Archbishop Bergan Catholic School Board of Education

Meeting Minutes

July 12, 2017

Bergan Elementary Library

Special Meeting to elect Officers

1. Meeting was called to order by Mr. Koenig at 6:33pm.
2. Opening Prayer: Erik Hoegemeyer
3. All Present
   1. Also Present: Fr. Walter Nolte, Dan Koenig, Sylvia Weier, Bonnie Nebuda
4. Action Item:
   1. Elect Officers
      1. President: MaryLynne Bolden – Roll call vote, all vote yes.
      2. Vice President: Melissa Carlson – Roll call vote, all vote yes.
5. Meeting adjourned – 6:37pm

Regular July Board meeting:

1. Meeting was called to order at 6:37 by MaryLynne Bolden
2. Consent Agenda Items:
   1. Approved meeting agenda
   2. Approved minutes from May meeting
3. Reports:
   1. Principal’s Report – See report
      1. Lunch prices have been set for the upcoming school year
      2. Project Lead the Way will be implemented in the elementary this school year.
      3. We received additional funds from the Ignite the Faith grant.
      4. Family Mass will be Sunday August 20th at 5:00pm.
   2. Parish Pastor/President of School Report:
      1. Fr. Nolte is hoping to have a meal with every family. Fr. Eliot is planning meals for individual groups.
      2. Fr. Nolte wants to be present and involved in all parts of the church, school, parish office, homebound, etc.
   3. Board President Report
      1. Board social in August:
         1. Food will be ordered through Cashwa again this year.
         2. Social will start at 6:00pm
      2. Back to school night in August:
         1. Times have changed to:
            1. 5:00pm Elementary families last names A-L
            2. 6:00pm Elementary families last names M-Z
            3. 7:30pm MS/HS families
      3. Board planning retreat:
         1. Move to September instead of January
            1. Have reports early for September meeting.
         2. Add a spiritual retreat in October?
            1. Have on a Sunday after Mass through dinner, end around 6:00pm?
      4. Charism and Culture – Good for us to know what it is about but suggest giving it over to Mr. Koenig and School Improvement Teams – all vote yes.
      5. July 12, 2017 meeting will serve as orientation for Tad Dinkins and Kurtis Slater by reviewing the bylaws.
4. Discussion Items:
   1. Standing Agenda Items:
      1. Advancement Report
         1. Admission and Retention numbers are going up every year.
         2. Currently working on exit interviews for outgoing families.
         3. Noticing a trend of PreK students only coming for Pre-Kindergarten and then going elsewhere. Do we need to offer a discount for Kindergarten?
         4. We are netting around 49 new students each year. There are 30 new students in the Elementary alone. Kindergarten has 39 students for the 2017-2018 school year.
      2. STRAT Plan update:
         1. In June 2016 5 goals for the STRAT plan were set. All goals have been completed.
   2. Handbook Review and Revisions:
      1. Homecoming and Prom Attire Guidelines:
         1. Formal events, attire for these events should be a dress (no plungin necklines, no bare midriff, no strapless gowns, etc.) for young ladies and appropriate neckwear and the option of a dress suit or tuxedo for young men.
         2. Administration reserves the right to refuse admittance to anyone who is not properly dressed for the occasion.
      2. Illness at School:
         1. Students who are vomiting, have diarrhea or have a fever of 100.5 or higher will be sent home.
         2. Students must be vomit, diarrhea and fever free for 24 hours before returning to school.
      3. Lice Policy:
         1. We have a no NIT/Lice policy.
         2. Students will be sent home if it is determined they have lice or nits.
         3. Students must be nit/lice free before returning to school.
         4. Administration reserves the right to admit a student that is under a treatment plan by a medical professional.
      4. Lunch at the Elementary:
         1. Parent/Grandparents are allowed to eat lunch at the elementary with their student.
         2. We ask that lunch visits are limited to one day per month.
         3. Visitors should contact the office before 9:00am on the day of visit to be included in the lunch count.
         4. We ask that there be no visitor before Labor Day and during the month of May to ensure a smooth transition of the beginning and end of the school year.
   3. By-Law Revisions:
      1. 1st Board meeting of the year will be By-Law review for all members.
      2. When the By-Laws are approved they will be sent to Pat Flood to be reviewed.
   4. Survey Results:
      1. To date there have been 70 people who have completed the survey. We will send another invitation and then review the data at the next meeting.
      2. Next year we will send the parent survey at the end of March.
5. Action Items:
   1. Adoption of Handbook Revisions – Roll Call vote, all vote to accept.
   2. By-Law Revisions Approval – Roll Call vote, all vote to accept.
6. Closing Prayer: Erik Hoegemeyer
7. Meeting Adjourned at 8:25