

# 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, Apr. 29, 2021

Present: Steve Foos, Fr. Michael Roemmele, Cyle Stull, Alex Darr, John Connell, Nate Waleryszak, Tom Stierwalt, Tim Luc, Fr. Chris Kardzis present. Darcy Woolf, via zoom call

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

Opening Prayer: Fr. Roemmele

April 29, 2021 Agenda:

Motion for Approval: 1<sup>st</sup>: John Connell, 2<sup>nd</sup>: Fr. Roemmele, Motion: Approved

March 18, 2021 Minutes(Revised as presented):

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

Review of Executive Committee Minutes:

Vote to approve John Spader to Finance Committee:

Motion for Approval: 1<sup>st</sup>: Fr. Kardzis, 2<sup>nd</sup>: Steve Foos, Motion: Approved

The Board also discussed the need for Board approval of non-board committee members. Discussed the Catholic Identity Committee adding parent members to the committee. Representatives for recommendation should first go through pastors and then for Board approval. Potentially voting at next meeting for additional Catholic Identity Committee members.

Head of School Report:

\*Ann Marie provided an update on Student Health and Safety discussion and will be moving forward with quote to submit for funding through ASP.

\*Ann Marie distributed a cost breakdown of improvements for the Rettig Irish Communication Center project.

\*Ann Marie distributed a detailed breakdown of athletic budget revenue vs. expenses. Discussion with Athletic Boosters is ongoing with regard to booster's financial commitment to athletic operating costs. With projected donation of \$25,000 from boosters for each year, as in years past, shortfalls are projected at approximately \$40,000 for 20/21 and \$30,000 for 21/22.

\*Strategic Planning Updates:

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

-Interview committee met April 28<sup>th</sup> with Director of Faith Formation & Discipleship candidate. HoS received unanimous recommendation from the 6 committee members in support of the candidate. HoS spoke with the candidate with a followup interview and offered the position. Candidate is discerning the offer in prayer and will respond no

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later than May 3<sup>rd</sup> to the HoS. Received a \$5,000 donation from St Wendelin Parish in support of the efforts.

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

-Evaluation of staffing needs that would include addition of a Mental Health Counselor to be funded by grant from Sandusky County Mental Health Board. Realignment of staff funded through ASP which would allow for increased academic offering and student materials. 2021/22 changes include:

- Elementary Counselor 40% to 0%,
- Elementary Intervention 20% to 0%,
- High School Counselor 100% to 60%
- High School Intervention Specialist 100% to 60%
  - Total reallocation of funding from payroll to student materials of \$129,000.
- Current breakdown of ASP funding for 20/21 is \$272,000 payroll and \$164,000 student materials of \$436,000 budget.
- 21/22 estimated is \$143,000 payroll and \$293,000 student materials.

-Sacred Heart Campus Art & Music teaching has been secured. Addition of Reading Teacher support at Elementary as well.

-Increase volunteer base to help offset expenses and increases family identity to the BHCS community.

-Reviewed activity regarding securing 'Leader in Me' series, costs and proposed funding: \$30,742 for 1<sup>st</sup> year, \$20,232 for 2<sup>nd</sup> and 3<sup>rd</sup> year. 4<sup>th</sup> year and beyond TBD

-Observation/evaluation of faculty by administration finalized at Elementary. Awaiting outcomes at JHA/SJCC.

-Identified 2021/22 school calendar with student start date Tuesday, September 7, 2021

-Staff professional development will allow special education within the classroom that supports individualized needs and move away from a resource room/tutor model. Will continue to honor Jon Peterson scholarships with contracted intervention specialists.

**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 Scholarship in memory of Christopher Reardon. Also requesting support of tuition assistance and also religious retreats.

**Development, Enrollment & Marketing:** Review of Enrollment Coordinators projections for 21/22 enrollment;

- Current:
  - PreK: 66
  - K-12: 459,
  - 525 total registered.
- Projected:
  - PreK: 67
  - K-12: 476
  - 543 total.

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-Contact regarding "video tour" marketing opportunity with Sandusky County. Reviewed cost breakdown: \$5,995 for 60 second video; \$4,495 for 30 seconds; \$1,795 with no video.

-Facebook "popups": lots of hits but no results.

-digital media class created three videos, now up on the website.

-alumni mailing brought no results.

-additional annual fund mailing yields strong response

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

-HVAC improvements status: finalizing quotes to include preschool. Also discussed timing of PPP Loan 2 forgiveness and timing of contracting approval of project .

Forgiveness of loan will not be determined until after June 30, 2021.

## Budget Discussion:

\*Pam distributed the budget as recommended by the Finance Committee at their April 27<sup>th</sup> meeting. Discussion regarding the uncertainty of funding by athletic boosters, alumni & friends and CEDF that could greatly affect the budget. Addition of three (3) positions. The Director of Faith Formation & Discipleship; Maintenance Director; and an additional 4<sup>th</sup> grade teacher., in addition to Mental Health Counselor to be funded through Grant funding.

\*Finance Committee members approved recommendation for the designation of 20/21 net income as follows:

- Payback of the Rettig Irish improvement costs
- Payoff the Diocesan loan
- Designate approximate 50% funding (from the May premium holiday) for May '21 stipend for faculty and staff. 3% stipend for full-time, \$230 for part-time. 50% funded from PPP Loan 2 Proceeds.
- Remainder to be split 50/50 to Maintenance Fund & Faculty/Staff Merit program with a portion going to support the Wendt Key Retention Fund

Vote to approve 21/22 budget as presented. This motion also includes May payment of 3% stipend to faculty and staff for 20/21: Motion for Approval: 1<sup>st</sup>: John Connell, 2<sup>nd</sup>: Cyle Stull, Motion: Approved

## Old Business:

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

## New Business:

-Initial discussion to include renovations to SJCC 2<sup>nd</sup> floor bathroom renovations and possible Bartson Estate funding.

-Discussion regarding Marketing committee members, who's on the committee and continuation of logo discussion.

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-Next Board meeting is the Virtual Public Meeting and will be held via zoom May 20<sup>th</sup> at 7pm and will be approx.. an hour long meeting.

Meeting to Adjourn & go into Executive Session:

Motion for Approval: 1<sup>st</sup>: Steve Foos 2<sup>nd</sup>: John Connell: Approved

Adjourned: 8:31pm