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Board of Directors Meeting Minutes

October 7, 2024

Held following the conclusion of 6:00pm Focus Group Meetings - BFC Media Center

Attendance for Membership of Board of Directors:

Directors Present: Fr. Tony Richter, Mr. Tim Finegan (Chairman), Mrs. Jennifer Henderson-Zaner, Mrs. Michelle Kaptur, Mr. Tom Laurencelle, Mrs. Marylee Petty, Mr. Mike Sinagoga, Mr. Salvatore Trupiano, Dr. Rich Wille

Directors Absent: Fr. Dominic Macioce, Fr. Don Demmer, Fr. Steve Wertanen, Fr. Colin Fricke, Mr. Jeff Huiskens, Mrs. Lisa Marcopoli (excused, St. Lawrence H.S. night ambassador for Foley)

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 7:15pm
- II. Call to Order: Mr. Finegan called the meeting to order at 7:16pm.
- III. Recitation of Mission Statement
 - a. Recited by Fr. Tony, Frank Accavitti, and members of the board.
- IV. Procedural Business
 - a. Review and Approval of Minutes from the August 19 Meeting
 - i. Motion to approve by Mrs. Petty, seconded by Mr. Trupiano, minutes approved 9-0.
- V. New Business
 - a. Follow up on work and events since last meeting:
 - i. Meet the Teacher/Welcome Back Night – September 4, 2024
 1. Recorded Message was shown at the Welcome Back Night, and we had a great turnout for the event. Several signed up to assist at parishes.
 2. Board presence at several events, with new official recognition items on the way (preview of shirt designs)
 - a. Mr. Trupiano shared the mock-ups, created by Ms. Chornoby, of shirt designs that would serve to be an identifying mark for it. The directors selected one of the four designs, which Mr. Trupiano will notify Ms. Chornoby of, and connect with the vendor for sizing/ordering information ahead of our next meeting.
 - b. Mr. Trupiano mentioned that Mr. Accavitti was also working on magnetic-backed name badges, and Mr. Accavitti gave an update





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that he was looking to find the materials in the right size based on the design, but that they would be created in-house and should be ready by the next meeting.

3. New Survey

- a. Discussion centered around whether we wanted to have a Survey that was put forward before our 2024 State of the School, and to wait until after the survey was put forward to schedule the State of the School. Directors agreed that the best method would be to create the survey and put it out before the end of the calendar year, then review results and be able to report on them at the State of the School, which would be held (tentatively) in January.
- b. Directors discussed how we build the survey, based on some changes that need to be made from the Feb. 2023 survey, but also considering how we can keep several of the same core questions, which will allow us to see how the groups surveyed may have shifted opinions since the last survey.
- c. In order to facilitate the creation of these surveys prior to our next board meeting, a group was formed of directors that will work together on the questions for each of three surveys: parent, student and staff
 - i. Members who volunteered for the Survey Group are: Michelle Kaptur, Tom Laurencelle, Sal Trupiano, Mike Sinagoga, and Tim Finegan. Frank Accavitti will assist with formatting into SurveyMonkey, and distribution of the survey.
 - ii. The Survey Group is committed to having the First Draft of Survey Versions by our next meeting, and will meet in person during the week of Oct. 13th to begin work.

b. ADAC Workshop: Date Selection

- i. This Board Training Workshop will be conducted via Zoom, and Directors are asked to participate individually via Zoom from their own devices – we will not be meeting at BFC to conduct this as a group.
- ii. Available Dates shared by Steve Perla, ADAC, after conversation with Messrs. Finegan, Faas & Accavitti, were presented. The group reviewed the options and selected **Monday, 10/21 at 6:30 p.m.** Frank Accavitti will contact Steve Perla to





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confirm, and follow-up with a Zoom invitation and other information communicated by Mr. Perla at ADAC.

c. Policy updates for Board Guidelines

i. Review of items discussed at last board meeting with regard to operations

1. A resolution for the addition of policies with regard to professionalism was prepared by Mr. Accavitti, based on the discussion from the August meeting. Directors gave feedback and information was clarified/edited accordingly. This was part one of a resolution, which also contains items from V.c.ii. (below), with the vote occurring at V.c.iii.
2. Conflict of Interest Policy – Review and Reaffirm
 - a. The Conflict of Interest policy that was established and accepted by the Board of Directors in July of 2023 was reviewed, and Directors present signed off on the policy as an affirmation to abide by it. The document is also now referenced in the professionalism portion of the Board manual/by-laws, as it ensures decisions are made free of ethical concerns.

ii. Discussion: Release of Minutes/updates

1. A resolution to establish our policy for release of information following a board meeting was reviewed and clarified by the board. The steps decided upon will be that the agenda for a meeting, and a board summary prepared by the Chairperson, will be sent out in the school newsletter after the meeting. The summary will be a truncated version of the minutes, giving brief updates on what the Board is working on, and Mr. Finegan will prepare this as a “news and notes” section for the newsletter. It will also be posted to the school website, on the Board of Directors page.
 - a. The summary will be created once the minutes have been sent to the board as a draft, but minutes themselves will still remain unofficial until voted upon at the next board meeting.
2. Frank Accavitti will note these updates in a staff meeting, but staff will have access to the agenda and summary when it is sent out in the weekly newsletter, which they all receive.
3. Mr. Trupiano discussed whether the staff deserved additional information beyond what was sent to the parents in the newsletter, and felt that based on his conversations with staff, that there is a desire for it. Mrs. Petty noted that similar sentiment had been addressed to her.





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4. The full release of minutes to staff was requested by board members, and while it is not in the policies as they were written, it can be done via the placement of a folder in a secure drive, or the linking from a staff update. The minutes of the meeting are not made completely public, as we do not currently have a policy to do so, nor is the Board of Directors bound to do so under any legal standing (Open Meetings Act, etc.), per Mr. Accavitti's review of the corporation filing – but this does not mean they cannot be released.
 5. Board members discussed the nature of if something needs to be redacted from the meeting minutes, and if that would raise more questions. Mr. Accavitti noted that because the board is not involved in Personnel matters, and does not control day-to-day operations of the school, there should not be any information that cannot be released – but that certain documents from the meeting (i.e., the financial reports reviewed in V.d.i-ii.) would not be able to be released beyond the board as they remain private school information given only to the board members for planning purposes.
- iii. Official adoption of policies
 1. A motion to approve the resolution to amend the Board of Directors by-laws, as written and presented, was made by Dr. Wille, and seconded by Fr. Tony.
 2. Mr. Finegan called a vote, and the resolution passed 9-0.
 - a. The resolution is included with the minutes as Item #1.
 - d. Financial Report FY23-24 (Treasurer/Secretary)
 - i. Frank Accavitti reviewed the documents distributed for the financial report, which is normally due on September 30th, but was extended to allow for the Board Chairman and Pastor to sign after review of the report. Aspects of the report with regard to the categories were noted by Mr. Accavitti, who explained that due to the common format of the program, and inability to add additional categories at the school level, that certain information was placed into categories that may not be clear, as BFC is limited by the common fields created for all Parishes, Schools and Cemeteries in the Sage/Intaact program.
 - ii. Mrs. Kaptur asked about the style of the report, and the concern of having to create a separate set of reporting materials (excel documents that explain what categories in Sage/Intacct Report mean for BFC), which she expressed to Mr. Faas, asking for how the AOD can better help the schools to create a better system of reporting.





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- iii. Mr. Faas noted that, while we are currently restricted with customization of reports, it is because the Archdiocese is still in the midst of transitioning all locations to this common program. Once this is complete, customization options can become available. Mr. Accavitti noted this was similar with the FACTS SIS, where customization options were not available at first launch, but have been implemented since.

VI. Reports

a. Superintendent's Report

- i. One item discussed on the team is that the Superintendent's report will be shared AOD-wide, going forward. Suggestions for what the board would like to see included in such a report can be sent to Mr. Faas, so he can work on it with the team and Superintendent Haley.

b. Principal's report

- i. School Accreditation is approaching on November 7th, and there may be a request for a board member to be interviewed. Mr. Accavitti will follow up once the compliance visit is complete on October 9th.
- ii. Corporation Annual Report Filing is completed, and the organization is renewed and current for the new year.
- iii. AP Honor Roll 2024 - Platinum status was achieved by BFC
- iv. Staffing Report - Mr. Accavitti gave updates regarding the hiring of a new Baseball and Girls Basketball coach, as well as the final day for Mrs. Nona Moore as being 10/9, after which she will be officially retired. Mrs. Moore has been training Mrs. Jenna Kokenos, who will take over as Director of Finance completely on Thursday 10/10.

c. Advancement Director's Report (Included is minutes as Item #2, as distributed by Mrs. Hoover)

- i. Plan for Parish Outreach - Distributed and reviewed, with many visits scheduled for this month, and some having already occurred.
- ii. Auction Update - distributed total of sponsorships thus far, goods collected, penny wars total, and number of tickets sold.
 - 1. Board was asked to support and attend this premiere fundraising event for the school – Venture Royale will have a Casino Theme with gaming tables brought in. The Chair role of Berney Gonzales has been used already to





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generate more interest. Several directors mentioned seeing his video, and Mrs. Hoover noted there were more to come.

iii. Other Updates -

1. Lots of interaction with alumni collection for Bishop Foley thanks to bringing on Antonette Slobodian, with more updates coming, including a podcast (with video) with a pilot coming out soon. Updates are also shared on a new facebook page, Bishop Foley Catholic Alumni Connection.
2. Ms. Nadine Ramaut was honored with a plaque, which was up in time for homecoming and shown to her friends that came to the Alumni Mass. Additional involvement for raising money for possible upgrades to the Softball field (on the part of the friends of Nadine Ramaut) is being planned, with guidance from Advancement.
3. Grandparents Club is a new group that Mrs. Hoover is introducing, with the first meeting being next week, and more events/organized activities to come, as we engage this group through service/involvement.

d. Committee reports (with follow-up on Focus Group activity from this evening)

- i. Catholic Identity - *No Report*
- ii. Finance Committee - *No Report*
- iii. Buildings and Grounds - Figuring out how to get information back to the full board, Dr. Wille is hoping to have a document within the next month regarding the school upgrades/updates – from big stuff that needs to be done, to smaller items that may be handled by the Dad's Club or another group (families and friends able to contribute). Reaching out to parents and staff about things that are happening will also have a new method.
 1. Mrs. Kaptur noted that lights out on the field are burned out, and that the concession stand ice machine is not functioning. Dr. Wille added them to his list.
 2. The Turf Report was reviewed, and the amount of money required for a full replacement is very high.
 - a. Fr. Tony suggested to Mr. Faas that other schools have fields in need of replacement, if bulk purchasing is possible.
 - b. Mrs. Hoover noted with a high ticket item such as a capital improvement, that asking for the money requires a plan, and expressed how we must prioritize what we would like to do.





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- iv. Marketing & Development/Admissions & Retention - Mr. Finegan reported that the group went over the report that was presented (Item #2), as well as met with Antonette regarding new alumni outreach. With regard to the report, the group discussed the staffing of different parishes for the outreach plan.
- v. Academics - Mr. Trupiano brought up Counseling's career day, and asked about doing something as an expansion to it, with a portfolio interview – this would be a presentation. Details are noted in a spreadsheet shared as Item #3.
 - 1. Mr. Trupiano would like to see about having The College Board review our program and see if we are offering enough, or too much. He currently has an inquiry in, and asked if Mr. Accavitti had a contact with the College Board that was a regular associate/representative. Mr. Accavitti reported that BFC does not, at present.
- vi. Athletics - *No Report*

VII. Next Meeting

- a. Mr. Accavitti repeated that we have our next board obligation as the ADAC virtual training on Monday, October 21st, at 6:30pm. He will send out the Zoom link and information once it comes from Mr. Perla or his associates at ADAC.
- b. Nov. 18th was chosen as the date for the next Board of Directors meeting. It will be at 6:30pm in the BFC Media Center.
- c. The Survey Group chose to meet during the week of October 13th, on either the 15th or 16th.

VIII. Adjournment

- a. Mrs. Petty motioned to adjourn, seconded by Mrs. Zaner. The meeting adjourned at 9:26pm.



Resolution: Addition of the following items to the By-Laws, as written, of the Board of Directors

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the assembled Directors of this group hereby consent to, approve, and adopt the following:

AMENDMENT OF BYLAWS:

- **Additions:**

- New section entitled "Professional Expectations," detailing the following:
 - While discourse is welcome, and the expertise of each member is valued during discussion, once a decision is made, the board will speak with one voice regarding a decision
 - Differences of opinion should not denigrate into personal attacks
 - The board should publicly support the staff and administration
 - A Conflict of Interest policy, agreed upon by the board, is reviewed and signed off upon annually by all Directors. The purpose of this policy is to ensure that no personal ethical considerations affect the decisions of any director.
- Under the section titled "Minutes," additional points will detail the following:
 - CURRENTLY: Minutes will be taken by the Secretary, or individual appointed at each meeting to be the Recording Secretary, during the meeting. These minutes are released to members within five days of the meeting.
 - AMENDED: Minutes will be taken by the Secretary, or individual appointed at each meeting to be the Recording Secretary, during the meeting.
 - A draft of the meeting minutes will be released to the Board of Directors within five days of the meeting. The board will have the opportunity to review the minutes, at which point a summary will be prepared for release by the Chairperson.
 - Public Release: The meeting agenda, as well as the public summary, will be released via the Emailed Newsletter, sent on Thursdays by the school.
 - CURRENTLY: Minutes are normally approved at the following meeting, but a release of information may be made to the community sooner if 1) the need to release information to the community is determined and discussed at the time of the meeting, and 2) the finalized communication is reviewed at or after the meeting – in the case of the latter, this is done via email
 - AMENDED: Approved minutes will be added to the Corporate Record Book only after being approved by the board at the next meeting.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the Board of Directors of Bishop Foley Catholic High School, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; that the officers voting on said resolution have been appointed and are the present members of the Board of Directors

A handwritten signature in black ink, appearing to read "Frank Accavitti III". The signature is stylized with a large, flowing "F" and "A", and the Roman numeral "III" is clearly visible at the end.

October 7, 2024

Frank Accavitti III, Ed.S.

Board Secretary



Advancement Monthly Board Report – October

- 1. Parish Outreach Report**
 - a. Attached for review
 - b. Strategy
- 2. Auction**
 - a. Evening Format
 - b. Board Support
 - c. Sponsorship and Ticket Sales Update
- 3. Annual Appeal Strategy**
 - a. Monthly Giving
 - b. Giving Tuesday
 - c. Annual Appeal – 60 years
- 4. Alumni Outreach Update**
 - a. Podcast
 - b. Social Strategy
- 5. Nadine Ramaut Fundraiser Follow-Up**
 - a. Teaming with Athletics
 - b. Strategy and Quote
- 6. Grandparents Club**
 - a. Meeting 10/15
 - b. Donor Strategy

1. Parish Outreach Report Details

St. Mary Royal Oak	Scheduled for Oct 20
St. Lawrence	Scheduled for Oct 26,27
Guardian Angels	Scheduled for Oct 6
St. Elizabeth Ann Seton/Prince of Peace	Scheduled for Oct 19,20
St Andrew	Scheduled for Oct 26,27
St Mary of the Hills	Scheduled for Oct 20, 9a and 11a
St. Anastasia	awaiting date from Sarah

2. Auction Detail

Sponsorship Total to Date:	\$31,200
Penny Wars:	\$5K
Fair Market Value of Donated Goods to Date:	appx. \$25K
Ticket Sales	106

ITEM #3

Initiative	Description	Ownership	Status	Timing	Notes
Portfolio Interview	<p>The event I have in mind would be just for seniors. Each senior would have a one on one portfolio review / interview with an adult volunteer interviewer. Ideally, the interviewers would be working career professionals, bonus if interviewer backgrounds can be matched with student interest, extra bonus if they are also alumni.</p> <p>The portfolio is the collection of work products that the students have accumulated during their high school career; can be from any subject. Students should be able to answer questions about the work products from their portfolios as well as answer questions about their interests, future plans and strengths. Interviewers will provide feedback via a standard form.</p> <p>Given students use Chromebooks and the Google ecosystem, a lot of their portfolio may be digital, but may not necessarily be digital. For physical / tangible things, such as visual art work, there would need a way for those to be preserved so that they will be available for review.</p> <p>Aside from the interview experience with career professionals, I see this is a small scaffolding step toward embracing a culture of multidisciplinary project-based learning, which has been very lightly discussed with the board of directors and which I have discussed with a number of faculty. One fundamental idea of project-based learning is that students need an audience for their work and to work toward something that can be presented to others and think about their work in a way that is less disposable, so that they will be more vested in the outcome of their work. It's been my experience that when kids make something that didn't exist, they are hyped...just taking a test, maybe writing a paper, not so hyped.</p> <p>The portfolio review / interview is also a small step toward a pre-internship or career exploration program that would be hosted by one or more companies with which we could partner. Something more than shadowing: temporary and of limited time, but immersive in experience; basically career exploration and opportunities to be mentored by a company / organization. If our portfolio review / interview program gets some traction, this could give us a solid foundation to pave the way to partner with companies/organizations and the interviewers could in theory help grease the skids for such pre-internships / career exploration programs in their companies / organizations, and again bonus if they are alumni. Also, having such a program with these partners could be a potential fundraising channel.</p> <p>Also, if a portfolio review / interview activity gets enough traction, it might be seen as a culminating / capstone event by students that they can look forward to as they get closer to their senior year.</p>	Responsible: Counseling Support: Advancement	Completed: Introduced to Counseling and Advancement Next Step: Trying to arrange a next steps meeting	TBD	
Alum artist in-residence	<p>Alum performing artist visits Foley to run a workshop in their area for interested students.</p> <p>In addition to the workshop, it would also be great if there could be some school community engagement as well, maybe some sort of performance.</p> <p>Another benefit would be to strengthen alumni relationships in a more tangible way.</p>	Responsible: Performing Arts dept. Support: Advancement	<p>Completed:</p> <ul style="list-style-type: none">- Introduced to Performing Arts dept. and Advancement- Identified 4 alums (scheduling is a challenge, and only 1 is local) <p>Next Step: Need another planning meeting</p>	Possibly this school year	
wish list donation system	<p>Operate a Website that has a list of items the school is looking to get donated.</p> <p>Connect donor contributions to something concrete.</p>	Responsible: Advancement	<p>Completed:</p> <ul style="list-style-type: none">- Advancement on-board- Identified one potential existing solution: https://www.dreamlist.com/wishlist-for-charities-and-organizations <p>Next Steps:</p> <ul style="list-style-type: none">- Plan implementation and rollout after some time to let monthly giving campaign soak	TBD	