Bishop Hoffman Catholic School

Governing Board Meeting

Thursday January 20th, 2022

Present: Steve Foos, Ciny Fought, Suzy Jenkins, Tim Luc, Tom Stierwalt, Nathan Waleryszak, present.

Absent: Alex Darr, Fr. Chris Kardzis, Deacon Mel Shell

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

Opening Prayer: Deacon Tim

Welcome Deacon Tim Walters and Shawn Tooman, newest board members.

Minutes from last meeting: Not approved.

Committee Reports:

Building & Grounds:

Question was brought up about who the building and grounds committee chair is. Board stated this still had to be decided/ there wasn't an official one in place. Discussion of what the priorities are for these buildings. Next building and grounds meeting has been scheduled for the end of the month. Deacon Tim and Shawn Tooman have been selected to be the newest members of the grounds committee. Loretta shared boiler fans in classrooms have gone out and three out of five have been replaced but some classrooms still need replacing. The question was brought up if there is a way to test the fans and to replace them at the same time. Shawn said there is a power issue at Naderer field. Currently power is fed to our facility from the metal building at entrance of property and is not being metered for usage. For us to have our power metered through the electric company a separate underground feed would be required and could cost between $5,000 and $8,000. Shawn Tooman recommends that if a new power feed is installed, we should consider increasing the size of the service to at minimum 200amps.

Marketing, Suzy Jenkins and Cindy Fought:

FDC (Field Development Consultants) want to have another meeting with us to discuss the movement on the Development Director position and beginning of the interview process. Decision that principal(s) should be present at the interview as well. Interview location decided. Copy of the candidate's resume was passed out. FDC also contacted us about our part time Development Director who has already started. We have lost a large donor. It was asked if the Alumni letter could be sent out, which was very similar to the Parent letter. A marketing person in the community might be interested in helping with the Voice. Discussion about going from paper to electronic. The auction will be in person but here will be an online version as well. April 30th is the date for the live and online auction. Board agrees we are here to get things done and will continue getting things done.

Discussion of new curtains in the gym. New railings on staircases. The sound system for music/ theater production. Funnel to buildings and grounds.

Catholic Identity, Megan Beaver:

Megan presented that the Catholic Identity Committee is piloting a parent event in the spring at Terra University for continued faith formation for parents. This is intended to be a point of connection in the community and help offer resources and guidance for parents in helping them navigate social and societal pressures their children face today from a Catholic worldview perspective. We have a venue (Terra State) and a speaker (PhD in Psychology, Mental health Specialist) to discuss mental health and positive self-image. There will be a panel of speakers of local community members as well. Discussion about how we could get staff members on a personal retreat at the beginning of the year based on positive feedback from student retreat.

Finance, Nathan Waleryzak:

There wasn’t a finance meeting this month because another member was sick. Discussion regarding the main school account. Previous board member was the only signature on the account. We need to change this information and have an additional member’s name put on the account instead. This time we will put the new business manager’s name on it as well. Discussion on who will train the new business manager. It was suggested we put Fr. Chris’s name on the account too. Tim will ask Fr. Chris and board suggested that Alex draft up a new letter for the act of congress proof.

Tuition: The Executive committee didn’t receive recommendations about tuition last year. It was suggested for a 3% increase this year. That 3% increase would be for teacher salaries this year. 1rst Motion: Nathan Waleryzak. 2nd Motion: Tim Luc. Motion Approved.

Principle Reports, Loretta Coil, SJCC and Karly Cross, SH:

Teacher salary hourly wage is as verbally stated and the last increase was nine years ago. Sub rate in our school is as verbally stated which is significantly less than public schools including Fremont city schools. Aids at preschool, cafeteria, and classrooms are all hourly people. There are 12 in SH and 3 in SJCC. On Friday letters of intent went out. At HS level we do not have the resources to hire new staff. Salary pay scale was discussed at length.

CEDF was founded and intended to keep us within the 75% pay scale rate of public schools. The question was raised as to why we haven’t had a conversation with them. Suzy and Nathan are going to have a meeting with them.

The pre-school needs to know if there will be an increase in tuition as well. It was agreed that 3% could be across the board for all schools. 75% of our budget is wages and salaries. Discussion of a retention bonus. Concern that isn’t going to retain people and expectations will need to be met again next year. Further discussion on disparity in 75% pay scale mark comparison to public schools.

Some discussion finalizing School Calendar dates. Class size needs to be determined and need clarity for class caps. Right now we are sitting at 44 Kindergarten students but it was recommended there should be no more than 40 per class (or 20 per classroom). Motion to cap at 40 students for Kindergarten & 1rst Grade, and 2nd-8th grade at 50 students: 1rst Motion: Tom Stierwalt. 2nd Motion: Cincy Fought. Motion Approved.

Loretta is concerned about busing because our buses are old.

Discussion about confidentiality on board level. It was agreed upon that all emails sent to the board president will be sent to all board members.

8:53 pm: Meeting to Adjourn: Motion for Approval: 1st: Suzie Jenkins 2nd: Cindy Fought. Motion Approved. No executive session. Everyone was dismissed.