

**BISHOP RYAN CATHOLIC SCHOOL  
MINUTES OF FEBRUARY 28, 2017 MEETING**

The meeting was called to order at 5:15 p.m. in the Bishop Ryan Library.

**I. Opening Prayer:** Fr. Nelson

**II. Roll Call –** Brenda Nush

**Members Present:** Kevin Bohl, Fr. Harvey, Kim Hrichena, Fr. Doug Krebs, Dawn Palumbo, Kathy Wald, Fr. Waltz, Shane Zaback

**Members Absent:** Bishop Kagan, Fr. Bruce Krebs, Fr. Richter

**Ex-Officio Members Present:** Jaimie Brunner, Chase Lee, Fr. Nelson, Brenda Nush, Tanya Steckler, Steve Lipp, Dean Rubbelke

**Ex-Officio Absent:** None

**Guests:** Eldon Erickson, Mike Schmitz

**III. Recommended Action**

**A.** Motion to accept minutes of the January 2017 regular meeting by Kevin Bohl and second by Shane Zaback. Motion passes with all members voting yes.

**B.** Motion to accept the financial statements for January 2017 by Kevin Bohl, second by Kim Hrichena. Motion passes with all members voting yes.

**C.** Additions to the Agenda: Cell Phone policy changes

**IV. Old Business**

**A.** Trap Shooting Team Request: Eldon Erickson reports a total of 30 students showed interest in joining a Bishop Ryan trap shooting team. Motion to approve forming a Trap Shooting Team using Bishop Ryan's name, pending insurance approval, by Dawn Palumbo, and second by Fr. Waltz. Motion passes, all members voting yes. All activity will be at the Minot Gun Club who will also provide coaching.

**B.** PK-Grade 5 Restructuring Proposal: Mrs. Steckler - Pre-School will maintain current structure for 2017-18.

**C.** 2<sup>nd</sup> Reading 2017-18 School Calendar: Changes from prior month include moving graduation to Wednesday, May 23<sup>rd</sup> and starting August 24 with in-service days August 21, 22, 23 and October 18. Motion to approve as presented (moving one Mass day from April 11 to April 4) by Fr. Waltz, second by Shane Zaback. Motion approved with all members voting yes.

**D.** 2<sup>nd</sup> Reading Mission Statement: *"To serve God and his children by laying the foundation for lasting happiness through education in virtue."* Motion to accept by Fr. Waltz, second by Kathy Wald. Motion passes with all members voting yes.

**E.** Classroom renovations: Space for additional classrooms in 2017-18 will be created by turning the current east-side administration offices into 3 additional classrooms, and splitting Mrs. McCurry's room by adding a wall down the center if needed. The administration will relocate to the current high school administration offices, who will relocate to the guidance and athletic director's offices, who will relocate to the learning disabilities offices in back of the kitchen, who will relocate to the library offices. Costs and plans underway, all will hopefully be moved before the end of this school year.

**V. New Business**

**A.** Audit recommendations: Mike Schmitz from Widmer Roel Accounting was present. At the Finance Committee's request, Mike had written Bishop Kagan recommending internal controls be tested every year, rather than a full audit. Bishop Kagan accepted his recommendations starting June 30, 2016, with a full audit every 3<sup>rd</sup> year. Testing will be completed on receivables, payables, deferred tuition and other agreed upon procedures the board would choose. This should result in a 40% savings in the years between full audits. Defer back to finance committee for recommendation on areas to review.

**B.** 1<sup>st</sup> Reading Changes in Handbooks: Distributed and discussed. Motion by Shane Zaback and second by Kathy Wald to add "No Sunday practice without Bishop's permission" to the athletic handbook, and accept other changes as presented. Motion passes, all members voting yes.

**C.** 1<sup>st</sup> Reading 2017-18 Budget: Motion by Shane Zaback and second by Fr. Waltz to accept budget as presented for 1<sup>st</sup> Reading. Motion passes, all members voting yes.

**D.** Valedictorian Selection – Interim Policy: Moving to a 5.0 grade scale for AP & dual-credit courses earlier in the school year failed to take into consideration the ramifications for the selection of Valedictorian and Salutatorian and unexpected stratification of 4.0 students due to the change. Recommendation by Fr. Nelson to have students with 4.0 and up as Valedictorians this year, and to cease Valedictorian and Salutatorian honors as currently defined, due to the additional costs associated with taking Dual-credit courses, which could create a discriminatory advantage for students of wealthy families with regard to the Valedictorian and Salutatorian honors. Motion by Kevin Bohl and second by Fr. Waltz to accept Fr. Nelson's recommendation. Motion passes, all members voting yes.

**E.** By-Law Amendments: Committee met this month but waiting on clarifications from the Diocese. Table to next month.

**F. Cell Phone Policy Changes:** Students are not allowed to use personal electronic devices during school hours. If a teacher or administrator sees or hears a personal electronic device it will be confiscated. Nor are any electronic devices with cameras allowed to be used in bathrooms or locker rooms. Violation of the electronic use policy will result in the following: 1<sup>st</sup> offense (treated as a minor violation): detention, the electronic device is held in the office and student can pick up the device at the end of the day. 2<sup>nd</sup> offense (treated as a minor violation): detention, the electronic device is held in the office, and parents are called to pick up the device. 3<sup>rd</sup> offense: the student will serve in-school suspension and, for a period of time determined by the principal, must turn the device in to the principal each morning and retrieve it at the end of the school day. \*Disciplinary action for a violation of the Electronic Use Policy can be accelerated to step two or three at any point. \*Students will be allowed to use personal laptops as needed in order to do their schoolwork.

**Next Meeting Date: March 30 at 5:15 in the BRCS Library.**

#### **VI. School Reports**

- A. Elementary:** Mrs. Steckler – No additions to written report.
- B. High School:** Mr. Lee – No additions to written report.
- C. Advancement:** Steve Lipp – No additions to written report.
- D. Marketing and Enrollment:** Jaimie Brunner – 75 of 105 spots filled for pre-school for next year; 21 enrolled in Kindergarten so far. Prospective student day planned for March 9.
- E. Chaplain's:** Fr. Doug Krebs – Requesting permission to take senior boys across state lines to St. Paul MN to visit the Seminary. Motion by Shane Zaback, second by Kathy Wald to approve request. Motion passes, all members voting yes.
- F. President:** Fr. Nelson gave an update on the trip to Louisville with Tanya Steckler, Jessica Rush and Chase Lee.

#### **VII. Committee Reports**

- A. Finance:** Financials, checks, budgets and classroom renovations were discussed.
- B. Staff & Student Policies:** no report.
- C. By-Laws:** See new business.
- E. Foundation:** Dean Rubbelke – meeting set for April.
- F. Delegate:** no report.
- G. Long Range Planning Committee:** No report.

**VIII. Executive Session:** Board moved to Executive Session at 6:45 p.m.