

# Bishop Hoffman Catholic School

*To reach and teach the Mind, Body, Heart and Soul of each child to bring them closer to God*

Bishop Hoffman Catholic School

Governing Board Meeting

Thursday, Mar. 18, 2021

Present: Darcy Woolf, Steve Foos, Fr. Michael Roemmele, Cyle Stull, Alex Darr, John Connell, Nate Waleryszak, Tom Stierwalt, Tim Luc, Fr. Chris Kardzis present. No one absent.

Administration: Pam Snell, Business Manager, Ann Marie Pumphrey, Head of School.

Guest: Matt Daniels, Senior Director of Catholic Education, Diocese of Toledo; Kim Cope, BHCS Curriculum Coordinator

Opening Prayer: Matt Daniels

March 18, 2021 Agenda:

Motion for Approval: 1<sup>st</sup>: John Connell, 2<sup>nd</sup>: Darcy Woolf, Motion: Approved

February 18, 2021 Minutes(Revised as presented):

Motion for Approval: 1<sup>st</sup>: John Connell, 2<sup>nd</sup>: Nate Waleryszak, Motion: Approved

Matt Daniels Update from the Diocese of Toledo:

Mr. Daniels provided an update with regard to Diocesan schools in that Catholic Education is one of the pillars of the strategic plan for the Diocese. The governance of boards of schools is on the strategic plan list. The Diocesan Education Council wants to be specific on feedback of best practices for statutes with universal language. Current plans are that there will be three required standing committees: Finance, Catholic Identity & Academics. Diocese is expecting the form statutes to be made available first week of May with review and approval of new statutes for schools by the beginning of the school year.

Kim Cope Update on testing:

- Requirements of OGT (Ohio Graduation Test)
- ACT predictions and SJCC ACT scores compared to average state benchmarks
- OGT end of course assessments. Students must earn 18 points or more for end of course assessments, competency in Algebra I & English II.
- MAP(Measurements of Academic Progress)-a true measure of growth of students academically.

Head of School Report:

Mary Rettig Irish Communication Center: Ann Marie reviewed the timeline for the completion of the Mary Rettig Irish Communication Center with the dedication scheduled for Friday, April 23<sup>rd</sup>.

Strategic Planning Updates:

**Catholic Living** obtain objectives through virtue, liturgy and service

**Educational Leadership** through goals of accreditation. Ann Marie reviewed current activity with accreditation goals which includes :

- Request for 'Leader in Me' series

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- Identified 2021/22 school calendar with student start date Tuesday, September 7, 2021
- Needs regarding staffing to include mental health, math & reading/language support. -
- Reviewed action steps in this area to include:
  - Mental Health Counselor Grant
  - Shift from Block scheduling to 8 period days
  - Reallocation of staff to better accommodate these needs
- Staff professional development
- Evaluation of Personnel

**Finance:** committee review to include wise investments, consolidation of resources, centralized processes & purchasing and localized fundraising.

-Meeting with Mike Gabel, President of St. Casimir Fund to explore creation of a Named Endowed Scholarship.

-Ann Marie provided an update of new investment in the district to date that totaled \$380,579. PPP Loan Round 2 also has provided an additional \$533,047. Also reviewed cost saving measures that include increased control over purchase orders including auction purchases and credit card purchases. Reinstatement of volunteers will also provide additional cost savings across the district.

**Development, Enrollment & Marketing:** Review of projected enrollment for 21/22 as of March 17<sup>th</sup>; PreK: 61 and K-12: 447 registered, with 16 current students not yet enrolled. Ann Marie spoke to the importance of reach out to community to support the enrollment effort. Promotional efforts include:

- Three videos on Spirituality, Academics & Campus Life
- Facebook pop-up marketing campaign
- Postcards to alumni to take another look at enrolling their children
- Annual fund followup campaign
- Consolidation of fundraising programs

**Facility Maintenance:** Identify needs to include hiring of Full time Maintenance Director, HVAC improvements, highschool lab renovation and realignment of facility maintenance structure.

Ann Marie announced the securing of a donation of \$65,000 to support the new position of Director of Faith Formation & Discipleship with additional potential future commitment.

Matt Daniels clarified Diocese position of capital campaigns and that there will be a moratorium imposed for a couple of years with regards to capital campaigns for diocesan entities. Mr. Daniels also provided information with regard to additional potential funding from the state with the possibility of up to \$100K through the GEER(Governors Emergency Education Relief) program.

Director of Faith Formation & Discipleship Position:

Alex brought to attention Board minutes from two months ago that the activity of the creation of a job description would involve approval by the Catholic Identity Committee. Conversation also included the issue of minimum educational qualifications. Matt Daniels provided clarification that it is recommended that this be a licensed position in the State of Ohio and as that this position would provided oversight to teaching staff that a Bachelors Degree would also be necessary.

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Consensus was made that it was prudent to go ahead and post the position without a final job description and that the final job description would be addressed at a later date with proposed changes should be presented to Ann Marie by April 10<sup>th</sup>. Fr. Chris made the motion to move forward with the posting as outlined.

Motion for Approval: 1<sup>st</sup>: Steve Foos, 2<sup>nd</sup>: Darcy Woolf, Motion: Approved

## New Business:

Darcy presented information regarding the efforts of a student who would like to secure a grant for the provision of feminine hygiene products in the womens restrooms and why it had been rejected. Ann Marie clarified that this request is still under consideration to revisit in May with the need for additional information; Understand the initial investment to be \$6,500, what is the sustainability and maintenance, and the authority to write a grant rests with the administration.

Darcy was excused from the meeting at 8pm.

## Old Business:

-Committee Charters will be revisited once information is received from the Diocese regarding guidance for governing board statutes.

-Executive Committee: Discussion regarding Committee charter and also the authority of this committee to act autonomously from the rest of the Governing Board. Cyle and Nate presented the example of the Executive Committee acting to approve final tuition/cost to educate for 21/22 at their January Executive Committee meeting. This issue was later presented and voted on by the Governing Board at a subsequent meeting.

Alex asked for a motion for Approval to have the set time, date and location of the meeting removed from the Executive Committee Charter and all other committee charters. 1<sup>st</sup>: Fr. Michael Roemmele 2<sup>nd</sup>: Tom Stierwalt Motion: Approved

-Catholic Identity Committee Charter requires input for the process for approval of committee meeting minutes.

## New Business(additional):

Fr. Chris questioned the Finance Committee meeting minutes in that parish subsidy is behind year to date and that Sacred Heart is current. Fr. Michael posed concern for the Catholic Identity process and the lack of communication between the school and parish and that subsidy checks were being held until this was resolved. Conversation amongst members regarding this with acknowledgement from Fr. Michael that he would release the checks for payment.

Ann Marie clarified for members that the SJCC Principal position would also be posted within the next couple weeks.

Meeting to Adjourn & go into Executive Session: Motion for Approval:

1<sup>st</sup>: Steve Foos 2<sup>nd</sup>: Tim Luc Motion: Approved

Adjourned: 8:35pm