Bishop Hoffman Catholic School

Governing Board Meeting

Thursday, August 18, 2022 – 6 p.m.

Present: Fr. Chris Kardzis, Fr. Matthew Frisbee, Alex Darr, Steve Foos, Cindy Fought, Suzy Jenkins, Tim Luc, Shawn Tooman and Nathan Waleryszak present.

Absent: Tom Stierwalt and Deacon Tim Walters.

Administration: Loretta Coil SJCC Principal, Karly Cross Sacred Heart Campus Principal, Megan Vina BHCS Director of Faith Formation & Discipleship, Melissa Sensmeier Business Manager and Jenny Freeh Director of Development.

Opening Prayer: Fr. Frisbee.

Minutes from last meeting:

June minutes – Name correction, replacing “Tim Fought” for “Cindy Fought” and “Tim Luc” for “Ken Luc.” No other changes were suggested. Motion for Approval - 1st: Alex Darr, 2nd Second: Steve Foos. Motion Approved.

July minutes - No changes were suggested. Motion for Approval - 1st: Steve Foos 2nd: Suzy Jenkins. Motion Approved.

Principal Reports:

Karly Cross, SH – All positions have been filled for the school year 22-23.

Four classrooms and hallway were painted and drop ceiling in the pre-school completed. Everything including labor and materials were donated. A thank you card was sent and a thank recognition in The Voice will be published.

Applied for an up to $10,000 grant for the cafeteria tables (which were quoted at $71,000 for 15 tables), Jenny Freeh completed and sent the application.

Flooring in the basement – Restore came and cleaned the mold issue. Shawn suggested to purchase about $1,500 of laminating floor, himself and Tim from ground’s committee will lay it down. Board agrees to move forward with the flooring plan and use funds already available, designated for Repairs & Maintenance.

Pipe cockroaches – Central Exterminating came to treat the problem. However, it was not very effective. Our maintenance department will work on to plug and seal some areas that might be the cause. If problem is not solved, then we will evaluate further action. Last invoice received from Central exterminating was $1,000 and every other month services to treat the outside for $65 each treatment.

Carpeting – Karly suggested using carpet squares on the first floor like it was done on the second floor.

It was suggested to reach out to PTO for funding to replace the tiles on the first floor.

Loretta Coil, SJCC – Received a recent resignation. This position needs to be filled, in addition to a full time monitor and could benefit from an English 1 teacher position.

Library partnership and focus on the area of writing.

Incorporated a morning routine (7:40-8:00) such Motivational Mondays, Thorn & Rose Tuesdays, Wellness Wednesdays, Thinking Thursdays and Faithful Fridays.

Monthly Virtue Recognition – One HS and One JH student will be recognized each month.

School Vans – We need to have them fix promptly. One van won’t start and the other one has problems with the steering wheel. Suzy asked about the transportation raffle monies. She will get information about it.

School Buses – Bus# 12 is getting fixed by International in Norwalk. GCM wants the broken bus out of their property. Board gave the Ok to scrap the broken bus to Burns or Progressive.

New quote for a new sound system is on its way and will be taken to PTO.

Weight room committee was created to move forward with things that need to be done. Meeting a week from Monday.

Naderer field – A meeting is schedule with the Naderer family. Loretta, Gary and Jenny will meet two of the family members and update the board of the outcome.

Faculty/Student handbook and changes – The big changes were the dress code, attendance and discipline. For the faculty section, the Diocese gave a sample copy and BHCS tweak a few things. Things to be address are vacation, sick day’s policy for hourly employees.

Psychologist teacher position still needs to be fulfill. Tim will reach out to a potential candidate. At the moment a faculty member has agreed to take it on.

Enrollment figures as of the date of the meeting are 468 students from K to 12. The budget figure was 472 students. Currently, there are 6 students that are waiting to enroll per report.

Thursday August 24th is the retreat for faculty. Friday August 26th from 8 to 11am we have Mark Garrett as guest speaker coming for faculty In-service day. Board members are welcome to visit, meet and greet the new staff members after the In-service.

Megan Vina, Director of Faith Formation-

The Steubenville Conference from June 17-19 had a great outcome. It was offered for not just our students but for students from Fremont school that are connected thru our parishes.

Karly has incorporated the Virtue Based Living Awards program in her building. The program is concentrated on practicing the virtues and what is it mean to live a virtues base life.

The majority of this school year retreats have been scheduled. Aside from the 7th and 9th-10th Grade retreats.

August 24th is the staff retreat, the theme is “The 99 experience” that will be break into 3 different small sessions along with personal prayer time and time for confession.

This year theme for our school year is to “follow” based on the scripture from Matthew.

The Liturgy and Mass schedule are finalized.

Received all of the grant monies from St. Wendelin grant. $9k to implement a Theology curriculum - The body matters in 1st Grade and 8th Grade classrooms.

Committee Reports:

Marketing, Suzy Jenkins and Cindy Fought:

The total annual fundraising was $72,259

Stablished one new endowment scholarship with a deposit of $600/month.

Reworked on business packages because it hasn’t been changed in the past 10 years.

Partner with Megan to stablish an alumni based prayer group with currently 6 families and waiting to hear from the 7th family. They are committed to pray a Rosary a day for the whole school year.

Started a monthly alumni email in June and got a lot of positive responses. Attended 2 of alumni Golf outings.

Updated our donor’s data base and collected over 200 emails just thru reaching out to people via Facebook.

Worked on the Sandusky community foundation grant application.

Created a Twitter account, updated Facebook & Instagram pages and added a snap chat ad in the Spring for enrollment.

Fundraising policy needs to be implemented. Jenny is putting together a fundraising application template in which explains responsibilities and resources available from the school. Any individual that would like to start a fundraising, will request this application and turn it to the marketing committee for approval.

Alumni Social event on September 1st at the Catawba Island Brewing Company. Sent invites to alumni from the Sandusky, Port Clinton, Marblehead and all areas.

Great news for the annual fundraising, we will have a Monsignor Oxley as spoke person. We will send our annual appeal letters early.

September 24th alumni event after the homecoming football game.

Alumni & Friends agreed to pay for the next “Voice”, which will come out late of October or early November.

Finance, Nathan Waleryzak and Melissa Sensmeier: Finance Committee meeting is scheduled for Tuesday August 28th @ 3pm at the Irish room. Melissa emailed the president of the board and finance committee the Financial reports for FY 2022 and the audited draft of the Financials reports for FY 2021. Melissa adjusted the negative receivable accounts and prepaid tuition liability accounts to match the receivable amounts provided by Pam Hines. Also consolidated unused fundraising accounts such Club 200 and art/science club into Staff Merit Compensation fund.

Release of Financials on the Voice for the October edition. The Financials for FY 2021 (since it was skipped last year) and FY 2022 will be provided by Melissa, following the template provided by Jenny.

Building & Grounds, Shawn Tooman, Deacon Tim Walters:

Shawn will complete this part, so just a few notes were taken

There are two different levels of roof. We have a roof leak on the high roof portion over the gymnasium.

Coating on the high roof is quoted for $60k and guarantee of 10 years.

Lighting – Neighbor complains about the timing of the lights outside the auxiliary gym. Per Shawn, the cost to fix this issue is about $500. Since such amount doesn’t affect our current budget, the purchase was approved.

Trophies – Trophy case at Sacred Heart was cleaned and the suggestion of disposing old trophies was approved.

Outside lettering at Sacred Heart - Karly has a quote from a sign company of about $5k. Will bring up to finance committee if needed.

Governance/Nominating –

Alex has a list of options that will be discussed later. The governance committee is comprised of one (1) Board member and one (1) member of each parish. Someone will have to replace Alex on this committee starting next meeting. Alex recommends for next committee meeting the following parish representatives Steve from Sacred Heart, Nathan from St. Ann and maybe Darcy from St. Joseph. Next meeting members will be selected by next meeting.

Update from the Diocese to be discuss later.

7:35 pm Loretta, Karly, Melissa, Megan and Jenny were dismissed