirmation

Wednesday May 1-  1:00pm Dismissal   Senior Retreat   Plant Sale Pickup

Thursday May 2-  No School   Home Varsity Track & Field Invite

Tuesday May 7-  Grades 7-12 Spring Vocal Music Concert   Last Day for Seniors

Wednesday May 8-  Senior All School Mass

Saturday May 11-  Graduation Day with Mass & Commencement Ceremony

Monday May 13-  Elementary Track & Field Day

Wednesday May 15-  6th Grade Sendoff    Kindergarten Graduation

Friday May 17-  Last Day of School  11:00 dismissal

Monday May 20-  Inservice Day   Last Contracted Day

Respectfully,

Dan Koenig

President

BERGAN CATHOLIC

Board of Education Policy

TUITION COLLECTION

I. Parents or Guardian must register their student through the online registration system. Parents or Guardian must complete the Tuition Contract as part of re-enrollment. No student will be admitted to Bergan Catholic School until the registration is completed and the Tuition Contract is signed.

II. Enrollment fee is due within 30 calendar days of registration.

III. Parents or Guardian must choose a payment schedule for Tuition, and indicate their choice with the tuition management system/Tuition Contract.

IV. Tuition amounts and schedule of payment, as they are agreed to on the Tuition Contract, shall be followed. Any scheduled payment that is overdue by thirty (30) days will be considered past-due. A late fee of one & one half percent may be assessed monthly on all past-due amounts, and may be added to the tuition bill. Tuition must be current (paid up) at the end of each quarter, or the student may be removed from school. If, for some valid reason, you need to deviate from your contract, you must be responsible for contacting the pastor or the president to give reasons why. Otherwise your payment will be considered past-due and your children may be excluded.

V. No Student will be refused admission for inability to pay the full tuition rate, provided the parents or guardian make special arrangements with the finance department, or the pastor or the president, and abide by the commitment they make on their Tuition Contract. All families will be expected to pay at least a minimum amount as a demonstration of their commitment to the cost of their child’s education.

VI. Non-payment of contracted tuition for any quarter of the school year will be reviewed by the finance department. Parents or Guardian are encouraged to work with the finance department to create a payment plan to bring current their commitment to the tuition contract. If the payment plan(financial reconciliation plan) is not followed, this may result in the following actions being taken by the Board:

A. The student(s) may be removed from school the first day of the following quarter.

B. Student will not be issued a diploma, and records will not be released, until all contracted tuition and other financial obligations to the school are paid in full.

C. Past-due accounts, and the interest they have accrued, may be turned over to the collection agency. Insufficient fund checks will be pursued through the County Attorney.

VII. Any family who owes contracted tuition for the previous school year and intends to register for the ensuing school year must, unless specific arrangements have been made with the finance department, or the pastor, or the president; present payment in full of the past due tuition at registration time. If parents or guardian do not fulfill this obligation, enrollment for the ensuing school year will be denied.

Pending to be Reviewed & Approved: April 2024

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Operations Overview:

* Big Projects:
* Roof at MS/HS main priority is moving this project to completion.
* Security System project for all Campuses
* Feasibility information in a presentable format
* Go over Insurance walk through and pick projects that need immediate attention
* Grant Applications that are due April, May, and June
* Spend Down on EANS is a main focus all Funds need to be used
* Title Funding clean up and requisition completion
* Scoreboard Project finalizing information and invoicing
* New Hire:
* None at this time

Admissions & Alumni

Admissions Strategy

● 24-25 Pre-K to 12th enrollment: 466 students

● Re-Enrollment Update based on 23-24 grade levels:

● PreK: Confirmed four families are moving.

● K: All enrolled

● 1: All Enrolled

● 2: 3 not enrolled. Families have been contacted, one appears to be switching to

homeschooling.

● 3: 2 I'm told is financial reasons

● 4: 1 leaving - this is academic related nothing we can do.

● 5: 1 is moving

● 6: 2 confirmed not returning. One is moving and the other is leaving for cross

country at FPS. All the older siblings did the same.

● 7: 1 - This family is moving

● 8: 1 - This family is adamant they won't return. I'm meeting with them on Friday.

They pull all their kids at the same time citing FPS's fine arts program.

● 9: 2- 1 moving and 1 going back to home schooling.

● 10: All enrolled

● 11: All enrolled

● We have four elementary-aged students visiting on April 26th and one middle school

student. There is also a family of three visiting on May 1st. We are averaging three

visits per week. I am very blessed with the culture Lori built at the elementary school.

Families feel it and that's the common feedback I get from every tour.

Alumni Strategy

● Looking at an Alumni RoadShow completing details now

● Alumni Reunion in July

● FABG

● Sarah Monke continues to be a huge asset for me and I appreciate her strategic

thinking and this partnership will help us find success.

Marketing and Communications Update:

90 Day Strategy:

● Huge focus on Giving Day

● Website rebuild

● Creating a plan and consistent communication for next year..

● Growth information published about ECEC and plans to continue to grow that

model.