

# MINUTES

## Bergan Catholic School Board of Directors Meeting

*July 24, 2024 | 6:31 p.m. at Bergan Elementary Library*

*Meeting called to order by Chair Ryan Bojanski*

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### In Attendance

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

Absent: Rev. Walter Nolte, Mandy Ostdiek, and Todd Thomason

Guests in attendance: Father Joe Sund and Dr. Mary Ritzdorf

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### Approval of Minutes and Agenda

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Minutes from the June 2024 Board of Directors Meeting and the Agenda for the July 2024 Board of Directors Meeting were approved and passed. Motion made by Terra Uhing and seconded by Dave Shrader. All approved. Motion passed.

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### Public Input

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None

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### Executive Session

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Motion made to enter Executive Session began at 6:33 p.m. made by Elizabeth Borisow and seconded by Terra Uhing.

Motion made to exit Executive Session at 6:35 p.m. made by Dave Shrader and seconded by Terra Uhing.

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### Reports

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#### **School President Report: Dan Koenig**

Human Resources Update

No Resignations

Appointments

1. Kelly Eklund, Nutrition Services Coordinator
2. Tiffany Camp, Middle/High School Para Educator

Additional Volunteer or Work Grant Help Needed

1. Bus Drivers
2. Substitute Teachers

## **Back to School Videos**

In the past, Back to School Night included a 45-minute presentation in which all the new, updates, changes & happenings at Bergan Catholic were communicated to parents and students. Last year we created one 13-minute video and this year we will create a Back to School Video Series that center on themes such as uniform changes, dress code reminders, handbook changes, The Bergan Way, volunteerism, Safe Environment training, technology, and student pick up and drop off.

## **Back to School Night**

Bergan will have the Back to School Night on Monday, August 12th at 5:00 p.m. at the Elementary Gym for grades Pre-Kindergarten through Six grade families. The MS/HS Building Back to School Night will begin at 7:30 p.m. for grades Seven through Twelve with a few words from our administration.

## **Teammates at Bergan**

Bergan Catholic leadership has recently met with the Teammates program whose mission is to positively impact the world by inspiring students to reach their full potential through mentoring. The young students at Bergan will benefit from this program which will be spearheaded by third grade teacher, Maria Kruse. Students would be assigned a mentor to meet with a mentor who has been vetted during lunch time. There will be more information available about this program at Back to School Night.

## **Back to School Teacher Professional Development & Inservice work**

- Wednesday 8/7/24- New Teacher Orientation
- Thursday 8/8/24- Opening All Staff Meeting at the Elementary
- Friday 8/9/24- Building Specific Meetings
- Monday 8/12/24- CPR Training and Prep for Back to School Night
- Tuesday 8/13/24- Innovative Instruction Professional Development with ESU2

## **Parish Pastor/Campus Ministry Report: Father Joe Sund**

Father Sund recently joined the Parish and introduced himself to the Board. He's originally from the Omaha area. He was ordained 8 years ago and throughout his time has been involved with schools and loves it. Father Sund stated he is looking into a system to track the volunteer hours for each family at Bergan. More to come.

## **Director of Operations Report: Nichole Owsley was not able to attend but provided a written report and Dan Koenig gave a brief update**

Owsley's and her teams summer consists of planning, budgeting, paperwork, grant writing, clean up, and alumni research, and silent campaign work.

Roof work at the MS/HS is well underway. The floors at the MS/HS and the elementary are being refinished, and after the MS/HS floor is completed, they will begin installing the new scoreboard. The Knight Event committees are meeting and already at work for this important fundraiser on November 22<sup>nd</sup>.

The 2024-25 Pre-K to 12th grade enrollment is at 490 students. Brett Meyer continues to work to bring in new families and to keep the current students we have.

The 2024 Athletic Hall of Fame and Alumni Reunion was July 12th. There was a great turn out from honor years and Nichole and her team are excited to continue cultivating our alumni.

### **Board Chair Report: Ryan Bojanski**

Bojanski stated that he has been working with Steve Narans to pull together the strategic plan based on discussions the Board had at the retreat. The Board will review this draft later in the meeting. In addition, the Bergan Way is finalized and ready to be released to the school. Bojanski reiterated the hard work that went into this important document and guide for our Bergan families.

### **Development Committee Report: Elizabeth Borisow**

The committee met last week and focused their discussion on the Capital Campaign, Alumni and next steps. Report is attached.

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## **Discussion and Action Items**

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### **1. Board of Directors Officers for 2024-2025**

All officers agreed to serve another year in their positions if approved by the Board:

- President- Ryan Bojanski
- Vice President – Todd Thomason
- Secretary – Elizabeth Borisow
- Treasurer – Tom Wolf
- Motion made to approve officers as stated, Terra Uhing
- Seconded, Dave Shrader
- All approved
- Motion passed

### **2. Board of Directors Meeting Dates for 2024-2025**

The Board reviewed the proposed meeting dates and made a few changes. No motion needed. Schedule is attached.

### **3. 2024-2029 Strategic Plan**

The Board reviewed a draft of the Strategic Plan. Bojanski has asked that the Board take time to review the plan and make recommendations to Dan Koenig and Nichole Owsley before August 14<sup>th</sup>.

#### 4. Conflict of Interest for Board of Directors

Dan Koenig asked that each of the Board members sign the Conflict of Interest forms. This will be completed on an annual basis.

#### 5. Bergan Catholic/Fremont Bowling Cooperative Agreement

- Motion made to approve the agreement to Co-op with Fremont High School in the sport of Bowling for a 3-year term, Elizabeth Borisow
- Seconded, Tom Wolf
- All approved
- Motion passed

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### Financial Report

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Financial report for the year was not final, so the board will review the final document at a later meeting and take action. The Board saw a draft of the P&L and the Balance Sheet for 2024.

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### Closing

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Closing prayer

Meeting adjourned at 7:28 p.m.

Next meeting August 28<sup>th</sup> at 6:30 p.m. at the Bergan Elementary School Library



**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 JULY 24, 2024 6:30PM  
LIBRARY - BERGAN ELEMENTARY SCHOOL**

- A. Call the Meeting to Order & Prayer
  
- B. Roll Call
  
- C. Consent Agenda
  - 1. Approval of the meeting Agenda
  - 2. Approval of the Minutes for the June meeting
  
- D. Public Input
  
- E. Executive Session
  
- F. Finance Reports
  
- G. Reports
  - 1. School President
  - 2. Pastor/ Director of Campus Ministry
  - 3. Director of Operations
  - 4. Board Chair
  - 5. Development Committee
  
- H. Action & Discussion Items
  - 1. Board of Directors Officers for 2024-2025
  - 2. Board of Directors Meeting Dates for 2024-2025
  - 3. 2024-2029 Strategic Plan
  - 4. Conflict of Interest for Board of Directors
  - 5. Bergan Catholic/Fremont Bowling Cooperative Agreement
  
- I. Closing Prayer & Adjourn



7/24/2024  
Board of Directors  
President Report

#### Human Resources Update

- Resignations 1.  
Appointments
1. Kelly Eklund, Nutrition Services Coordinators
  2. Tiffany Camp, Middle/High School Para Educator

#### Additional Volunteer or Work Grant Help Needed

1. Bus Drivers
2. Substitute Teachers

#### Back to School Videos

In the past, Back to School Night included a 45 minute presentation in which all of the new, updates, changes & happenings at Bergan Catholic were communicated to parents and students. In looking at the faces of the audience, I realized that this was not working well and needed to be changed. Last year I recorded a 13 minute video that covered all of the changes and therefore only had a 15 minute presentation on Back to School Night. The feedback that I received was that the videos were still too long and that people were not watching them. Instead, we will create a Back to School Video Series that center on themes such as uniform changes, dress code reminders, handbook changes, The Bergan Way, volunteerism, Safe Environment training, technology & student pick up & drop off. Hopefully these shorter videos will bring more viewership and therefore more understanding.

#### Back to School Night

We will begin the Back to School Night on Monday August 12th at 5:00 p.m. at the Elementary Gym for grades Pre-Kindergarten through Six grade families whose student(s) LAST NAMES BEGIN WITH A-L. Pre-Kindergarten through Six grade families whose student(s) LAST NAMES BEGIN WITH M-Z will meet in the Elementary Gym at 6:00pm. The MS/HS Building Back to School Night will begin at 7:30 p.m. for grades Seven through Twelve with a few words from our administration.

#### Teammates at Bergan

Bergan Catholic leadership has recently met with the Teammates program whose mission is to positively impact the world by inspiring students to reach their full potential through mentoring. The young students at Bergan will benefit from this program which will be spearheaded by Maria Kruse. Students would be assigned a mentor to meet with a mentor who has been vetted during lunch time. There will be more information available about this program at Back to School Night.

#### Back to School Teacher Professional Development & Inservice work

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Respectfully,  
Dan Koenig  
President



## **Operations Overview:**

### **Big Projects:**

The roof at MS/HS's THIS PROJECT IS UNDERWAY YAY

Waiting for Goldenrod to get back to us. We should have an owner rep decided by EOM

Grant Applications that are due April, May, and June; working on LOI for Campaign

Spend Down on EANS is a main focus all Funds need to be used

Title Funding clean up and requisition completion

The Scoreboard Project will be started this week!

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, 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 example of unique opportunities 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 do need to focus on getting our website updated when it comes to the look and content for our admissions pages. This also ties into our ECEC as we continue to build the birth to graduate pipeline. I give kudos to Genna for the amazing work she is doing there.
- I also continue to work on finding our marketing niche. This is an area of growth that personally excites me as I'm eager to learn.
- I'd like to sit down with leadership to consider opportunities for our non-Catholic families. The common theme that scares many of these families is simply "Catholic". One parent that I was recruiting mentioned "I want my family to have fun celebrating Jesus." Through small internal conversations, I was told the "celebration" of Jesus comes through the Sacraments. With a growing number of non-Catholic families, "we" do not get to participate in this celebration.

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

- The 2024 Athletic Hall of Fame and Alumni Reunion was July 12th. We had a great turn out from honor years and we are so excited to continue cultivating our alumni.
- 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)

- Will work with Mr. Painter's class again to create more alumni specific content for social media
- Monthly newsletter will restart again August 1, 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, 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.
- 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 the digital advertising (Christensen lumber, Eric Luebbe, etc.)
- Digital Scoreboard
  - Anchor Level Sponsors = sold out
  - Founding Level Sponsors = Added Skin Envy last week, we have 2 spots left
  - Premier Level Sponsors = 2 spots left. Lots of conversations with current Static Gym signage partners. .
- Parish Festival Raffle - It has been easy to sell tickets if we can just go out and ask (or set up a time to "deliver" their ticket to them at home). This first year will take some extra effort.
- We are in the process of invoicing 2024 Business Partners and scoreboard Sponsors

### **Marketing and Communications Update:**

#### **90 Day Strategy:**

- Huge focus content
- Knight Event content & strategy posts
- Growth on website hits for enrollment
- Creating a plan and consistent communication for next year
- Growth of overall enrollment content to be published weekly
- Growth on the alumni donor side of the content to be published weekly

Our summer consists of planning, budgeting, paperwork, grant writing, clean up, alumni research and silent campaign work.





## Bergan Catholic School Board of Directors

### Committee Meeting Report

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Committee: Advancement and Development Committee

Meeting date/time: Tuesday, July 16th at 7:00 a.m.

Attendance: Elizabeth Borisow, Dan Koenig, Nichole Owsley (via phone), Todd Thomason

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#### Agenda Items:

- A. Capital Campaign
  - B. Alumni Update and Outreach Moving Forward
  - C. Next Steps and How Development Committee Can Help
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Unfinished business: None

#### New business:

- A. Update on status of Capital Campaign
  - They have not selected a vendor to help with the campaign
  - Nichole and her team will pull together the materials and case for support
  - Reviewed the feasibility study
- B. Nichole and her team are reaching out to alumni in the following ways:
  - Will begin sending birthday cards to each alumni in 2025
  - Travel did not happen this summer as they hoped but looking to travel to areas where the most alumni and wealth fall – AZ, CO, NE, TX
  - Participation from alumni is not big for the alumni reunion, so looking to possibly do a Homecoming weekend
- C. Nichole stated she would like one of us to serve on the Steering Committee for the Capital Campaign to help moving forward

#### Future action steps:

- A. Continue work on Capital Campaign and Alumni Engagement
- B. Steering Committee
- C. Ways to impact staff salaries

**Bergan Board of Directors Meeting Dates 2024-2025**

July 24, 2024	6:30PM	Bergan Elementary Library
August 28, 2024	6:30PM	Bergan Elementary Library
September 25, 2024	6:30PM	Bergan High School Library
October 23, 2024	6:30PM	Bergan Elementary Library
November 20, 2024	6:30PM	Bergan Elementary Library
December 18, 2024	6:30PM	Bergan Elementary Library
January 22, 2025	6:30PM	Bergan Elementary Library
February 26, 2025	6:30PM	Bergan Elementary Library
March 26, 2025	6:30PM	Bergan Elementary Library
April 23, 2025	6:30PM	Bergan Elementary Library
June 4, 2025	6:30PM	Bergan Elementary Library