Bishop Hoffman Catholic School

 Governing Board Meeting

Thursday, June 16, 2022

Meeting was virtual thru Teams.

Present: Fr. Chris Kardzis, Alex Darr, Suzy Jenkins, Steve Foos, Cindy Fought, Shawn Tooman and Deacon Tim Walters, Deacon Mel Shell present.

Absent: Tom Stierwalt, Tim Luc, Nathan Waleryszak

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

Opening Prayer: Fr. Chris.

Minutes from last meeting: Melissa requested to leave the current Croghan credit card spending limit as is. The current combined spending limit is $15,000. Changing the current spending limit will require us to close the account, reapply and file more paperwork. Motion for Approval - 1st: Suzy Jenkins 2nd: Tim Fought. Motion Approved.

No other changes were suggested to last board meetings. Motion for Approval - 1st: Steve Foos 2nd: Suzy Jenkins. Motion Approved.

Principal Reports:

Loretta Coil, SJCC-

Informed that a couple of teachers resigned due to low salary. She has hired 3 new teachers, currently waiting to hear back from 2 more and still looking for a full time English teacher.

She has met with the Naderer Complex committee to discuss fundraising opportunities to build an additional storage building. It was brought to our attention that the current lease agreement might not be renewed in the future. Per current agreement, BHCS will be financially responsible to bring the land back to its farming condition.

New refrigerator for the cafeteria is needed. Estimated price between $6-$8k. Plan to use Cafeteria ceiling funds ($1,400), SJCC Cafeteria Improvement funds ($169.25) and the rest coming from SJCC Cafeteria ($76,908.01 as of May 2022). Board member asked if Tim Luc came to look at it.

Karly Cross, SH -

Informed that two teachers will not be returning next school year. Currently looking for replacements.

Interviews start tomorrow for three pre-school and two elementary positions.

She requested information about a decision on the cafeteria tables. Current quote is $71,000 approx for 15 tables. Board member suggested if we can purchase parts and try to repair them. Tim Walters is going to see the cafeteria tables and evaluate them next week. Fr. Chris informed that Sacred Heart will help with $20,000, PTO will help with $30,000 and School will cover the rest.

Another project Karly suggested was a screen that drops down with a sound system that is around $20,000 approx and PTO will cover the entire project cost.

Preschool flooring and ceiling - The motion of the lowest quote was approved by the Building & Grounds committee, next step is to present it to the finance committee for approval. Then it goes to the Board for final approval. Either Tim or Karly will present the quote to the finance committee for approval.

Four classrooms are being painted and PTO is covering the entire project cost.

Megan Beaver, Director of Faith Formation-

A deposit went out to reserve the Damascus Faith and Science retreat.

Expecting to have the 11th and 12th Graders retreat on December 7th - 9th, waiting to hear confirmation from Damascus Catholic Mission Campus.

Catholic Identity report - Staff retreat will be held on August 24th at the Christy house. Catholic identity committee went over the venue and the event will start with Fr. Chris’ Mass in the morning.

Committee Reports:

Marketing, Suzy Jenkins and Cindy Fought: Marketing meeting was held June 1st. There are questions in regards to the budget and the committee will approach the business manager to get clarification on certain items.

Planning on using the Marketing Restricted Donation account ($5,000 as of 5/31/22) for marketing tools and swag items such pens, hats and other marketing materials. A local store suggested opening an online swag store for free as an option to start generating some funds as well without interrupting other sport related fundraisings.

Plan to attend different parishes and meet families after mass. Attend Farmers’ Markets this summer. Cost to attend a farmer market is about $35. We currently have tables and tents so no major extra cost will be incurred beside the attendance fee and our marketing swag items. There is an intention to start this summer to increase enrollment numbers.

Set up a policy on outside fundraising to establish limits. SJCC website will be more athletic oriented vs BHCS that will be academic oriented.

Social media push to increase enrollment. Our enrollment numbers have dropped from Year 21/22 - 479 students to Year 22/23 - 456 students.

Finance, Nathan Waleryzak and Melissa Sensmeier: Salary discrepancies on former employees. Melissa is to pull records and compare contracts versus the actual amounts paid by the third party DSC payroll system. She is to present her findings to the board.

Loretta requested Fr. Chris to be the signer on all of her reimbursement checks moving forward.

Consolidate cash accounts not being used in order to create a Teacher Endowment fund. Loretta, Karly and Melissa will work together and present it to the board.

Building & Grounds, Shawn Tooman, Deacon Tim Walters:

Tim mentioned that will look into coaches’ wish lists and see how big of a building it is needed.

Suzy reached out and got a couple leads on Buses, but they won’t be concrete until the fall.

Loretta was asked if the bus was taken back to Bobby’s garage to be repaired. She will find out from Dawn the bus driver.

Landscaping for the High school - Tim will be getting quotes. Loretta has a meeting with Nancy to walk around the property to determine what belongs to the Parish and what belongs to the school. There have been questions of who is mowing and snow plowing on those grounds.

Governance/Nominating -

Alex and Deacon Mel working on replacements from St. Joseph and St. Ann. Deacon Mel has good potential choices. After the August meeting, the Pastor will meet with the new members and the chair will update the new members on all the current issues. Steve Foos will give his extra binder to Deacon Mel and then pass it to Fr. Frisbee.

7:30 pm Loretta, Karly and Megan were dismissed

Organizational chart was discussed and what the hierarchy will look like. Board proposed to obtain the input of management and make them part of the process of developing this organizational structure.

Salary counter offer was discussed. Suzy inquired about contracts. Melissa informed that Teachers’ contracts were submitted to the Dioceses. Dioceses will submit them electronically to the teachers before the school year begins. Principal-Minister contracts are also handled by the Dioceses. However, other non-teaching and administrative contracts are only handled internally. Melissa will request Matt Daniels for templates and submit the contracts to the board for approval.

Question regarding the old payscale is to be discussed with the finance committee. Tim will request approval from the finance committee to move forward with the preschool carpet and ceiling project. The project should be done before open house.

Next board meeting will be in August, unless a July meeting is needed. New nominees will start in September.

8:15 pm: Meeting to Adjourn: Motion for Approval: 1st: Deacon Tim Walters 2nd:Cindy Fought Motion Approved. Everyone was dismissed.