



**Please Read:** Agenda, committee reports and minutes from last meeting  
**Please Bring:** Agenda, board packet

<i>Opening</i>	<i>Time</i>	<i>Person</i>
1. Prayer	1 min	Fr. Mike Woempner
1. Roll Call and Review/Approval of Minutes	1 min	Jen Raiche
3. Public Comment	Varies	

**Reports**

<i>Topics for Reporting Only: (please be brief – provide written information as necessary)</i>	<i>Time</i>	<i>Person</i>
1. Chairperson’s Report	5 min.	Jen Raiche
2. Administrator’s Report	5 min.	Angela Oller
3. Committee Reports		
• Finance	5 min.	Doug Sage
• Marketing/Development	5 min.	Jen Raiche
• Catholic Identity (becoming PTA)	5 min.	Celine Gayan
• Building and Grounds	5 min.	Tony Vicenzi
• Strategic Planning	5 min.	Hold

**Decision/Discussion Items**

<i>Topics for Decision/Discussion</i>	<i>Time</i>	<i>Person</i>
1. Accreditation	15 min	Angela Oller
2. Tuition Rates for 2019-2020	10 min	Angela Oller
3. Plowing Services	5 min	Angela Oller
4.		
5.		

<i>Topics for Next Agenda</i>	<i>Time</i>	<i>Person</i>
1.		
2.		

<i>Next Meetings</i>	
<i>Next Advisory Council meeting &gt;&gt;</i>	March 19, 2019
<i>Next Executive Committee meeting (deadline for board packet) &gt;&gt;</i>	March 12, 2019

<i>Closing</i>	<i>Time</i>	<i>Person</i>
1. Public Comment	Varies	
2. Prayer	1 min.	Fr. Mike Woempner
3. Adjourn Meeting	1 min.	Jen Raiche

**Member Roster:**

**VOTING (Half-plus-one for quorum)**

<i>Absent</i>	<i>Present</i>	<i>Name</i>	<i>Appointed</i>	<i>Parish</i>
		Dianne Gauthier	2016	St. Mary Queen of Peace
		Jen Raiche	2014	St. Mary and St. Joseph
		Amy Rodriguez	2016	St. Mary Queen of Peace
		Celine Gayan	2017	American Martyrs
		Angela Fornetti	2016	St. Mary Queen of Peace
		Mike Hoy	2018	St. Mary Queen of Peace
		Carrie Hoy	2018	St. Mary Queen of Peace

**NON-VOTING**

**Pastors:**

<i>Absent</i>	<i>Present</i>	<i>Name</i>
		Fr. Joe Gouin
		Msgr. Kaczmarek
		Fr. Janusz Romanek
		Fr. Mike Woempner

**Others:**

<i>Absent</i>	<i>Present</i>	<i>Name</i>
		Angela Oller, Principal
		Wendy Decker-McMillian, Secretary

The first meeting of the BBCS Finance Committee was held on Thursday, November 29, 2018 at St. Mary Queen of Peace Church.

The meeting opened with prayer at noon. Meeting attendees were as follows:

<b>Voting Members</b>	<b>Present</b>	<b>Not Present</b>
Lisa Bosley	X	
Marty Fox	X	
Bernie Menghini	X	
Doug Sage		X

<b>Non-Voting Members</b>	<b>Present</b>
Angela Oller, Principal	X
Jen Raiche, Advisory Council Cairman	X
Fr. Mike Woempner, Pastoral Delegate	X

1. **Finance Committee Guidelines** - Angela Oller presented the Finance Committee with a one-page document with Finance Council Guidelines.

Attendees agreed it was a good starting point and additional verbiage would be added later (i.e. procedures for large donations, etc.).

- a. Committee members voted to adopt the Finance Council Guidelines: 1<sup>st</sup> Bernie Menghini, all were in favor and the motion passed.
2. Ms. Oller then presented information on the two **types of endowments** the school currently has: 1) Endowments managed by the Diocese of Marquette in the [Upper Peninsula Catholic Foundation](#) and, 2) those managed by a dedicated volunteer group, the Endowment Board.
  - a. The Two Endowments in the Upper Peninsula Catholic Foundation (UPCF) are:
    - i. **Anonymous Endowment** with upwards of \$800,000 in the fund. Yearly disbursements are directed by the Diocese of Marquette with 75% earmarked for building needs and 25% for tuition assistance.
      1. In 2018, the school received \$34,402.24 in total from this fund. Ms. Oller has placed \$10,000 from this fund into



- a. The Diocesan mandate to use a combined accrual and cash basis for bookkeeping is cumbersome and difficult to understand.
  - b. Ms. Oller does not receive enough pertinent information from these reports to take action on.
  - c. We need a solution that will work for bookkeeping purposes as well as creating actionable intel for our administration.
  
  - d. It is the overall sense from the Finance Committee that the Diocesan mandate for the cash/accrual system was one we had to work within. As our staff does not have sufficient knowledge or ability to work proficiently within this system, the best path forward is for the Diocese to resume entering BBCS banking data into PDS as well as creating monthly reports for our administration. All payroll and bill paying functions are to remain in-house.
    - i. 1<sup>st</sup> to approve - Lisa Bosley, 2<sup>nd</sup> - Marty Fox, all in favor
5. Of final note, Bernie Menghini noted that he has spent significant time looking over last year's bank statements and PDS reports. His conclusion was the financial information from last year has some discrepancies that should be looked into. Mr. Fox said his brother is a CPA and he would ask him about going over the 2017-18 financials in-depth. The Committee agreed this was an obligatory path forward as our knowledge of the discrepancies must be acted upon.
6. The meeting concluded at 1:00 pm with a closing prayer.

January 7, 2019

## Fund Raising Committee Report

Members: Jessica Cameron, Jen Raiche, Carolyn Hoy, Rebecca Couper, Celine Gayan, Angela Oller, Mary Beth Brown, and Tom Erickson

Committee decided to not move forward on a dinner fund raiser at Maxsells. Earning potential and time were both road blocks to a successful event. Due to cancelation of this event, \$5000 is still needed to make up for the money lost by not doing the poker night in December.

Ideas to compensate include:

Pizza fund raiser with Antonio's. A call has been placed and waiting for a return call. (Update Jan 9, 2018; Unfortunately, they no longer do fundraisers.)

Easter Lilly sales in April. Calls placed to Econo foods for flowers

Other possibilities include candy sales and ski jumps and a school wide rummage sale at the end of the year.

Finally, a lot of information was gained to do a fund raiser through the Encore Ballroom in Florence. This will be launched in October and will be our big fall fundraiser (taking the place of the wine tasting)

2019 CSW Enrichment Day  
THURSDAY, JAN 31

Time: 1:30-2:30 pm:

Kids will have 3 choices (20 minutes per session then rotate)

Activities/Stations:

1. WOODWORKING (Sarah N)
2. TAEKWANDO
3. MUSIC/GUITAR (Bill M)?
4. HAIR STYLING (Vicky B)?
5. HEALTH/WELLNESS (Laura H)?
6. K-9 POLICE

STEMS: Middle School (12-3 pm)



## **2019 Catholic Schools Week (Sun, Jan 27 – Sat, Feb 2)**

### **Sunday, January 27: Celebrating Your Parish**

- Masses at all four parishes (SMSJ, IC, AM, QP)
- Student/family participation, greeter/gift bearers, readers,
- Wear BBCS blue polo clothing
- Process in together and sit in front pews
- Social and scrip after masses
- 

### **Monday, January 28: Celebrating Your Community**

- Spirit Day: Wear IM/Kingsford or college/professional sports clothing
- Penny Wars: Start and go through Tuesday Feb. 5
- Activity: Community Leader: Ed McBroom (12/12:30 pm)

### **Tuesday, January 29: Celebrating Your Students**

- Crazy Day: Wear crazy hair, hat, and socks
- Activity: Vote the best hat/crazy hair (prize: lunch with the principal)

### **Wednesday, January 30: Celebrating the Nation**

- Patriotic Day: Wear red, white, and blue clothing/accessories
- High School Alumni mass (send press release invite to schools/churches)

### **Thursday, January 31: Celebrating Vocations**

- Career Day: Wear your future vocation/career clothing
- Activities: Vocation Panel for gr 4-8 in the morning (9:30-11:00) & Enrichment Day in the afternoon (see attached page)

### **Friday, February 1: Celebrating Your Faculty, Staff, and Volunteers**

- School Mass: Wear BBCS blue clothing
- Activity: Bowling & Skiing (time TBD)

### **Saturday, February 2: Celebrating Your Families**

- Potluck Social: starting at 6:15 pm at SMSJ (sign-up to follow)

**Priests in the building – give them a schedule. Note: Essay/Radio?**



## **PTA AGENDA 2019**

### JANUARY/FEBRUARY:

- CATHOLIC SCHOOL WEEK (SUN, JAN 27 - SAT, FEB 2)  
SEE ATTACHED SCHEDULE

### MARCH:

- FAT TUESDAY BUFFET DESSERT (TUE, MARCH 5): ALL BBCS
- STATIONS OF THE CROSS: ALL BBCS
- DECEASED ALUMNI MASS (FRI, MARCH 22): GIFTS & RECEPTION FOR GUESTS

### APRIL:

- ALL SCHOOL RECONCILIATION

### MAY:

- MAY CROWNING (MAY 2): RECEPTION TO FOLLOW FOR ALL BBCS & GUESTS
- END OF SCHOOL YEAR FIELD TRIP
- EIGHTH GRADE RETREAT (THUR, MAY 30)
- END OF SCHOOL YEAR PICNIC (FRI, MAY 31)

### JULY:

- FOURTH OF JULY CELEBRATION: BBCS 60TH ANNIVERSARY FLOAT

## **Building & Grounds December 2018**

### **Tony Vicenzi**

Maintenance projects in December at BBCS:

- Maintaining snowbanks around school grounds (ongoing), leveling them when able
- Fixed 2 plumbing leaks, girls downstairs bathroom sinks
- Corrected school bell system
- Boiler system maintenance, contract with Johnson Controls has
- Outdoor Nativity and decorations
- Shad Brown contacted for plowing/sanding of parking lot/playground, working on getting a contract
- Worked with Carey Contracting (& associates) for new door/window safety project, phase 1 complete



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• Catholic Identity (Mission Effectiveness)	5 min.	Celine Gayan
• Building and Grounds	5 min.	Tony Vicenzi
• Strategic Planning	5 min.	Hold

### Decision/Discussion Items

<i>Topics for Decision/Discussion</i>	<i>Time</i>	<i>Person</i>
1. Dress Code Updates	20 min	Angela Oller
2. Fundraising Committee	5 min	Angela Oller
3. Safety Grant - Updates	10 min	Angela Oller
4. Diocesan School Council	5 min	Angela Oller
5.		

<i>Topics for Next Agenda</i>	<i>Time</i>	<i>Person</i>
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<i>Next Meetings</i>	
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		Msgr. Kaczmarek
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		Fr. Mike Woempner

**Others:**

<i>Absent</i>	<i>Present</i>	<i>Name</i>
		Angela Oller, Principal
		Wendy Decker-McMillian, Secretary



**MARKETING REPORT  
NOVEMBER 2018**

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**FRIENDS OF BBCS RAFFLE**

Total Tickets Sold: 71

Total Profit: \$42,600

Past Winners:

*November 12, 2018*

*1st Place - \$2000 - David Casey, Kingsford*

*2nd Place - \$1000 - Team CEW, Kingsford*

*3rd Place - \$500 - St Mary Queen of Peace, Kingsford*

*October*

*1st Place - \$2000 - Team Iron River*

*2nd Place - \$1000 - Team Anthony, Kingsford, MI*

*3rd Place - \$500 - Dean Kaczorowski, Shawano, WI*

*September 10, 2018:*

*\$2000 - Dale Close, Iron Mountain*

*\$1000 - Dr. & Mrs. Daniel Cecconi, Florence, WI*

*\$500 - Erin Husing, Westminster, CO*

*August 13, 2018:*

*\$2000 - Team ML, Iron Mountain*

*\$1000 - Jon L. Pipp, Iron Mountain*

*\$500 - Team Iron River, Kingsford*

*July 31, 2018:*

*\$2000 - Team Alphonsus, Kingsford*

*\$1000 - Dale Close, Iron Mountain*

*\$500 - Queen of Peace, Kingsford*

**OCTOBER – PUMPKIN SALE**

\$2,298 total sales

\$1,648 total profit

**NOVEMBER 6 – 21: 12 DAYS OF CHRISTMAS RAFFLE**

\$7,340 total sales

\$4,794 total profit

## CATHOLIC IDENTITY AGENDA

NOVEMBER 16, 2018

### November/December 2018:

- TV6 CANATHON (American Martyrs Project): Nov 12 - Dec 5
- ADVENT *PRAYER* SERVICE: Ongoing/December
- SHOPPING FOR THE NEEDY: Thurs, Dec 6
- ST. NICHOLAS DAY (Chocolate Coins): Thurs, Dec 6
- ADVENT *PENANCE* SERVICE: December

### JANUARY 2019:

#### **CATHOLIC SCHOOL WEEK (SUN, JAN 27 - SAT, FEB 2, 2019):**

- Theme: LEARN. SERVE. LEAD. SUCCEED.
- DAILY WEEK THEMES:
  - SUNDAY, JAN 27: CELEBRATING YOUR **PARISH** (Parish Masses & Social)
  - MONDAY, JAN 28: CELEBRATING YOUR **COMMUNITY** (Community Celebration/International Day & Missionary Talk/Service)
  - TUESDAY, JAN 29: CELEBRATING YOUR **STUDENTS** (Crazy Hair and Crazy Wear Day: entertainment: play/ensemble/guest and hot chocolate)
  - WEDNESDAY, JAN 30: CELEBRATING THE **NATION** (Government Leaders: guests and Open House)
  - THURSDAY, JAN 31: CELEBRATING **VOCATIONS** (Vocation Panel; Career & Enrichment Day: woodworking, taekwondo, music/guitar, wellness, gymnastic, hairdresser, police K9, gemology, art/oil painting, physical therapist, etc)
  - FRIDAY, FEB 1: CELEBRATING **FACULTY, STAFF, AND VOLUNTEERS** (Fun Day: bowling and/or skiing)
  - SATURDAY, FEB 2: CELEBRATING **FAMILIES** (Family Day) at home

## **Building & Grounds Update**

**November 20, 2018**

- Began organization of the basement area
- Continues day to day cleaning
- Salt, scoops, shovels ready by all 3 doors for winter weather
- Snow plowing person procured, continue with Mark Swenski
- Playground sanding person procured, continue with Shad Brown (Queen of Peace winter sanding man)
- Leaking hatch on the roof fixed, had zero leaking during the last 2 rain events
- Fireproof back room of basement leaks fixed, 2 outdoor manhole covers addressed with rubberized paint
- Fixed leaking bathroom sinks
- **UP Security:**
  - fixed Mrs. Caswell classroom door
  - rekeyed 3 outside doors
  - rekeyed Ms. Oller's door
  - rekeyed main front office and Mrs. Meiner door together

Advisory Council Meeting  
November 20, 2018 7:00pm

Present Voting Members: Jen Raiche, Amy Rodriguez, Mike Hoy, Carrie Hoy, Angela Fornetti

Not Present Voting Members: Dianne Gauthier, Maria Erickson

Non Voting Present: Angela Oller, Wendy Decker-McMillan, Amanda Gardner, Stephanie Covitz, Celine Gayan, Tom Erickson, Sheila Caswell, Jeanette Asam, Marci Ellis, Doug Sage arrived 7:18pm

Non Voting Not Present: Fr. Joe Gouin, Msgr. Kaczmarek, Fr. Janusz Romanek, Fr. Mike Woempner

Opening:

- ❖ Prayer (Jen Raiche): 7:00pm, Our Father
- ❖ Roll Call, approval of minutes (Jen Raiche): Motion by Carrie Hoy, Second by Mike Hoy, unanimous approval
- ❖ Public Comment: N/A

Reports (Topics for Reporting Only):

- ❖ Chairperson's Report (Jen Raiche): Prepping for Advent Prayer Exchange, took photos for Dessert Feast
- ❖ Administrator's Report (Angela Oller):
  - Finished IOWA testing, purchased tests for 3<sup>rd</sup> – 8<sup>th</sup> grades, purchased scoring for testing (>\$500, good for 5-6 years and includes parent scorecard)
  - Purchased cognitive abilities testing for 3<sup>rd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grade
  - Accelerated Reader update: Increased and improved reading noted, teachers using point clubs to track, students receive small prizes/candy of their choosing from office
  - "School Library" in classrooms, improve the classroom library by looking for grant money for lower elementary library books
  - Christmas Program has been moved to the IMHS Auditorium due to better viewing
- ❖ Committee Reports:
  - Finance - (Angela Oller): Utilizing different style of balance sheets, in progress to break down the checking account. Intent is so that it simplifies the report to know where money comes from and where money goes. Principal Oller must be able to make informed decisions re: finances. Hired a consultant Kaye at Diocesan for PDS finances. 1<sup>st</sup>



Finance committee meeting on 11/29/18: members include Bernie Menghini, Lisa Bosley, Mary Fox, Doug Sage, Angela Oller, Fr. Mike Woempner

- Marketing/Development – (Jen Raiche): Reviewed Marketing report handout, orders for Yankee Candle fundraiser collected and submitted, beginning Keweenaw Coffee fundraiser. A new Fundraising committee was formed, approximately 8-10 on committee, 1<sup>st</sup> meeting next week. The goal is to improve marketing for BBCS.
- Catholic Identity – (Celine Gayan): Reviewed Agenda, need more drivers for shopping for the needy, Advent penance service in December coordinate with priests, discussed beginnings of Catholic School Week 2019. Intend to build up the Catholic Identity Committee, would like additional 3-4 members to spread the work around. Upcoming dates of interest: December 6<sup>th</sup> - St. Nicholas Play, December 12<sup>th</sup> – Our Lady of Guadalupe Play.
- Building & Grounds Update – (Wendy Decker-McMillan): Reviewed bulleted update with group
- Strategic Planning – placed on hold

Decision/Discussion Items (Topics for Discussion) (Angela Oller):

❖ Dress Code Updates (Angela Oller):

- Currently too much flexibility in the dress code
- Minimal changes for 7<sup>th</sup> & 8<sup>th</sup> grade
- Boys: less colors, polo or oxford, navy pants
- Girls: through 6<sup>th</sup> grade initially, 1 uniform jumper or 1 skirt in Lands' End blue plaid, leggings, polo or oxford
- Shoes at the discretion of parents
- Comfortable clothing options but consistent in nature; will help make us “Look like Bishop Baraga Catholic School”
- Improving the dress code can assist with emotional growth of students

❖ Dress Code Discussion (group):

- Should be stricter of dress code for upper grades
- Can girls wear pants? Can navy pants be an option for girls?
- Would like more skirt options for younger grades (or flexible on jumper length)
- One parent accustomed to very strict uniform style
- Start skirts in 3<sup>rd</sup> grade
- Plaid jumpers, solid colors show a lot of stains

- Discussed Escanaba's Holy Name Catholic School, way too many options
  - Keep it simple with dress code
  - One parent supports school uniforms. Has helped start up other schools with uniforms: increased enrollment, appearance in community of respect/neatness
  - Bishop Baraga "blue" suggested as attire on Friday's but not mandated
  - Enforcement struggles of current dress code violations
  - Make dress code changes over a 2-year implementation plan
  - Avoid formal uniforms
  - Find a way to sell the dress code to current and new families with validity
  - One parent brought her family to BBCS for Catholic teachings and morals, dress code wasn't a "draw"
- ❖ Fundraising Committee Discussion:
- 6-8-person committee with approx. 10 additional volunteers
  - Best days to meet at lunch: Tuesday or Wednesday
  - Fundraiser at Maxsell's in Florence, \$45/plate, Friday or Saturday in February, raffles, silent auction
- ❖ Safety Grant – Update:
- Grant approved: Carey Contractors to do the work
  - Extra set of locked double glass doors/wall through main entrance of school (Timing TBD...takes 6 weeks for doors/wall to arrive)
  - Cut out window opening/glass sliding panes in office wall, accessible from entrance area (Christmas break)
  - Ballistic film TBD, will write another grant for this
- ❖ Diocesan School Council:
- Mark Salisbury wants a representative from each of the 9 Catholic schools to be on this council
  - Meetings approx. 4 x year
  - Jeanette Asam volunteered
- ❖ Topics for Next Agenda: N/A
- ❖ Next Meetings:
- Advisory Council Meeting: January 15, 2019
  - Executive Committee Meeting: January 8, 2019
- ❖ Closing:
- Public Comments:

- ◆ Angela Fornetti commented that the atmosphere in and around the school is pleasant, like a “breath of fresh air”, very communal
- ◆ Doug Sage suggested having some sort of special fleece jacket created for those students that have attended BBCS for 5 years

- ❖ Prayer: Glory Be
- ❖ Adjourned: 8:04pm



**FINANCE COMMITTEE REPORT  
NOVEMBER 2018**

The first meeting of the BCS Finance Committee was held on Thursday, November 29, 2018 at St. Mary Queen of Peace Church.

The meeting opened with prayer at noon. Meeting attendees were as follows:

<b>Voting Members</b>	<b>Present</b>	<b>Not Present</b>
Lisa Bosley	X	
Marty Fox	X	
Bernie Menghini	X	
Doug Sage		X

<b>Non-Voting Members</b>	<b>Present</b>
Angela Oller, Principal	X
Jen Raiche, Advisory Council Cairman	X
Fr. Mike Woempner, Pastoral Delegate	X

1. **Finance Committee Guidelines** - Angela Oller presented the Finance Committee with a one-page document with Finance Council Guidelines.

Attendees agreed it was a good starting point and additional verbiage would be added later (i.e. procedures for large donations, etc.).

- a. Committee members voted to adopt the Finance Council Guidelines: 1<sup>st</sup> Bernie Menghini, all were in favor and the motion passed.
2. Ms. Oller then presented information on the two **types of endowments** the school currently has: 1) Endowments managed by the Diocese of Marquette in the Upper Peninsula Catholic Foundation and, 2) those managed by a dedicated volunteer group, the Endowment Board.
    - a. The Two Endowments in the Upper Peninsula Catholic Foundation (UPCF) are:
      - i. **Anonymous Endowment** with upwards of \$800,000 in the fund. Yearly disbursements are directed by the Diocese of Marquette with 75% earmarked for building needs and 25% for tuition assistance.

1. In 2018, the school received \$34,402.24 in total from this fund. Ms. Oller has placed \$10,000 from this fund into savings for a new school roof slated in three years.

ii. **The Bishop Baraga Catholic School Legacy Fund** - a new endowment created with \$100,000 from the Diocese of Marquette and a \$10,000 investment from our school. These disbursements are unrestricted

b. Ms. Oller asked the Finance Committee to also serve as the **Endowment Fund Advisory Council**, per a request from the Diocese to have an oversight committee. The Diocesan bylaws for this Advisory Council were distributed and approved by the Finance Committee.

i. Lisa Bosley - 1<sup>st</sup>, Marty Fox - 2<sup>nd</sup>, motion approved

3. **Disbursements from Endowments:** Annette Meiner presented the November decision by the Endowment Board (those funds not at the UPCF) regarding the recommended disbursements. Their recommendations were as follows:

- a. BBCS Foundation Endowment Fund- five-year average at 7% for \$49,575
- b. Tuition Assistance Fund - five-year average at 5% for \$5,358
- c. Msgr. Elmer Endowment Fund - five-year average at 7% for \$30,723
- d. Trapasso Tuition Fund - five-year average at 5% for \$2,128
- e. Tortelli Scholarship Fund - five-year average at 5% for \$11,349

i. In light of bookkeeping difficulties, the Endowment Board will release 5%, and then decide upon the additional 2% of the BBCS Foundation Endowment Fund and 2% Msgr. Elmer Endowment Fund until it can be proven that bookkeeping efforts deliver timely, actionable reports. The Endowment Board will discuss releasing the rest of the funds upon a time that they see financial stability in bookkeeping. They will revisit this topic quarterly. Their next two meetings are February 17, 2019, and May 2 2019.

f. Mr. Menghini asked to know where these other funds were kept. Ms. Oller will reach out to Mr. Jerry Brien to see where exactly these funds are maintained as she did not know.

4. **Current Financial Status / PDS Software:** Mrs. Meiner explained to the Finance Committee how the bookkeeping has been done in the past. The school has had an agreement with the Diocese performing some bookkeeping functions and Mrs. Meiner doing some. This proved difficult, so Ms. Oller, along with the Advisory Council Chairman and Pastoral Delegate, made the decision to allow that agreement to expire with BBCS taking over all bookkeeping tasks. Mrs.

Meiner has been performing all bookkeeping activities for the last few weeks.

Her conclusions:

- a. The Diocesan mandate to use a combined accrual and cash basis for bookkeeping is cumbersome and difficult to understand.
  - b. Ms. Oller does not receive enough pertinent information from these reports to take action on.
  - c. We need a solution that will work for bookkeeping purposes as well as creating actionable intel for our administration.
  
  - d. It is the overall sense from the Finance Committee that the Diocesan mandate for the cash/accrual system was one we had to work within. As our staff does not have sufficient knowledge or ability to work proficiently within this system, the best path forward is for the Diocese to resume entering BBCS banking data into PDS as well as creating monthly reports for our administration. All payroll and bill paying functions are to remain in-house.
    - i. 1<sup>st</sup> to approve - Lisa Bosley, 2<sup>nd</sup> - Marty Fox, all in favor
5. Of final note, Bernie Menghini noted that he has spent significant time looking over last year's bank statements and PDS reports. His conclusion was the financial information from last year has some discrepancies that should be looked into. Mr. Fox said his brother is a CPA and he would ask him about going over the 2017-18 financials in-depth. The Committee agreed this was an obligatory path forward as our knowledge of the discrepancies must be acted upon.
6. The meeting concluded at 1:00 pm with a closing prayer.