



UNDENIABLY CATHOLIC,
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Board of Directors Meeting Minutes
August 19, 2024
7:00pm – BFC Media Center

Directors Present: Fr. Tony Richter (Guardian Angels), Tim Finegan (Chairman), Jeff Huiskens, Michelle Kaptur, Tom Laurencelle, Lisa Marcopoli, Salvatore Trupiano, Dr. Rich Wille, Marylee Petty, Mike Sinagoga

Directors Absent: Fr. Dominic Macioce (St. Elizabeth Ann Seton), Fr. Don Demmer (Christ our Light!), Fr. Steve Wertanen (St. Anastasia), Fr. Colin Fricke (St. Anastasia), Jennifer Henderson-Zaner

Also Present: Frank Accavitti III (Principal, President, Secretary, Treasurer), Dan Faas (Associate Superintendent/AOD Representative), Allison Hoover (Director of Advancement)

- I. Prayer: Fr. Tony opened the meeting with prayer at 7:12pm
- II. Call to Order: Mr. Finegan called the meeting to order at 7:14pm
- III. Recitation of Mission Statement: by Mr. Accavitti
 - a. Bishop Foley Catholic High School is a Christ-centered, co-educational Catholic community that accompanies students on their individual spiritual and academic journey to become servant leaders in an environment that fosters growth, opportunity, and success in preparation for college and beyond
- IV. Procedural Business
 - a. Review and Approval of Minutes from the June 3rd Meeting
 - b. Motion: Mrs. Petty, Support, Fr. Tony, Vote: 10-0. Minutes Approved as written.
- V. New Business
 - a. Meet the Teacher/Welcome Back Night – September 4, 2024
 - i. Recorded Message: Mr. Finegan will be recording a message for the Meet the Teacher night, to be shown near the start of Meet the Teacher. He is looking for suggestions on what to include, and how we can have more assistance and involvement from the parent community.
 1. Mrs. Petty suggested asking for representatives from multiple parishes, so everyone is represented. Fr. Tony mentioned that instead of immediately having them join a committee, ask them to volunteer to be at their parish for a Sunday, in the back, talking about Bishop Foley and the difference it can make for their students.
 2. Discussion of how we can utilize different families, and connections, in order to be part of high school nights and visits to churches
 3. Mr. Finegan will be recording early next week (8/26 or 8/27) and we will encourage people present to promote the school at their church. Giving this





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opportunity to parents, with a service hour. Goal would be to have all visits done before November 3rd (Sunday, Fall Open House)

4. All topics/information for Mr. Finegan should be sent to him by end of day Saturday 8/24, so that he can prepare his remarks.
 5. Upcoming survey will also be mentioned, and instead of committees, we will invite parents to join focus groups, with open invitation to the next meeting on October 7
- ii. New Survey
 1. Discussion on how the survey would be sent, looking at the possibility of a short live survey, or the longer version we have used before (with the questions from Winter 2023, which were provided for review). Due to the majority of parents coming from the Freshmen class for this event, a focus on why they chose Foley was discussed, and then the conversation turned to marketing, with regard to Senior spotlights, college flags, and engagement/spotlight of alumni.
 - iii. Follow-up meeting format and date
 1. From the discussion, we decided to have a general committee meeting in the first week of October, and then a Board of Directors meeting to follow.
 2. 6:00pm - 7:00pm Focus Group; 7:00pm - 8:30pm Board Meeting
- b. Board Workshop on September 7th – **Canceled by AOD**, to be rescheduled with individual board meetings with training company, in place of large group event
 - i. Clarified by Mr. Faas, that it will be tailored to individual boards and their needs – we are somewhat ahead of other boards in the process.
 - c. Policy updates for Board Guidelines: Mr. Trupiano introduced a number of items placed into the board packet with regard to the following:
 - i. Indications of Effectiveness: Mr. Trupiano introduced the chart on how we measure the effectiveness of an individual's service as a member of the board, as well as some additional information with regard to the code to which we hold membership accountable.
 1. Michigan School Board Organization had some information on measuring accountability, which were placed into a table (included in packet) with information.
 - ii. ~~Involvement of committees~~ Previously discussed, open invitation to Focus Groups and priority of church outreach is central focus as of this moment.
 - iii. Presence at events, other forms out outreach





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1. Dates for upcoming events will be shared by Mr. Accavitti, and Mr. Trupiano will use Sign-Up Genius to help schedule some board members for each event. Additionally, a way to show presence (permanent name tag, e.g.) was suggested, and can be ordered. A style/format will be sought by Mr. Accavitti or Mrs. Hoover, in conjunction with Design/Marketing Director.
- iv. Discussion on accountability factors, continued: publishing of a meeting synopsis, or redacted version of the minutes, commenced. Per Mr. Trupiano, there is a concern among the staff with regard to not knowing what the Board is doing. For the release of info, Mrs. Hoover suggested our weekly e-newsletter have a Monthly update with the Board Chairman, as well as a link to the agenda to show recent meetings.
- v. Culture and Conduct factors mentioned: differences of opinion should not denigrate into personal attacks, the board should publically support the staff and administration
 1. Mrs. Kaptur brought up the need for how we handle conflict, and speak with one voice, as a board. Mr. Trupiano and Mr. Faas added how this can go to ADAC for inclusion in our next training.
 2. The base document for guidelines that was created during initial formation will be re-shared with the minutes, as it is the document that can be updated to include this type of policy in writing.
- vi. With regard to Ethics, the connection to a Conflict of Interest Statement that was previously signed by the founding members of the Board of Directors will be shared, so as to be signed by new members, at our next meeting (10/7).

VI. Reports

a. Superintendent's Report

- i. Nothing new to report: Mr. Haley is now the official Superintendent of Schools, as he had just been announced as of our last meeting. He has led the office all summer and he and his team are excited to begin the new school year.

b. Principal's report

i. Staffing Updates

1. Need for Board Input – Director of Finance and Human Resources

- a. Candidate materials were passed out, with a request for board member(s) available for interviews on the 9th of September. As this is an Administration-level position, a member of the Board is required on the interview/selection committee.





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- b. Posting with Requirements, and the Job Description, will be sent to the board with minutes. The ask is that members review and give feedback on candidates they feel would be a strong fit, and Mr. Accavitti will schedule interviews with selected candidates for 9/9/2024 in the late afternoon/evening.
 - ii. BFC Personnel Manual Updates & Organization Chart
 - 1. Organizational chart was shared and discussed – clear roles of who reports to whom, and the official recognition that the Senior Director of Advancement reports directly to the Board of Directors, while the Principal is evaluated and renewed by the Board of Members, who may seek input from the Board of Directors.
 - iii. Athletic Passes and Gate Rates
 - 1. All schools in the Catholic High School League were required to increase costs as follows for gate: \$10 cash, and \$8 online ticketing
 - 2. Family Athletic Passes were re-introduced, as they were not previously planned for sale when a pay-to-participate model had been proposed in June (passes would have been included in fee). New rate for Athletic Passes for 2024-2025: \$150 for families, and a discount for Grandparents of \$75
- c. Advancement Director's Report
 - i. Mrs. Hoover reported a great turnout and wonderful event for the Alumni & Friends Golf Outing, held the previous day, with high preliminary numbers – all going to the scholarship fund.
 - ii. Antonette Slobodian, newly hired as the Alumni Engagement Coordinator, is building up the program. This is a newly added position, part time, focused on ensuring we spread word of success of our school, as well as feature those who succeed because of their time at Foley.
 - iii. Updates on the Annual Auction:
 - 1. Friday, November 15th, at Petruzzello's, in double the space as last year. Venture Royale (Casino Theme)
 - 2. New this year: an Honorary Chairperson: Bernie Gonzalez
 - a. Hoping to bridge the gap, increasing athletic parent attendance by bringing him in
 - 3. With Antoinette Trupiano returning as Chairperson, letters for donations went out before summer, and over 10K in sponsorships have been sold. The





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auction budget was provided (preliminary), with an attainable goal of \$120,000.

- iv. Annual Appeal/Continuous Giving: Club 1965 - Online Recurring Giving, big campaign, is being created as a new manner of appeal.
 - 1. Several levels (and perks) were included in the report packet. Monthly giving becomes a part of the Annual Fund, with a piloting in October, and then an annual appeal following (with an emphasis on the 60th Anniversary).
- v. Welcome Home Mass as part of Homecoming (4:30pm on day of game), with Mass celebrated by Fr. Brian Hurley, BFC Class of 1986. Alumni attending will be able to proceed right to the social tent before the game, and then see kickoff at 7pm.

d. Committee reports

- i. Finance Committee *No report*
- ii. Buildings and Grounds *No report*
- iii. Marketing & Development/Admissions & Retention *No report*
- iv. Academics *No report*
- v. Athletics
 - 1. Mr. Huiskens shared correspondence regarding requests to name the Softball field for Nadine Ramaut, a former P/E Teacher and Asst. Athletic Director who was part of the Foley family.
 - a. Mrs. Hoover shared multiple ways in which her memory is being honored, with a large plaque in the athletic wing, a small plaque in the dugout of the softball field, a game dedicated to her memory, and a Mass being said for her.
 - 2. Mr. Huiskens asked about the process for hiring a replacement for the Varsity Girls Basketball Coach. Mr. Accavitti shared that while the former coach has left that position to be an Assistant Coach at Birmingham Groves, she is still the Varsity Volleyball Coach and Attendance Registrar. Applications can still be sent in anytime for the position, as BFC is still hiring for this upcoming Winter sport.

VII. Next Meeting

- a. Monday, October 7, 2024 – BFC Media Center
 - i. 6:00pm for Focus Groups (invitation begins with video at Meet the Teacher, 9/4)
 - ii. 7:00pm for Board of Directors Meeting





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VIII. Adjournment

- a. Motion to Adjourn made by Dr. Wille, seconded by Mrs. Petty. Vote was 10-0. Meeting adjourned at 9:04pm.



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