Minutes

Bergan Catholic School Board of Directors Meeting

# *September 25, 2024|6:30 p.m. at Bergan High School Conference Room*

# *Meeting called to order by Chair Ryan Bojanski*

# In Attendance

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

Guests in attendance: Genna Faulkner, Brett Meyer, and Dr. Mary Ritzdorf

# Approval of Minutes and Agenda

Minutes from the August Board of Directors Meeting and the Agenda for the September Board of Directors Meeting were reviewed. Motion made to approve by Terra Uhing and seconded by Mandy Ostdiek. All approved. Motion passed.

# Public Input

None

# Executive Session

None

# Financial Report

The Bergan Catholic School year to date financials through August were presented. The Board had the opportunity to review the financials and ask questions. A motion to approve the Bergan Catholic School financials through August of 2024 was made by Tom Wolf, M.D., and seconded by Dave Shrader. All approved. Motion passed.

# Reports

**School President Report: Dan Koenig**

Human Resources Update

Resignations     1. None

Appointments       1. None

Open Positions     1. Elementary Kitchen Supervisor

Additional Volunteer or Work Grant Help Needed

1. Bus Drivers

2. Substitute Teachers

Koenig shared that Bergan could use help from parents of students to write reviews on multiple sites. This provides additional insight to families that are interested in Bergan.  Below are links to a few sites that people have been using to learn more about Bergan.  Please consider taking time to click on the links and leave a positive review for Bergan.

<https://g.page/r/CVaov0XmrwvCEAI/review>

<https://www.facebook.com/berganknights>

<https://www.niche.com/k12/bergan-catholic-school-fremont-ne/>

<https://www.privateschoolreview.com/bergan-catholic-middle-school-high-school-profile>

<https://www.privateschoolreview.com/bergan-elementary-profile>

Next week is Homecoming Week at Bergan Catholic.  Bergan will host the Homecoming football game on Friday and the Homecoming dance on Saturday.  There will be Homecoming week Dress Up days for the Middle & High School students throughout the week and a free Break the Dress Code on Friday for Elementary students.  There will be a special Tailgate to celebrate Homecoming on Friday at 6:00pm before the Football game.

Koenig talked about a new and old tradition taking place this year. Brett Meyer and Deanna Rogers are working to create an annual tradition in which seniors pass letters to the kindergarten students.  These letters symbolize the passing of school spirit on to the next generation of Bergan Knights. In addition, an old tradition is being brought back when Elementary students walk over to Mass. The 6th grade students are once again responsible for ringing the Bell in front of the Elementary to call the students to worship.

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

Father Nolte shared what months we will be celebrating the following important sacraments:

* December, First Confession
* March, First Communion
* April, Confirmation

A few more important upcoming dates and events:

* State of the Parish – October 1st at St. Patrick’s Church. If you cannot attend in person, it will be available to watch online.
* 24:15 which is a new initiative to light fire in our ministry to all Christians that attend Bergan will take place on November 4th at the elementary and December 6th at the MS/HS.
* January 29th they are continuing to plan to host an event for Awaken.

Father Nolte also gave the Board questions to consider:

* Am I attending mass weekly?
* Are we saying prayers for our school and parish?
* Are we tithing to the parish?

**Director of Operations Report: Nichole Owsley**

Not present but report is attached

**Board Chair Report: Ryan Bojanski**

Bojanski led the Board in a review of the Board’s strategic plan and our seven goals. During this review the Board also assigned a committee or group to each of the seven goals. This will allow for accountability and assure we are focused on each of the areas moving forward.

Bojanski discussed the tour of the Career and Technical Education building at Fremont Public Schools(FPS). Ryan Bojanski, Dan Koenig, Tom Wolf, M.D., Todd Thomason, Doug Moore, and Elizabeth Borisow attended the tour on September 24th. This group met with the administrative team at FPS and discussed the success of the program and the outlook. Bergan is looking at a 3–5-year plan with a goal to be able to utilize this program or produce a similar opportunity to our students. We as a Board will continue discussions on how we can make this work and ways to continue to collaborate with FPS. The group left impressed with the facilities and the courses offered.

**Development Committee: Elizabeth Borisow**

Report attached

**Finance Committee: Tom Wolf, M.D.**

Report attached

# Discussion and Action Items

1. Recruitment & Retention Plan - Brett Meyer

Meyer presented information to the Board about recruitment and retention. He is focused on telling the story of who we are through a variety of ways including branding, marketing promotional materials, and community engagement. He continues to monitor and evaluate where we can improve our recruitment efforts and keep the students we have. The Board was impressed by his efforts and all that he is doing for Bergan.

1. Staff Survey Results conducted by Staff Finance Representative

The Bergan Board Finance Committee created a survey for the Bergan staff and provided the results for the Board to review prior to the meeting. The survey focused on the tuition changes, salaries, and compensation. Gavin Guldenpfennig was the staff representative who communicated often with the staff and encouraged staff to provide their feedback through the survey.

1. Proposed Rates for ECEC Infants & Toddlers

Genna Faulkner gave a quick update on renovations that will be taking place at the ECEC the last week of October into the first part of November. They are hoping to avoid closing down the ECEC during this time but may need to close for a day. Faulkner also presented the proposed rates for the ECEC as they look to add Infants and Toddlers. The Board reviewed the suggested rates and compared them to area rates.

* Motion made to approve the rates for ECEC Infants and Toddlers as presented by Genna Faulkner, Todd Thomason
* Seconded, Mandy Ostdiek
* All approved
* Terra Uhing Absent
* Motion passed

# Closing

Closing prayer

Meeting adjourned at 8:02 p.m.

Next meeting October 23rd 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 SEPTEMBER 25, 2024    6:30PM**

**LIBRARY - BERGAN ELEMENTARY SCHOOL**

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 August meeting

1. Public Input
2. Executive Session
3. Finance Reports
4. Reports

1.   School President

2.   Pastor/ Director of Campus Ministry

3.   Director of Operations

4.   Board Chair

5.   Development Committee

6.   Finance Committee

1. Action & Discussion Items

1.  Recruitment & Retention Plan - Brett Meyer

2.  Staff Survey Results conducted by Staff Finance Representative

3.  Proposed Rates for ECEC Infants & Toddlers 

1. Closing Prayer & Adjourn

Next steps: October Board Meeting Topic-

-Action on Tuition Rates for 2025-2026 School Year

-Intro Staff Compensation

-Discuss Assessment program

\*\*\*Reminder to be sure that Board Committees are meeting quarterly

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9/25/2024

Board of Directors

President Report

Human Resources Update

Resignations     1. None

Appointments           1. None

Open Positions         1. Elementary Kitchen Supervisor

Additional Volunteer or Work Grant Help Needed

1. Bus Drivers

2. Substitute Teachers

Bergan Website Reviews

One of the things that people often do to choose a school to attend or simply understand more about a school is to visit websites that inform them about their options.  This is where we could use your help as a board member or as a parent of students at Bergan.  Below are links to some sites that people have been using to learn more about Bergan.  Please consider taking time to click on the links and leave a positive review for Bergan.  This is a significant list but they are all important as they are generally page one results from a search. If you only have time to fill out a few, Brett Meyer recommends helping with Google and Facebook reviews. Thank you!

<https://g.page/r/CVaov0XmrwvCEAI/review>

<https://www.facebook.com/berganknights>

<https://www.niche.com/k12/bergan-catholic-school-fremont-ne/>

<https://www.privateschoolreview.com/bergan-catholic-middle-school-high-school-profile>

<https://www.privateschoolreview.com/bergan-elementary-profile>

Homecoming Week

Next week is Homecoming Week at Bergan Catholic.  Other than the usual slate of activities each evening that include our students competing in both home and away events, we will also host the Homecoming football game on Friday and the Homecoming dance on Saturday.  There will be Homecoming week Dress Up days for the Middle & High School students throughout the week and a free Break the Dress Code on Friday for Elementary students.  There will be a special Tailgate to celebrate Homecoming on Friday at 6:00pm before the Football game.  The first 100 people at the Tailgate will get a free Walking Taco.

A few happenings

-24:15-

This is a new initiative being led by staff members and our Priests to light a fire in our ministry to all Christians that attend Bergan.  Brett Meyer & Carly Gross brought this idea to Rev Nolte and they have been collaborating on this.

-Passing the Torch letters-

Brett Meyer & Deanna Rogers are working to create an annual tradition in which seniors pass letters to the Kindergarten students.  These letters symbolize the passing of school spirit on to the next generation of Bergan Knights and the passing of the letters will take place mid field as a football game.

-6th graders ringing the Bell-

When Elementary students begin to walk over to Mass, the 6th grade students are once again responsible for ringing the Bell in front of the Elementary to call the students to worship.  We did this before Covid and the practice had fallen off.  We are glad this tradition is back again.

-Music before activities in the Gary D. Schmidt Gymnasium-

All music that is played before an activity will now need to be presented and approved by the School Administration before it is allowed to be played as warm up music for games and activities.  Students have gotten into a bad practice of just plugging in their playlists without having prior administrative approval.

Respectfully,

Dan Koenig

President

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Bergan Catholic School Board of Directors

**Committee Meeting Report**

Committee: Advancement and Development Committee

Meeting date/time: Wednesday, September 18th at 7:00 a.m.

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

Agenda Items:

A. Fundraising Approval Process

B. Endowment Update

C. Capital Campaign Update

D. Alumni Strategy for Campaign

Unfinished business:  None

New business:

1. Fundraising Approval Process
   * Determined that Bergan will continue to utilize Dan Koenig and Nichole Owsley to review fundraising requests
   * Will work on creating a document with fundraising guidelines that individuals must sign and agree to the requirements
   * Will add Stacie Roberts to all the accounts at Bergan for each of the activity areas
2. Endowment Update
   * Nichole is working on pulling together the Endowment Committee to begin meeting and reviewing endowments regularly
   * Her team is working on condensing the three areas of endowments to earn more interest and reaching out to contacts of each endowment
3. Campaign Update
   * Have not made the decision on whether they will be working with Rainwood or Goldenrod
   * This committee will help review letters of intent and grant requests for the ECEC
4. Alumni Strategy
   * Have been working on re-engagement of alumni over past two years
   * Will continue to call and make personal connections with the alumni
   * Will re-engage the alumni Board so they can assist through the Campaign

Future action steps:

1. Continue to work with Nichole on the fundraising approval process
2. Take a closer look at admissions
3. Review and assist with grants

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**Committee Meeting Report**

Committee: Finance

Meeting date/time: Wednesday, September 18, 2024 6:30pm

Attendance: Tom Wolf (Chair),  Ryan Bojanski, Mandy Ostdiek, Gavin Guldenpfennig (Staff Rep), Dan Koenig

Agenda Items:

1. Review end of year finances briefly to see how we came out for revenue vs projected
2. Tuition was up $230,000 from YTD
3. We did not hold line on lay expenses up $475,000 YTD
4. Parish Investment was $540,000 in the 22-23 school year.   Moved to $230,000 in the 23-24 School year.  This subsidy included only 12% of the overall Bergan budget.
5. Do we need to develop a percentage of the budget that we shoot for each year to show that we are being fiscally responsible?  25% or less?
6. Overall budget increases are usually 10% year to year.  22-23 actual was $3.8 million   23-24 actual was $4.24   24-25 budget is set at  $4.88 million

B. Staff Survey Results

1. 27 responses this school year  (5 new people, 5 from last year did not take)
2. The feeling is that transparency from the Finance Committee and Administration was appreciated… presented Array of School Data & Financial package decisions presented to staff along with fielding questions
3. Compensation for coaches is possibly not competitive enough
4. Staff Salary remains the highest priority for staff followed by benefits such as Insurance and retirement package
5. This new process of having a Staff Rep & Finance Committee taking staff concerns into consideration is appreciated
6. Questioned opportunity to compensate teachers more on the salary schedule for tenure and education obtained… a more robust grid

C.  Teacher Pay Scale for the 2024-2025 school year

1. We compared the 24-25 Bergan Salary Schedule to the Fremont Public 24-25 Salary.
2. Differences in the base salary… they also have more depth in their years service steps when they get to BA+18
3. FPS usually does a 4% increase each year.  This would take their salary from $41,291 in 24-25 to $42,942 in 25-26
4. Our base is $30,004 in 24-25.  A 4% increase would make our base $31,204.  We take into account a greater percentage increase to make up the difference for their larger number.

D.  2023-2024  &   2024- 2025 Tuition Levels

|  |  |
| --- | --- |
| 9th - 12th Grade | 23-24   24-25  25-26  $6,250   $6,600   ? |
| 7th - 8th Grade | $5,450   $5,750   ? |
| 5th - 6th Grade | $4,950   $5,200   ? |
| Kindergarten - 4th | $4,275   $4,500   ? |
| PreK (Mon-Fri AM or PM) | $2,500   $2,625   ? |
| Preschool (Mon, Wed, Fri AM or PM) | $1,290   $1,375   ? |
| Preschool (Tue/Thur) | $1,090   $1,150   ? |

E.  Major expenses currently and into the future

1. HS Roof   $542,161.  Took out loan from OAD so far for half at $271,800   Will negotiate the actual remaining payment based on the violation of contract deadlines, etc.

2. Elementary Air Conditioner   $9,092.39

Unfinished business:  A.  2025-2026 Tuition Rates

B.  2025-2026 Staff Compensation

C.  Possible changes to the teacher pay scale categories

New business:

Future action steps:

1. Look the Fremont Public School Salary Schedule starting teacher salary for the 2024-2025 school year.  $41,291  Attempt to be within 75% of what they are paying their teachers.  We are currently at 72.66%
2. Data needed… We need to know the PreK-12 breakdown of the number of students times tuition to get to the $2.897 million budgeted tuition income for the 2024-2025 school year.
3. Moving forward could we get a legend or key to know what funds go into what buckets on the Financial Summary?
4. In the Financial Summary, do we need to create a separate line to show Grant funding that is in accounts so that it does not skew the outlook?
5. Teacher Salary Schedule Categories.   Could we consider adding additional years of service to the Grid?  One year to the bottom of each column. Could we add additional columns for years of education obtained?  MA +27 to the last column of the grid

Keep in mind this will not allow us to move the base salary as much if we make this change.

1. Have a projected number of students in each tuition category available for figuring tuition numbers.  See how it impacts the base salary possibilities.

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Operations Report

**Operations Overview:**

Big Projects:

* The roof at MS/HS's THIS PROJECT IS Almost done!
* Waiting for Goldenrod to get back to us. We should have an owner rep decided by EOM, good

things here hopeful we will have good news to share very soon

* Grant applications are due in April, May, and June; we are working on an LOI for Campaign, and

the Ryan Foundations was the first foundation we went to.

* Big move for the team to be in the same office at the MS/HS everyone will be in new office space

October 1st.

* Title Funding clean up and requisition completion
* Knight Event Committees are starting to meet and working on details for the coming year

**Admissions & Alumni**

**Admissions Strategy**

● 24-25 Pre-K to 12th enrollment: 490 students We’ve lost a significant number of

families during July. This is the first time families actually see what their tuition looks

like and as a result, they are opting to transfer or backing out of their commitment.

I’ve personally contacted these families to get feedback. Recurring themes are

affordability, the rigor of Bergan, and families leaving for theater opportunities at

FPS.

● I continue to struggle with “what makes Bergan different from area schools” and I

adjust accordingly. After-school programming that is not athletic-related does provide

unique opportunities for families and a pilot program was started last year by Maria

Kruse. This carried into the summer with STEM opportunities that I must grow. Pink

Hard Hats is another unique opportunity for Bergan students. My hope is that these

become marketable for the school through our internal resources, but also catch the

attention of our local media.

● After a year of recruitment, I am learning more about the need for the “right” family.

We need families who can afford this investment and this year’s recruitment cycle is

an indication of the families coming into the school. This is a direct correlation to the

number of families leaving or not coming at all.

● I will be spending considerable time updating our web pages with new content,

images, and layout related to admissions, recruitment and retention. This ties into my

marketing strategy.

● I’ve been spending time updating and creating our digital presence. This includes, but

is not limited to Google, Niche, Private Schools and the Search Engine Optimization

(SEO) of the school. This was desperately needed as our PreK had no presence and

on several sites, our elementary school was located downtown or inside St. Patrick

Church.

● I am working on a marketing tagline that can carry us through this recruitment cycle.

This will tie into my marketing materials in an effort to create a unified message.

**Alumni Strategy/Bergan Fund and Giving Days**

● Looking at possibly adding a ‘Distinguished Alumni’ award to capture all alumni in what

they were successful at during high school (including fine arts) and honor accomplished

alumni in their current roles (including those in religious order), possibly re-engage the

Alumni Board to help with this

● Will work with Mr. Painter’s class again to create more alumni-specific content for social

media

● A monthly newsletter will restart again in August 2024, we will mail to 50’s, 60’s, & 70’s

and we will email to the rest of the classes.

● Stewardship Sunday email will begin again weekly for the parish starting July 28th. The

focus of this will be a summarization of the Sunday readings, and thought-provoking

content to encourage having a will and leaving a bequest to the Parish/School.

● Reignite the Codicil Club and Golden Shamrock groups for the new fiscal year.

● Silent phase of the new fiscal year of the Bergan Fund, planning larger asks before the

‘kick-off’ letter in October.

● Planning stages of an Alumni Homecoming Gathering prior to the homecoming football

game.

● Working through the idea of an ‘Alumni Business Directory’, and also include business

partners and current parents

**Business Partners & Community Relations**

● Business Partnership Meetings have started. So far everybody has mentioned staying

at the same level, some have even increased their interest b/c of digital advertising.

Some new partners are; Raising Canes, Nebraska D-League, Anytime Fitness, Tan

24/7.

● RVR bought our 1st VIP table for the Knight Event

● Digital Scoreboard

○ Anchor Level Sponsors = sold out

○ Founding Level Sponsors = sold out

○ Premier Level Sponsors = sold out

● Parish Festival Raffle - In reflection, we need to print more tickets next year to get

them into people’s hands. Then we only accept the first 500 returned. Maybe find a

secondary drawing for any ticket returned after #500.

● Invoices for Business Partners and Daktronics were sent on 8/9.

**Marketing and Communications Update:**

**90 Day Strategy:**

● Huge focus content

● Boosted content on social platforms(5,500 engagement)

● Knight Event content & strategy posts

● Growth on website hits for enrollment

● Creating a plan and consistent communication for this upcoming school year

● Growth of overall enrollment content to be published weekly

● Growth on the alumni donor side of the content to be published weekly

**Maintenance Priority Projects**

● MS/HS Roof

● Safety Ladders at the MS/HS DONE

● Buildings Ready for Winter

● Cleaning of the outside of the MS/HS

● Hiring cleaning in-house to save quite a bit of money

● Advancement move to the MS/HS

**IT Priority Projects**

● Firewalls

● Network Upgrades at School/ECEC

● Ticket System

● Cloud Proposal for office

● Wireless Air Fiber between HS and ECEC building