

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, Oct. 21, 2021

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

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

Opening Prayer: Megan Beaver

Principal Reports:

Karly Cross reviewed her report with the Board. A Title I paraprofessional has been hired through FCS, Briggs Wonderly. She has requested consideration for a PT Guidance Counselor at the Sacred Heart Campus. The reallocation of ASP funding that was initiated in July by the Diocesan Director of Education office and the Governing Board did not allow for PT Guidance Counselor at Sacred Heart. Karly asked for clarification on how to proceed with a faculty member that was given a 21/22 contract stipend for administering the Leader in Me program for accreditation. Karly also updated the Board on the status of a student allegation regarding a teacher in class.

Emergency lighting has all been replaced at the Sacred Heart campus. Karly discussed the need for address numbering at the Sacred Heart Campus and whether signage can be approved for this. The Board addressed the ongoing discussion to have uniform signage system wide. Board ok'd Karly to proceed with temporary numbering to aid in building identification and deliveries. Items have been removed from storage area and Karly reviewed with Board specific items and how to move forward with disposal. Board discussion recommendation was to contact athletic boosters for interest and if they were not interested, she could dispose of items which included but was not limited to goal post wraps, benches, cabinet.

Karly presented a quote from Gabel Construction for repairs to the preschool ceiling. Board recommended following the process of Finance Committee approval before bringing to the Board. Nathan thought Finance could review through email to help expedite. Karly requested clarification on where maintenance invoices should be submitted. Pam reviewed the PO process and stated that the process is not being followed again as outlined and approved by Governing Board in 2017. She will re-send the process for faculty and staff to review as a reminder.

Karly & Loretta asked Board consideration to allow for faculty/staff Christmas party to be held on Sunday, December 5 at Depot Pizza. Board agreed as long as it did not coincide with any local mass times.

Loretta Coil reviewed her report with the Board. Rebecca Sheldrick has been hired to serve as a substitute Intervention Specialist to service Jon Peterson Scholarship students. Loretta discussed in detail the topics of the October 18th professional development including the Emergency Response Team, concessions to student dress code, the accreditation process and social media policy.

Loretta presented the Board with the need to replace three doors in the SJCC building that have been determined to be a security threat and how to move forward. Loretta contacted Northcoast Security

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and thought it would be approximately \$1,500 per door. Board recommended following the process of securing a quote and going to Finance Committee for approval before bringing to the Board. Nathan thought Finance could review through email to help expedite once quotes were secured. Loretta informed the Board that the boulders on the north side of the building are scheduled to be removed next Thursday and the location of the new shed can now be determined. Loretta informed the Board the auxiliary gym needs an ADA ramp and questioned how to proceed. The Board thought this was church property and would need to be run through Fr. Roemmele. Loretta also asked the Board to consider plans for lettering on the west side of the building that would be funded by Alumni & Friends and that Fr. Roemmele also had ideas to add. Board discussed that this will need to be included in the ongoing conversation of signage system wide.

Loretta reviewed additional staffing needed which includes a Parttime office person to facilitate the needs in the SJCC office. Direction from Board members was for Loretta to begin the process now of a succession plan for the retirement of the Office Manager and to pursue recruitment of an individual full-time for a natural succession when this should occur. Loretta is also requesting an additional Part-time Guidance Counselor funded through ASP. Loretta also discussed with the Board the Development Coordinator opening and that John Lauer has written to the Diocese regarding this. Tim Luc indicated he would followup with John Connell regarding spearheading the annual fund for the 21/22 campaign. Board also discussed that Fr. Roemmele indicated he would reach out to Kathy Boukissen as a backup plan.

Loretta discussed a parent's frustration with the absence of a FM system available for her student. Loretta indicated that BHCS needs to have an audiologist working with the student for the school to be loaned a FM system and should BHCS purchase one and if this could be funded through PTO. Board discussion on ramifications and what this looks like moving forward.

Loretta informed the Board that she has successfully been able to get the Leader in Me program canceled for BHCS. The expense to the BHCS ASP budget will be approximately \$16,000 from 21/22 funding as there was a breakdown in the processing of the PO's and payment of invoices through FCS utilizing 20/21 funding.

Loretta requested Board consideration for field trip approval for the AP English class to see the production Hamilton in Toledo. Loretta also requested Governing Board approval for the TLC to travel to Minnesota to visit pen pals at an Indian Reservation. Board members were not in favor of the TLC travel to Minnesota and discussed their reasons why.

Karly and Loretta brought to the Board their concern that no set interview process is being followed for the acceptance of new students, non-enforcement of a probationary period and the pitfalls experienced because of this. Pam explained that a process had been reviewed and approved by the Governing Board in 2017/2018. Karly would like to make a recommendation that Final Forms be utilized in the future for student registration process and the collection of all of information and forms needs. She will pursue a quote with Final Forms. BHCS currently utilizes DocuSign in a very limited capacity as part of the tuition contract process.

The Governing Board discussed the need for a written Social Media Policy and that this should be the first consideration in the review and approval of a Faculty/Staff Employee Handbook making reference to specific situations that have recently occurred. Board recommended that Loretta and Karly take six key areas and begin there to move forward with the compilation of a system wide handbook for review and approval.

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Motion to approve 9/16/21 meeting minutes as revised: 1st: Fr. Kardzis, 2nd: Cyle Stull. Motion Approved

Megan Beaver reviewed her report with the Governing Board which included updated mass schedules until the end of the year, adoration schedules and penance service dates. Megan discussed how she is incorporating teachings of virtues in detention. She also reviewed initiatives outlined by the accreditation process that have been accomplished.

Megan discussed with the Board the reasons for making the transition from the Kairos retreat format to Damascus led retreats for Seniors and Juniors and the enhanced formation the Damascus retreat format provides for students.

Committee Reports:

Catholic Identity, Tom Stierwalt: Motion for recommendation for new member to Catholic Identity, Charla Spotts, BHCS Faculty. 1st: Steve Foos, 2nd: Cyle Stull. Motion Approved.

Building & Grounds, Cyle Stull: Cyle updated the Board on the removal of the boulders and the quote for the repair to the preschool ceiling. Cyle has reached out to three vendors for quotes on boiler replacement at SJCC; Walters Boiler, Marlin white and Warner Mechanical and will facilitate through Anthony Mierzejewski for scheduling vendors onsite. Cyle also brought to the Board's attention the importance of the soil pipe repair needed at the SJCC building. He also discussed the status of the membership of the committee and that they currently have four members and no chair.

Marketing, Steve Foos: Requested a BHCS employee representative and Pam Hines, Enrollment Coordinator was discussed. A task list has been identified from the list that Angie Halbeisen presented for the Board. Steve indicated he would reach out to Molly Swint, BHCS graduate to inquire about interest in contracting to design the next issue of the Voice. Pam also mentioned that Amy Ronski has played a major role in this in the past and that a mailing list could possibly be obtained from Pam Hines. Further discussion on how to move forward with the annual fund if John Connell or Kathy Boukissen did not pan out included consideration of companies to contract out.

Finance, Nathan Waleryzak: Referenced the Finance Committee minutes from October 20 meeting. Pam re-iterated the impact of the annual fund to the bottom line of \$170K and that the audit is scheduled to begin November 8th and supporting reports are ready to go.

8:31 pm: Meeting to Adjourn & go into Executive Session: Motion for Approval: 1st: Nathan Walerszak, 2nd: Fr. Kardzis: Motion Approved. Megan, Karly, Loretta & Pam were dismissed.