

# Bishop Hoffman Catholic School

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

## **Bishop Hoffman Catholic School**

### **Governing Board Meeting**

**Tuesday, February 21, 2022 – 6 p.m.**

Present: Suzy Jenkins, Cindy Fought, Tim Luc, Tom Stierwalt, Shawn Tooman, Bill Schell and Vince Militello. Meeting was held at SJCC campus.

Absent: Fr. Matthew Frisbee, Fr. Chris Kardzis, Deacon Tim Walters and Ann Wright.

Administration: Loretta Coil-SJCC Principal, Megan Vina- BHCS Director of Faith Formation & Discipleship, Melissa Sensmeier-Business Manager and Karly Cross-Sacred Heart Campus Principal (via telephone).

Opening Prayer: Megan Vina.

#### **Minutes from last meeting:**

January minutes - Mr. Tooman suggested the use of formal titles and last names on our minutes. He asked for clarification on the code of conduct for the cafeteria review. Mrs. Coil explained we have affirmations on the back of all contracts and it will be use as the code of conduct to comply with the cafeteria review. Also, Mrs. Jenkins and Mr. Tooman both suggested to remove some unnecessary dollar figures off the minutes. Mr. Tooman will email his revised version to Ms. Sensmeier. She will make changes and email the final draft to everyone. The revised version will be published on our website. Motion for Approval to make those changes - 1st: Tim Luc 2nd: Cindy Fought. Motion Approved.

Approved January Emergency minutes – Our board member Cindy Fought was present, but her name wasn't in the minutes. Suzy will make the correction and email it to Pam Hines to republish it on our website.

#### **Principal Reports:**

##### Ms. Cross, SH-

- We welcomed a new 3<sup>rd</sup> grade student – Our 3<sup>rd</sup> grade class has now a total of 49 students.
- Ms. Cross and Mrs. Coil interviewed a new family (3 new students) that will be coming next year.
- Ms. Cross has a few more families to interview for the upcoming school year.
- Kindergarten round up meeting – Ms. Cross suggested to have a special event in the spring, so pre-school and kindergarten families and teachers can get introduced and meet.
- Pre-School teacher position is still open.
- New maintenance position – The new hire resigned on his first day. Bob Fisher is willing to step in and come for a few hours. Jenny Freeh will be posting this position at OhioMeans job.
- Final forms meeting – Ms. Cross, Mrs. Coil, Mrs. Hines and Mr. Geller had a zoom meeting. We want to purchase the athletic, student and staff services. Each service has a \$1k initiation fee to set up the platform, and \$2,500/year for all three services moving forward. Cafeteria sales will not be incorporated. Final forms links with Power School. Ms. Cross will email the quote to Mrs. Jenkins so she will forward it to Finance committee for approval.

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- Registration fees – Our current Registration fees are \$50, while other catholic schools charge \$100 per student. Per. Ms. Cross, Pam Hines mentioned that registration fees are to cover DocuSign, which is used when parents' sign their tuition agreements.
- Registration dates – Surrounding Catholic Schools start the Sunday of Catholic School's week. We haven't been able to do the same because tuition rates have not been approved before this date. Ms. Cross requests to have tuition rates approved by December, so they can start with the registration process during Catholic schools' week. Mrs. Jenkins will pass this information to the Finance Committee.

## Mrs. Coil, SJCC –

- A new football varsity coach was hired – Josh Wehring.
- We have a verbal commitment from a candidate to take over our history teaching position for next year.
- We welcome a new student from China.
- Fremont City Schools is allowing us to use their High School Performing Arts Center at an agreed upon yearly price.
- Mrs. Coil and Ms. Cross met with the Head of School at Calvert Catholic School and are looking forward to partner to possibly combine classes in the future.
- Golf coach – Mr. Geller is looking. The plan is to have boys and girls golf at high school level.
- Workforce and Community Development – Free course for all teachers through BGSU in Findlay. Teachers will get paid to participate and they will learn how to teach career development. The contact person in charge of this program is Tim Mayle.
- Teachers next school year – Mrs. Coil reported two teachers retiring and one moving out of state.

## Megan Vina, Director of Faith Formation-

- During catholic week – Mrs. Vina reported \$940 in profit for the T-shirt fundraising to go towards the Junior's and Senior's retreat fund.
- Sisters' of Mercy – Donated handmade rosaries for our classrooms and staff members.
- Vocation retreat – On March 9<sup>th</sup> for students of 9<sup>th</sup> and 10<sup>th</sup> graders.
- TOBET Curriculum - This curriculum was introduced this year to 1<sup>st</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Students had a positive response. Phase 2 of this curriculum will be offer next year to all 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> graders.
- Preparation for Easter and Lent - Penance Service and Stations of the Cross are upcoming events.
- Damascus Retreats - Contracts were received for 6<sup>th</sup> and 11<sup>th</sup>/12<sup>th</sup> grade retreats for upcoming school year. Mrs. Vina and Mrs. Coil are working on finalizing dates.

## **Committee Reports:**

**Enrollment coordinator:** There are few students that will not reenroll next year. Mrs. Jenkins will ask Deacon Tim to reach out to students' families affiliated to his parish.

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## **Marketing, Suzy Jenkins and Cindy Fought:**

- Annual Fundraising - So far we have raised \$139,700. Memorials up to \$8,700 going towards the Joe & Ann Gottron Endowment Scholarship.
- Social media organic reach was 29,339 people this past month.
- Received memorial donations and attended two funerals.
- Emailed monthly alumni newsletter.
- Met with two families that want to start endowment scholarships.
- Upcoming events: Heritage Hall will take place April 1<sup>st</sup> and 2<sup>nd</sup>, SJCC Alumni & Friends Easter egg hunt will be Saturday April 8<sup>th</sup>, Booster Club reversed raffle will be April 10<sup>th</sup> and Auction will be held on April 22<sup>nd</sup>.
- Our Development Director won the "Excellence Award" through the Sandusky Chamber of Commerce. Congratulations to Ms. Jenny Freeh!

**Finance Committee, Nathan Waleryszak:** Melissa Sensmeier was absent at this meeting. However, the committee discussed a possible salary increase across the board for all staff, coaches and administrative positions. Tim Luc sent an email with a list of coaches' salaries from nearby school districts, he suggested the use of this list to come up with coaches' salaries for the upcoming school year. Melissa reported to the board that there is an outstanding balance to be collected, and she'll email and mail a statement to Mr. Wehring.

## **Catholic Identity Committee, Tom Stierwalt:**

- Sports' Letter – Mr. Geller reviewed the letter and didn't have any objections. Motion for approval. 1<sup>st</sup>: Bill Schell 2<sup>nd</sup>: Shawn Tooman. Motion Approved. The Sports' Letter will be announced at the Annual Sport meeting this upcoming August.
- Problems with membership - Due that most parents' schedules conflict with meeting dates (Tuesdays 3:15pm). Committee requested Board's approval of membership to Tyler Boyd (6<sup>th</sup>-7<sup>th</sup> Grade Religion Teacher) and Anita Moffet (Parent and 9<sup>th</sup> – 11<sup>th</sup> Religion Teacher). Motion for approval - 1<sup>st</sup>: Vince Militello 2<sup>nd</sup>: Cindy Fought. Motion Approved.
- Started to work on the Faculty retreat, dates and speakers will be announced later on.
- Mrs. Vina asked to spread the word to parents, friends and neighbors of BHCS to participate on this committee. Nominations to participate on our Board should go out in May.

## **Building & Grounds, Shawn Tooman and Deacon Tim Walters:**

- The purchase of a trailer for the Naderer Field was approved last month. However, a board member found a free trailer (missing door and aluminum floor) from Hasselbach Meats, and a member of this committee is going to call Young's RV to see if they can move this trailer to the Naderer Field. This is an option instead of purchasing the trailer.
- BHCS Sacred Heart campus sign – Funds from the grant will be used toward the purchase of an outside sign. Three options were presented to the board. Tim Luc reminded to check with Fr. Chris and ask for his approval as well. Everyone agreed to have the word BHCS as part of the new sign.
- Boiler job at SJCC Campus is done. Mr. Tooman expressed the need of a Building Management System (cost about \$5k-\$10k) before next heating season.

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- Elevator issue – Burnt motor was repaired and it is ready to be picked up. Cindy asked if we will need an inspection done after the motor is installed. The SJCC elevator yearly inspection is done every October.
- Mr. Tooman suggested a transfer of \$4,500 from the Bartson account to cover elevator repairs. Motion for approval. 1<sup>st</sup>: Shawn Tooman 2<sup>nd</sup>:Tim Luc. Motion Approved.
- Gym Curtains – A company came on President’s day to evaluate the gym curtains. Our Drama teacher was in the building so she showed them the gym. Insurance Claim has been approved already to either replace or clean the curtains, depending on an expert opinion.

7:32 pm Ms. Cross was dismissed from remote connection.

As a final note, The Board announced the possibility of an Ad Hoc committee to discuss the Senate Bill 11 (Parental Educational Freedom Act).

Organizational chart – Board will make a few changes and vote later on.

7:49 pm Loretta Coil, Melissa Sensmeier and Megan Vina were dismissed.