Bishop Hoffman Catholic School

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

**Governing Board Meeting**

Tuesday, March 1, 2022

Present: Alex Darr, Steve Foos, Cindy Fought, Suzy Jenkins, Fr. Chris Kardzis, Tim Luc, Tom Stierwalt, Shawn Tooman, Nathan Waleryszak, Deacon Tim Walters.

Absent: Deacon Mel Shell

Administration: Loretta Coil SJCC Principal, Karly Cross, Sacred Heart Campus Principal, Meagan Beaver, BHCS Director of Faith Formation & Discipleship, Melissa Sensmeier, Business Manager

**Opening Prayer**: Fr. Chris

**FDC**: Joel (in person); Dan (via Zoom):

Discussion about Annual Fund for the year and meeting targets. Will send out letters to all our contacts. Will be reaching out to administrators in both buildings for additional context, support, and information. Discussion about what Annual Fund usually brings in. Marketing for this is in place as well. We have over 6,000+alumni.

**Minutes from last meeting**: Reviewed. Motion for Approval: 1st: Alex Darr 2nd: Cindy Fought. Motion Approved.

**Principal Reports:**

• Loretta Coil, SJCC

o Scholarship Donor luncheon is being planned in thanksgiving for donors for the end of March.

o Students are starting a Peer-to-Peer Tutoring program.

o Intents to returns indicate several staff positions that may need to be filled. o Discussion regarding probationary period for high school students and extensions. o Discussion of ASP providing an Audiologist for one of our students and, whether or not this

is possible. Board suggested the parent to appeal to PTO instead since it is not something our school is required to provide.

o Addressing dress code expectation with students (compliance) and staff (enforcement). o There is a behavioral contract in place for a specific student.

o Discussion about unenrollment about a specific student and drafting a letter on Christian virtue to a student’s parent.

o Discussion about an appeal of the punishment of a specific student, rendered by discipline review board, that is being appealed to the governing board. Board has decided they will ask the family to write a letter with their reason(s) for the appeal.

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• Karly Cross, SH

o Letter of Intents were sent. One teacher is on the fence. Need a plan of succession in place (for preschool).

o Discussion of Salary Schedule.

o Preschool ceiling in the classroom needs to be completely redone. Bathroom ceiling also needs to be redone.

o Got a quote on the carpet for the elementary building first floor and an estimate was given.

o Also getting quotes for the tables in the cafeteria that need to be replaced. o Also, in desperate need of a counselor at Sacred Heart. Karly will follow up here; a former alumni might be interested in the position.

o Ask for stipends for committee or employees to help make updates in the Student/ Teacher Handbook.

o We are behind on our accreditation process.

o Karly asked to get both principals credit cards to pay for materials. The board said we will get one for the new business manager.

8:04 p.m.: Dismissal of Loretta and Karly. Alex also left.

**Meagan Beaver, Director of Faith Formation**: Board approved a Retreat Trip conditional to finding funding.

Discussion of staff salary increase request.

8:40 p.m.: Dismissal of Meagan Beaver.

The board proposed a pay increase.

Motion for Approval 1st: Tim Walters 2nd: Shawn Tooman. Motion Approved.

**Committee Reports**:

**Marketing, Suzy Jenkins and Cindy Fought**: Proposed a counterofferfor the Developmental Director position - Motion for Approval: 1st: Suzy Jenkins 2nd: Nathan Waleryszak. Motion approved

**Building & Grounds, Shawn Tooman, Deacon Tim Walters**: Board approved a donation of 5ft in height lettering to be installed on the outside wall of the high school. Motion for Approval 1st: Shawn Tooman 2nd:Nathan Waleryszak

Opposed: Steve Foos, Cindy Fought. Motion Approved.

**Finance, Nathan Waleryszak and Melissa Sensmeier**: To be discussed at the next meeting.

9:19 p.m.Meeting to Adjourn: Motion for Approval: 1st: Suzy 2nd: Steve Motion Approved. Everyone was dismissed.