

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, Aug. 19, 2021

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

Administration: Loretta Coil, SJCC Principal, Karly Cross, Sacred Heart Campus Principal, Megan Beaver, Director of Faith Formation & Discipleship, Pam Langhals, Business Manager

Meeting opened with introductions.

Opening Prayer: Fr. Roemmele

Motion for Approval of Agenda & Administrative staff present : Alex Darr, Motion: Approved

Loretta Coil, SJCC Principal: addressed the Board regarding an update for 21/22 operations at SJCC indicating a desire for no big changes for the upcoming year. Loretta mentioned she would be looking to committees to address many areas and proposals for potential changes at 21/22 year end. Fr. Roemmele commended her desire for no big changes. Steve Foos inquired about the restoration of 21/22 ASP spending changes, specifically Cori Foos, Linda Doering and Mental Health Counselor positions. Cori Foos and Linda Doering positions have been restored back to 100% as authorized by Darcy Woolf and Matthew Daniels meeting with Fremont City Schools and that fiscal ownership will remain with Fremont City Schools for the upcoming biennium beginning 21/22. Pam indicated that the funding opportunity for the Mental Health Counselor has expired.

Loretta interviewed a candidate for Lead Bus Driver and that this candidate requires a higher hourly pay. Motion to approve 30 hours/week and adjust hourly pay for additional duties as assigned by the Principals. 1st: Fr. Roemmele, 2nd: Nathan Waleryszak: Motion Approved

Loretta and Karly met with Angie Halbeisen to determine her interest in returning to BHCS as Development Director full time. Angie presented to them an outline of job responsibilities and indicated she would only be interested in returning on a part time basis and would need to know who the Head of School is before her return. Alex Darr indicated he spoke with Angie and she indicated she will only come back if the Board invites her back and in a part time capacity. Fr. Roemmele questioned who is performing fundraising duties for 21/22. Loretta indicated that Pam Hines is sending out the athletic packages for advertising for 21/22. Pam Langhals clarified the funding sources of Alumni & Friends, CEDF and the auction proceeds. In years past, Alumni & Friends paid \$2,500 to cover the costs associated with the Development Directors time and \$6,000 toward the cost to publish the "Voice". Annual contribution from CEDF prior to 2020 was a minimum amount of \$20,600 toward the Development Director salary with 25% of BHCS auction proceeds remitted back to CEDF (approx.. \$20-\$25,000) and a gift amount that was calculated as a percentage of ROI as outlined by CEDF bylaws. The Board discussed the job responsibilities in relation to Alumni & Friends and will discuss further in executive session.

Loretta inquired about the rejuvenation of the Building & Grounds Committee and areas that need attention at SJCC, specifically the leaking roof in Room 308, the concrete that needs removal. Karly Cross, Sacred Heart Principal: addressed the Board regarding an update on personnel.

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Karly indicated she had interviewed a strong candidate for the 5th grade teacher position however, salary requirements were \$30,000 and experience was approximately \$23,000 on the payscale. Board members discussed alternatives to making this a workable candidate and will also talk more in executive session.

Extended Day Coordinator position candidate requires \$13/hour. Karly recommended an increase in fees to accommodate an increase in hourly pay. Fr. Roemmele made a recommendation to increase fees \$.50 per hour for each step and hourly pay for Extended Day Coordinator to \$13/hr . 1st: Fr. Roemmele, 2nd: Steve Foos: Motion Approved

There was also discussion regarding the part time music and art teacher contract and whether they should be paid additional pay to attend professional development session in September. It was decided they did not need to attend as it was 7 Habits training as part of the Leader in Me program. Fr. Roemmele indicated that the Board had decided in a previous meeting this summer that they were not going to institute this program as it is a toxic program and that Leader in Me for 21/22 only, was purchased with 20/21 ASP funding.

Alex Darr indicated that the lead that Matthew Daniels had in mind for interim HoS did not pan out. Conversation on how communication is critical amongst administrators in the absence of a HoS and awaiting Diocesan input and communication.

Megan Beaver, Director of Faith Formation & Discipleship: addressed the board regarding retreat planning for fall 2021. Is making a recommendation for the Seniors to attend the retreat program at Damascas. Students would have 1.5 days of missed coarse content and has cleared the schedule with Loretta and Gary Geller for both Seniors and Juniors to attend. Fr. Roemmele recommended that graduation and coarse requirement be checked before proceeding.

Fr. Roemmele notified the Board that he was signing checks in the absence of a Head of School.

Building & Grounds: Cyle Stull distributed a list of items pertaining to B & G and several topics were discussed in addition to the leaking roof in Room 308 at SJCC and pile of concrete that needs moved. Issues with the peeling ceiling at the preschool need to be addressed. Fr. Roemmele inquired about projects being done at SJCC that had not been done to code and made reference to the wall in the teachers lounge. Steve Foos indicated that it would be unusual for student being supervised by the building trade program with Vanguard to complete a project not to code.

7:23 pm: Loretta Coil, Karly Cross, Megan Beaver excused from the meeting.

Alex addressed the Board regarding additional personnel issues:

- Lisa Swaisgood, Preschool Director 2021/22 contract. Motion to adjust stipend 1st: Steve Foos, 2nd: Tom Stierwalt, : Motion Approved
- Karly Cross, Sacred Hear Principal 2021/22 contract. Motion to adjust annual salary. 1st: Fr. Roemmele, 2nd: Nathan Waleryszak: Motion Approved
- Alex addressed Pam Langhals and expressed to her, her value to BHCS and her history and institutional knowledge. Dialogue amongst her and Board members regarding her value and history with BHCS.

7:49 pm: Meeting to Adjourn & go into Executive Session: Motion for Approval: 1st: Steve Foos, 2nd: Cyle Stull: Motion Approved. Pam Langhals excused from the meeting.