**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, September 15, 2022 – 6 p.m.**

Present: Fr. Matthew Frisbee, Cindy Fought, Suzy Jenkins, Tim Luc, Shawn Tooman, Ann Wright, Bill Schell and Tom Stierwalt , present.

Absent: Fr. Chris Kardzis, Deacon Tim Walters.

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

Opening Prayer: Fr. Frisbee.

**Minutes from last meeting:**

August minutes - No changes were suggested. Motion for Approval - 1st: Ann Wright 2nd: Cindy Fought. Motion Approved.

**Principal Reports:**

Megan Vina, Director of Faith Formation-

A former seminarian was hired to cover 6th/7th grade Religion Teacher position.

Ordered all of the TOBET curriculum (pilot year 1) to be implemented in three classrooms with the funds provided by St. Wendelin grant.

Christian Living Awards program with a virtue base showcases in both campuses.

Staff retreat “The 99 Experience” was held in August with an overwhelmingly positive feedback.

All Liturgy Scheduling is set for the year.

On October 28th Bishop comes to Fremont, we will hold an all school mass.

At end of September 6th grade Faith & Science retreat at Damascus.

In December there is a Kairos Retreat for Juniors and Seniors at Damascus.

Looking for additional charter buses. This year we have double the amount of seniors. Price of charter buses are around $2,100.

Karly Cross, SH-

We were awarded $5,000 for the Cafeteria tables grant. Only half of the amount we requested. Karly will request an updated quote. We were quoted last about $71,000 for 15 tables.

Currently both campuses and Fremont City police are working towards a Safety Grant of about $100,000 to update cameras, interior and exterior doors and lighting.

Garbage disposals - They need to be replaced. Replacement cost of about $2,000/each. Need 3 quotes.

* The storage trailer situation- Karly found a storage room that needs to be clean so it can be use instead of a trailer. The board agreed to schedule a dumpster to clean/empty the trailer and return it. There might be some facebook market place sellable items. Suzy will meet with Karly to go over those items. Motion for Approval – 1st First: Shawn Tooman, 2nd Second: Suzy Jenkins. Motion Approved.

Board member received an email in regards a dressed code violation situation. Principal already addressed the situation replying via email and pointing out the dress code in the student handbook.

Pipe cockroaches – None. There have been no issues lately.

Flooring in the basement – Project is done.

Carpeting on 1st floor – This will be a next year project. To install carpet squares as it was done on the second floor.

Loretta Coil, SJCC –

Hired a new bus driver.

Safety Grant - Both campuses are working on identifying items. SJCC has about 49 doors that will need to be replaced and we need ABS system for buses.

Hudl - Booster decided to pick up the bill from Hudl.

Vans – Now the two vans are working properly.

Naderer field – Loretta, Gary and Jenny met with two of the family members. They have another meeting schedule with the Naderer’s attorney. There was no amendment done lately, so they want to ensure, we know what our role is in this situation.

Sound system – We received an expensive ballpark quote of $43,000. We are waiting for their former quote.

Theater and gym curtains – About $25,000 for all curtains to be replaced. Waiting for other multiple quotes.

School Buses – Bus# 12 Loretta will contact bus driver to contact the company that will use our bus and then take it to the scrap yard and give us the check from the scrap yard.

**Committee Reports:**

Finance, Nathan Waleryzak and Melissa Sensmeier:

A capital Expenditure policy was presented. Any expenditures under $3,000 should be funded by the operational budgets of each campus, as long as is under the budgeted amounts. Final approval of expenditure will be determined by the Business Manager. Expenditures over $3,000 and that goes beyond the total budget for each respective campus, must be recommended to the Board of Directors by both the Buildings & Grounds Committee and the Finance Committee. Once both committees have approved recommendations that have been submitted to the Board of Directors a formal vote to proceed or not will be made and then communicated to the appropriate administrative team members.

There is an upcoming meeting with Croghan Bank to review our investment account and move forward with the possibility of consolidating our two investments accounts into one. We will update the board of the outcome.

An email was sent right then to the board with July’s 2022 financials and the Audited FY 2021 financials. Also, pie charts of Revenue and Expenses for FY 2021 were sent. Jenny will add those pie charts into The Voice.

Went over the delinquency report. There are about 6 families in the list and the average amount is about $600/family. This figure is not material but will follow up.

Catholic Identity Committee, Tom Stierwalt:

Staff retreat went very well. Special thanks to Megan and Shannon.

Building & Grounds, Shawn Tooman, Deacon Tim Walters:

Shawn Tooman gave a brief overview of the roof (upper and lower) issues at the high school.  Shawn then reported that St. Joe has recently been offered a material donation from The Gottron Brothers and Duro-Last for a roof coating that could extend the life of the upper roof for at least 10 years.  St. Joe has also been offered a labor donation from Damschroder Roofing to install the material supplied by Duro Last Roofing.

The following motions were made an accepted relating to the roof:

* Accept donation from Gottron Brothers/Duro Last roofing for material to coat upper roof.  Accept labor donation from Damschroder Roofing to coat upper roof.  Motion made by Shawn Tooman Seconded by Tom Stierwalt.
* Move forward with verbal quote ($1,200 +/-) from Midwest Environmental to provide labor, material equipment required to abate asbestos insulation on two existing roof drains in the attic which will allow Marlin White & Son’s to complete new roof drain installation. Motion made by Shawn Tooman Seconded by Tom Stierwalt.
* Move forward with labor, material and equipment required for Marlin White & Son’s to install two sets of roof drain piping from center point of attic to the south where they will be tied in to the existing drain piping for a cost of $9,990.  Motion made by Shawn Tooman Seconded by Tom Stierwalt.
* Shawn Tooman explained that Damschroder Roofing’s donation includes labor, equipment and incidentals required to coat the upper roof and does not include installation of two new roof drains or any patching of upper or lower roof.  Shawn Tooman explained that once Damschroder is on site working there will likely be deficiencies in the existing roof which should be addressed while Damschroder is on site.  Shawn Tooman made a motion to pre-authorize $10,000 to be spent on a time-and-material basis for the purpose of installing two new roof drains and patching/improvements needed on upper and lower roof.  This motion was seconded by Cindy Fought.
* Shawn Tooman also mentioned that he has reached out to Mike Vodika, (Vodika Roofing) and Mike has agreed to provide us a budgetary number for replacing the lower roof.  The purpose of this budgetary number is not to start the process of getting quotes for this roof replacement, instead the purpose of this is simply for planning purposes.
* Shawn Tooman stated that the building owner at the Naderer Field has requested SJCC start paying rent to store materials, equipment and incidentals in 1/3 of his building. Right now we are storing 22 pallets of fertilizer that was donated to us and we are planning on moving it out of the building. The building occupant has requested $380 per month.  Shawn Tooman stated that we should seriously consider getting a portable building or shed placed on site and remove our contents from this building, however in the short term we should comply with the building owners request and make monthly rent payments.  Shawn Tooman made a motion to move forward with Rent Payments of $380 per month until our stuff is moved off his building. This motion was seconded by Ann Wright.

Marketing, Suzy Jenkins and Cindy Fought:

Alumni Social event was held on September 1st at the Catawba Island Brewing Company. 20 attendees. Rachel Covol, our band director performed on that night as well.

Received 22 pallets of donated fertilizer.

Refrigerator was donated by Crown battery.

Implementing a fundraising policy with the staff. In order to keep things organized, everyone that wants to start a fundraising at SJCC campus, needs to fill in a fundraising form and it needs to be signed off by Jenny Freeh and Loretta Coil.

New scholarship honoring Narducci/Wonderly/Smith is at almost $9,000. The goal is $10,000 to be fully endowed. Scholarship will assist incoming freshmen.

Display cases will be updated on a regular basis and a TV that displays scrolling pictures. A cross is to be placed in the main entrance. Mr. Wright might be able to make one for the school.

BHCS Facebook Page had an increase of followings by 8% and had 15,766 post views in the last month.

On September 24th Homecoming will be held and open house for the weight room during the spirit club.

October 14th-15th Heritage Awards.

Annual appeal letters are planned to go out early October. We will have a Monsignor Oxley as spoke person.

The Voice will go out late October or early November. Which Alumni & Friends has agreed to pay for it.

The committee will revise Sacred Heart’s website for the possible updates.

7:36 pm Loretta, Karly and Megan were dismissed

Governance/Nominating –

A list will be forwarded to all board members with information in regards the year in which their term starts and due dates in case a board member decides to no longer serve for another three years.

Fr. Frisbee is to find a board member representative from St. Ann.

Conflict of interest and confidentiality policy were passed to all board members to sign.

A brief mention in regards a possible new shed for storage at SJCC campus that Fr. Michael agreed to pay it’s recorded on prior minutes. Just to keep in mind.

Tentatively Board positions and committees – Next meeting will be determined.

Executive Committee – Tim Luc.

Finance Committee – Tim Luc and Ann Wright

Marketing Committee – Suzy Jenkins and Cindy Fought.

Catholic Identity Committee - Tom Stierwalt.

Governance Committee - Open

Building and Grounds Committee – Shawn Tooman, Deacon Tim Walters and Bill Schell.

7:56pm: Meeting to Adjourn: Motion for Approval: 1st: Tim Luc 2nd: Suzy Jenkins Motion Approved.

Everyone was dismissed.