

# Bishop Hoffman Catholic School

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*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, Jan.. 21, 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.

Opening Prayer: Fr. Chris

Alex said that Greg Streacker has resigned his board position and Building & Grounds position.

Alex read aloud the agenda for the meeting as it was not available earlier. John motioned to approve with Fr. Michael second it. All approved.

Alex would like to take off the table the Business Manager being an ex officio non-voting member of the board. John made a motion to approve taking it off the table with Steve second it. Motion carried.

John suggested having Pam Snell become the board secretary since it is important to limit the number of who can attend a board meeting. John made a motion to amend the motion of Pam being an ex officio to recording secretary. Darcy second it. All voted in favor.

Review of December, 2020 meeting minutes. Alex circulated proposed revisions to the minutes. Motion to approve/adopt the corrected minutes was made by Fr. Michael , with Tom having seconded. All approved.

## Executive Committee Minutes Review –

It was discussed in executive committee that the fall issue of The Voice went out later than expected. The article in support of HoS did not hit the mark that was intended since it was mailed later. The Voice costs approx.. \$18,000 annually for a quarterly publication. Alumni & Friends pay for a portion with \$10,000 being paid for by BHCS. It was also discussed the inclusion of a Booster mailer in The Voice. John suggested we switch to an electronic document along with a limited amount that would be mailed. Fr. Michael suggested doing an annual report once a year to be mailed. Any changes will be part of the strategic plan.

Also discussed that the Alumni & Friends have their own 501c3. One issue to be addressed as a Board is taking on and resolving suspicion/concerns that some groups have that money for one purpose will be scooped up and not used for what it's intended. John stressed the need to build relationships and trust with the wary parties, as those people are our biggest supporters.

Related to this issue is a general concern of organizations using BHCS for fundraising without authorization or collaboration. It was discussed that BHCS should explore protections provided by trademark. Getting a list of all fundraisers was suggested. Ann Marie said that consolidating some fundraisers would allow for better investment.

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Tuition, and recommendations for the same from the Finance Committee, was discussed during Executive Committee. They agreed that “the cost to educate” should be increased by 3%. The additional cost would help offset a proposed technology cost that the Executive Committee did not adopt. Fr. Michael asked why the technology cost isn’t covered by ASP funds. Ann Marie said that most of our ASP funds is going towards salaries. The third recommendation to change the way the registration fee was credited was also not adopted by the Executive Committee. Motion to approve the increase of 3% for the “cost to educate” amount for grades K-12 and a 3% increase for preschool was made by John with Darcy second it.

The second PPP loan of \$500,000 has been applied for. Pam should hear within a couple of weeks if it is approved.

## HoS Report –

- The rekeying project is almost completed with the keypads soon to be installed at the high school.
- The Annual Fund has brought in \$131,008 to date.
- Ann Marie said the following sub-committees have been formed as part of the strategic plan:
  - Curriculum & Instruction, Catholic Life/Student Life and Finance Management. They will be working on student and staff handbooks.
- For the Building & Grounds committee, Ann Marie said she talked to Tom Babione and he would be interested in joining it.
- The scholarship donors were sent thank you notes by the recipients along with an update on their scholarship balance etc.
- Alex noted that many board reports were not submitted this month. Ann Marie will look into this.
- Cyle asked that board minutes be uploaded within the week so it is fresh in everyone’s mind.
- Fr. Michael again mentioned that if the reports were put in one folder it would be easier.
- Catholic Identity – Alex raised a concern that the Standing Catholic Identity Committee must be involved in the hiring of a Campus Minister, and should not be moved to the Strategic Catholic Identity Committee. Tom (CI Comm Chair) indicated that his view was that CI Comm would be involved and the CI Comm plans to be. There was no other disagreement or discussion about the CI Comm being actively involved in the Campus Minister hiring effort. Fr. Michael said this should be taken care of quickly to get a good candidate. Ann Marie said that she is looking at a job description for the position. The Principals should give input on what is needed also.

After discussing the bylaws and their shortcomings, it was decided that each committee should come to the next meeting with charter revision ideas.

A tour of the faculty lounge and the Media room was made available after the meeting.

John made a motion to adjourn the meeting with Darcy second it. Motion approved.