

# 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, October 19th, 2017

Attendees: Dr. Mark Hoelzle, Chair, Darcy Woolf, Vice-Chair, Otto Gonzalez, Tim Luc, Cyle Stull, Bill Keating, Fr. Michael Roemmele, Fr. Krzysztof Kardzis, Steve Foos, Karen Darr

Administration: Dave Perin, interim superintendent, Ann Whitfield SH campus principal, Fr. Nathan Bockrath, chaplain, Pam Snell, business manager

Opening prayer: Dr. Hoelzle, 6:00pm

Review of September minutes. Bill Keating made motion to approve minutes, Tim Luc seconded. Minutes approved.

Mr. Perin presented a policy change for charging lunches. Current policy allows students to charge up to \$25 prior to being given a cheese sandwich or alternative. The recommended change is to allow up to 5 days of charged lunches prior to being given State required sandwich and milk. Bill Keating made a motion to approve the recommended change. Darcy Woolf seconded. Motion approved.

The wellness policy was discussed that was approved last year. Current policy states "Teachers at BHCS will not use physical activity (i.e. running laps, push-ups) or withhold physical activity (i.e. recess or pe class) as punishment." Board expressed concern as to why they were involved in recess monitoring, administration reminded board that it was a policy that needs to be approved by the board. Board felt that recess/discipline should be managed by the administration/staff. A suggestion was to strike controversial wording from the policy. Bill Keating made a motion to strike the above wording and Karen Darr seconded. Motion approved.

Building and Grounds: Committee reported with Mr. Perin, reviewed cost expenditures of possible projects at SJCC and discussed needs. Mr. Perin expressed concern regarding the water pipes coming into the SJCC building. Estimates to repair pipes still need to be obtained.

Marketing: Darcy Woolf reported that the committee had its first meeting the week prior. There are plans to use blogs to reach out to stakeholders. The committee will be reaching out to surrounding Catholic schools in nearby communities. Board wanted to be sure that the reaching out was done carefully so as to not appear to be recruiting students who could still matriculate in their current school, rather to consider BHCS when their education at the current school is complete.

Catholic Identity: Fr. Nathan reviewed the minutes. Board was happy with the idea of bringing older students to Sacred Heart campus to interact with the younger students on occasion.

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Executive: Discussion held on the status of the SJCC endowment fund for tuition assistance that was created prior to consolidation. Opportunity exists to move current funds into funds managed by the Catholic Foundation. Finance committee had reviewed possibilities, and ultimately recommended investing in the balanced fund with a projected 6% return. There was no penalty for withdrawal of funds. Concern by board was raised at the existing by-laws of the endowment fund. Specifically the governance of the fund was to consist of the SJCC finance committee (does not exist currently, now the BHCS finance committee), SJCC principal (now BHCS has superintendent with governing board) and business manager. Concern was there was no oversight of these funds by the current governing board, and the governing board could not vote to move funds until oversight was established.

This led to further discussion regarding spending and policies to guide spending choices. Mr. Keating is developing a policy regarding requesting funds. A dollar amount has not been established, nor whether this would apply to budgeted items (already having board approval) as well.

Returning to the SJCC endowment fund, Fr. Michael suggested the following changes to the by-laws:

Article II: changing the Board of Trustees to consist of the BHCS Governing Board.

Article V: A simple majority of a vote of a quorum shall be adequate to make decisions

Article VI: An interim meeting may be called by 2 Board Members.

Meeting adjourned 7:15 pm

2<sup>nd</sup> board meeting called at 7:16pm

Members present: same as first meeting.

Bill Keating made a motion to approve the amendments discussed at the last board meeting. Tim Luc seconded the motion. Mark Hoelzle called a role call vote: Bill Keating – yes, Fr. Krzystof Kardzis - yes, Darcy Woolf – yes, Karen Darr – yes, Fr. Michael Roemmele - yes, Steve Foes – yes, Otto Gonzalez – yes, Cyle Stull – yes, Tim Luc – yes.

Motion passed

Board recommended that an ad hoc committee become established to evaluate current/future investments and current charter. Recommend having an attorney on the committee Bill Keating will work on this.

The issue of bad debt was brought up and its effect on our audit. Currently \$247K in bad debt. It is believed that \$20K can be recovered when discussing with administration. When Mark spoke with Mr. Reed from the diocese, Mark relayed that Mr. Reed recommended writing off the remaining ~\$228K in uncollectable debt in order to make the audit process cleaner. The board was uncomfortable writing off

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the whole amount as some of that debt is attributed to students still in the BHCS system. Pam reports that ~\$149K is still attributed to families with students in the system and ~79K is attributed to students no longer enrolled in BHCS. Darcy Woolf made a motion to write off the balance sheet the ~\$79,000 of bad debt attributed to students no longer enrolled in BHCS and send to collections, acknowledging the will reflect in a negative revenue balance statement. Tim Luc seconded the motion. Motion approved unanimously. Pam made the board aware that by not writing off the whole amount, that we will not have a clean audit. The board has authorized Mr. Perin to contact the parents/guardians of the students with outstanding debt in order to see if the uncollected payments are able to be collected and to remind those responsible that there is an expectation that tuition/fees are to be paid prior to enrolling. If payment plans are not established/followed, dismissal from BHCS is a possibility per existing policy.

Karen Darr made motion to adjourn, Darcy Woolf seconded. Meeting adjourned 8:39 pm

Submitted,

Mark Hoelzle MD