

Bishop Hoffman Catholic School

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

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Governing Board Meeting

Thursday, Sept. 16, 2021

Present: Steve Foos, Cyle Stull, Nathan Waleryszak, Tom Stierwalt, Fr. Chris Kardzis, Fr. Michael Roemmele, Tim Luc present. Absent: Alex Darr

Administration: Loretta Coil, SJCC Principal, Karly Cross, Sacred Heart Campus Principal, Pam Langhals, Business Manager

Opening Prayer: Fr. Kardzis

Motion to approve 6/17/21 meeting minutes: 1st: Steve Foos, 2nd: Nathan Waleryszak. Motion Approved

Motion to approve 8/19/21 meeting minutes as revised: 1st: Tom Stierwalt, 2nd: Cyle Stull. Motion Approved

Father Roemmele expressed frustration with communication back from the Diocese . Other board members shared concern. A recommendation was made to have Matt Daniels present at upcoming meetings. Tim Luc will send Matt Daniels an email requesting his attendance for updates on Head of School search, board statutes.

A motion was made to include Fr. Kardzis Pastor of Sacred Heart Parish as an additional signer on BHCS checking accounts. 1st: Steve Foos, 2nd: Tom Stierwalt. Motion Approved.

Principal Reports:

Karly Cross reviewed her report with the Board. She has requested consideration for a PT Guidance Counselor at the Sacred Heart Campus as Cori Foos is overwhelmed with responsibility at SJCC. She is requesting funding through EANS funding. Pam mentioned that BHCS is not eligible for EANS funds as this is alternative to PPP Loan proceeds granted. The reallocation of ASP funding that was initiated in July by the Diocese office and the Governing Board did not allow for PT Guidance Counselor at Sacred Heart.

Karly also indicated the need for a Mental Health Professional at the Sacred Heart Campus. The Board recommended exploring this through ASP funding. There was a discussion of a potential candidate that is also a parent to a student in the BHCS system and whether that is a good idea.

Karly also discussed the job duties required of a custodial position at the Sacred Heart campus and may have a new candidate that can fill both the custodial and maintenance needs.

The Board discussed expectations of COVID guidelines and the public mandate on public health, consequences and how to move forward. Recommendation made that the Board put out a position on COVID health guidelines.

Additional requests included increasing to teacher aide pay, carpeting for downstairs, magnetic holders for the hallways, and a projector for the multi purpose area. Steve Foos offered to solicit companies for good pricing on carpet materials.

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Loretta Coil reviewed her report with the Board and discussed issues regarding the student handbook needing approved and student discipline. The Board discussed academic and discipline issues involving dress code regarding one student specifically. Discussion amongst members regarding how this student was allowed back for 21/22 when it was a board decision back in July not to allow enrollment for 21/22. Cyle Stull referred to an email dated 7/19 involving members of the Board and this decision.

Loretta made reference to an Employee Handbook draft dated 2018. Pam clarified that there has not been an approved Employee handbook in her tenure of seven years with BHCS. That there has only been discussion and working drafts.

Loretta discussed issues regarding Building and grounds specifically the need for air conditioning in the SJCC kitchen to help with condensation problems in the walkin cooler. Loretta indicated there was a donation to put toward the purchase of a shed for the storage of lawn equipment at the SJCC campus. Father Roemmele indicated he has offered in the past to pay for the cost of a storage shed.. There was discussion on where it should be located that is not on St. Joseph church property. The issue was again discussed for the need of a lead maintenance person to coordinate/prioritize needs system wide.

Loretta requested that a divider wall be placed in the Rettig Irish room to facilitate a space for future Jon Peterson tutoring. The substitute she had hired quit and have no one to service these students at SJCC.

Loretta indicated additional staffing needed: a Parttime office person to facilitate the needs in the SJCC office. Discussion amongst Board members to train students to assist with the answering of phones and other duties and the hesitancy to take funds away for needed raises for teachers and teacher aides. Additional requests included items that can be funded through ASP specifically, Parttime Guidance Counselor, Mastery Prep and Youscience. Board recommended exploring funding process through Fremont City Schools ASP process and to reach out to Denice Hirt regarding this.

Loretta noted a personal conflict with Graduation being Memorial Day weekend and if Graduation can be changed. Board recommended she reach out to parents to see if this is feasible.

Karly and Loretta also brought to the Board's attention that no set interview process is being followed for the acceptance of new students as outlined and approved and the pitfalls experienced because of this.

Finance Committee:

Pam updated the Board on the August financials. Current enrollment K-12 is 470 and 69 preschool. Currently ther Current state funded scholarships total 246 of the 470 student enrollment. 223 Ed-Choice scholarships /23 Jon Peterson scholarships. 53% of students which currently makes up 58% of our student receipts. The EdChoice subsidies have increased from \$4,650 to \$5,500 for students in grades K – 8 and from \$6,000 to \$7,500 for grades 9 – 12 currently equating to approximately \$180K in additional students receipts over budget. Pam indicated concern for no plan for the annual fund and the significance to the budget of \$170K.

Pam provided Finance Committee recommendations regarding buildings and grounds:

Requesting approval to move forward with Fogging quote removing the preschool from the quote. The board made a motion to approve the quote pending a revised quote. 1st: Nathan Waleryszak, 2nd: Cyle Stull. Motion approved pending revised quote emailed to board members for approval.

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Requesting approval for purchase of floor scrubber in the amount of \$5,500 to be housed and used at the SJCC auxiliary gym. 1st: Fr. Roemmele, 2nd: Fr. Kardzis. Motion Approved.

Discussion for the need of an active Building and Grounds Committee to facilitate the system wide needs of BHCS. It has been identified the need for new Boiler system at the SJCC campus back in the spring of 2021. Also the soil pipe is an issue in the SJCC building and needs attention. Cyle Stull indicated he would not chair the committee, however would offer to be the Governing Board representative. Can't find volunteers to serve on the committee and discussion on which staff should be on the committee.

Organizational Chart:

The Board discussed the need for an interim organizational chart in the current absence of a Head of School. Nathan distributed a draft and Board discussed who should report to whom.

Tim Luc provided an update on conversation with Angie Halbeisen and her return and what that would look like. She indicated she would only be interested in coming back if she was invited back by the Board 100% of the member approval. She discussed areas that she would be willing to take on and was not interested in doing the Heritage Awards and annual fund. The Board discussed duties with CEDF and Alumni & Friends and how that is not a function of BHCS. The Board indicated a list of duties need to be identified before any type of offer to return can be extended. Cyle Stull distributed an example of a letter received from UND Alumni as an example of what BHCS/SJCC should strive to be more like in their outreach to Alumni. Cyle expressed his concern of past examples and how the bar needs to be raised for SJCC /BHCS representation to alumni.

The Board discussed options for proceeding with the annual fund. Tim Luc said he would followup with John Connell to see if he would facilitate for 21/22 campaign, Fr. Roemmele offered Kathy Boukissen as a backup plan. Steve Foos indicated he would reach out to Molly Swint to establish any interest in the marketing opportunity.

Head of School Update: There was indication by the Diocese that there may be a 2nd lead, however have not heard anything back from Matt Daniels on this. The Board requested Pam send them the copy of the job description and posting used in 2020 for the Head of School position to review. She indicated she would email it to them.

Recommendation for approval to add Kassandra Combs to member of Catholic Identity. 1st Fr. Kardzis, 2nd: Steve Foos. Motion approved.

9:08 pm: Meeting to Adjourn: Motion for Approval: 1st: Steve Foos, 2nd: Fr. Kardzis: Motion Approved.