



BCACS School Board Meeting Minutes

Tuesday, February 16, 2021

Attendees:		
Patrick Downey	Cathy Erskine	Abbie Brennan
Ed Bauman	Jon Galbreath	Ann Gallagher
Sara Myers	Andy Yockey	Nicole Stevens
	Vicky Groat	Katie Reed
Absent:		
Jim Miller		
Guests:		

The Board met virtually via Zoom

Meeting on Tuesday, February 16, 2021 started at 5:30pm, called to order by Pat Downey

Opening Prayer: All board members

Board Process

Approval of Minutes

- January's Minutes were approved.

Administration Report

- The Board will send out a letter to families regarding the return to school following Spring Break. The communication was created to let families know that our return to school on April 12, 2021 will be in-person, as approved by our BCACS Advisory Board. This decision was guided by:
 1. BCACS staff (who have chosen to) have been fully vaccinated
 2. The decline in positive COVID cases
- In following the most recent CDC guidelines in relation to travel, parents are asked to carefully consider, if traveling, the level of exposure during that time and abide by the guidelines.
- The full letter, which was sent to parents on March 5, 2021, can be found on our BCACS website under Covid 19 information.

Technology Report

- Looking at insurance options for teachers new laptops/chromebooks. Schools may cover the cost.
- Consider providing a protective bag \$39 each for student devices as most damage is caused by students dropping them.
- Considering which wireless access switches to purchase. Members Andrew Yockey and Jon Galbreath will provide recommendation.



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By-Laws /Policy

- The by-laws regarding purpose, responsibilities, code of ethics and beliefs were distributed for review.
- Board Members received and were to sign and return a non-disclosure agreement to be kept on file.
- Pat Downey and Ann Gallagher working on including protocol for virtual meetings in by-laws
During virtual meetings, the “chat” feature may only be used to ask questions. All comments made during virtual meetings will become part of the official meeting minutes.

Finance:

- Initial discussion of budget and tuition costs for the 2021-2022 school year.

An additional meeting was held on February 23, 2021 to address finalizing tuition and fees for the 2021-2022 school year.

- Cost of education enrollment numbers determine cost per pupil
- Family income levels, Tuition Assistance, Parish and Foundation subsidy all factor in the budgeting process
- Reserve funds will cover the 2021-2022 budget deficit of \$160,000
- Tuition and fees collection are in line with the budget
- PPP (Payroll Protection Program) loan of \$420,000 was received in January 2021. The schools qualified because revenue for the last quarter of 2020 was down by 50%
- An employee retention credit may be available through our payroll management company, Paycor. The Diocese will complete the application on behalf of our schools
- St. Joseph has reduced the maintenance staff and is monitoring the adjustment to ensure that there are no gaps in maintaining, cleaning and sanitizing the buildings.
- Part-time St. Joseph administrative assistant is retiring. The position will not be filled going forward
- A non-essential support staff position will be eliminated.
- Budget for 2021-2022 currently has a deficit of -\$200,000. Finance committee will consider strategies to reduce expenses
- A motion was made to keep fees the same as the 2020-2021 school year and to increase tuition for grades TK-12th, at each income level by 5%. Parish discount would continue to be 5%. Motion was approved.
- Discussion regarding employee benefits will continue at future Finance and Board meetings

BCACS Foundation

- The Annual Fund Drive campaign with goal of \$250,000 is at \$165,000. Current focus is on completing Phase 2 of the roof campaign. Phase 1 is complete and will guarantee the receipt of the Catholic Extension \$40,000 matching grant.
- The Diocesan Bishop’s Annual Appeal will launch in April, so the AFD will pause efforts, so as not to conflict.
- The elementary students are engaged in a coin challenge, which will benefit the roof campaign.

Marketing and Communication

- The first three school communication series have been sent out. Remaining communications are regarding how fundraising impacts our budget and volunteers.



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- Enrollment is open for current families
- Working on communications with families with students in transitional years-moving from elementary to middle school and middle school to high school.
- Preparing to create short videos to be placed on social media and BCACS website for early childhood, middle school and high school.
- Working on promotional materials for Kinder Camp, this will be held in June.

Meeting was adjourned at 6:30pm

Next meeting: Tuesday, March 16, 2021