**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, November 17, 2022 – 6 p.m.**

Present: Fr. Chris Kardzis, Fr. Matthew Frisbee, Cindy Fought, Suzy Jenkins, Ann Wright, Tim Luc (via phone), Tom Stierwalt, Shawn Tooman, Bill Schell and Vince Militello present. Meeting was held at the Sacred Heart campus.

Absent: Deacon Tim Walters.

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

Opening Prayer: Fr. Kris.

**Board President Notes:** Susy announced our new board member Vince Militello (St. Ann member) and our new vice chair for the executive committee -Ann Wright.

**Minutes from last meeting:**

October minutes - Suzy suggested a few minor changes. She will edit the word document before publishing it on our website. Motion for Approval - 1st: Bill Schell; 2nd: Vince Militello. Motion Approved.

**Principal Reports:**

Loretta Coil, SJCC –

Our Drama teacher did a phenomenal job with our students. They presented “Just Another High School Play” at the Strand Theater downtown Fremont.

Our open English Teacher position was filled by a part time teacher who is a 2018 BHCS alum and one of our part time teacher has decided to become a full time teacher to help us cover the gap. Both started this week. Our new part time English teacher will be also in charge of the senior project.

Parent Teacher Conference and National Honor Society induction were both successful events.

No news on the two safety grants we have previously applied.

The sound system – There has been a discussion on purchasing new components to improve the quality instead of buying a whole new system.

Enrollment report – four students have withdrawn this month due to personal issues. (1) 12th grader and (4) 7th graders, our Board expressed its concern and wants to show stability. They want to reassure to all parents that they are here for them and their kids. Last year school implemented a “Heart to heart” series, this year perhaps with the assistance of Catholic Identity committee may address “Diversity and Inclusion”. Per Ann Wright, she reached out to the Dioceses and will receive information and resources that we can implement in our school.

At 7:14pm Loretta dismissed herself from the meeting.

Board discussed about teachers’ reviews, parents’ complaints documented and a decision to put on notice staff members who underperform was agreed upon. A parent sent a letter via email to the Board, regarding disciplinary actions taken by our administration. The Board will unanimously address and respond accordingly.

Karly Cross, SH-

Garbage disposals will be installed possibly next Wednesday. Then invoice will be split with Sacred Heart church.

Parent teacher conference was in full attendance.

Celebrating the Red Ribbon week, tomorrow will be a dance party and the pie in the face of the teacher.

Trailer is empty and ready to be picked up. Melissa called last month to request pick up. She will follow up.

Quote for the new cafeteria tables is about $80,000. This purchase will be financed by PTO $30,000, Sacred Heart Church $20,000 and $5,000 from grant. Karly is in conversation to close some details and when this is clarified, Karly will send a signed PO and the Board will vote on the approval motion. The installation of the new tables will be done in the summer time. As of October Building Expenses are $8,500 over our budgeted figure, per our policy all expenditures above our budget must be approved by the Board.

Health and Safety Report – The slide on the playground needs to be replaced. The approximately life for the playground before needs to be replaced it is about 5 years. Pads are needed behind the basketball hoops in the gym. Ann asked about the old padding from the high school gym, but no one knows their location nor if they can be use. Quotes for padding runs about $2,000 on Amazon.

Inspection is done once a year, so we have time to remedy those two major issues.

Back closet in the gym is much organized and appreciate the help from the volunteers.

Christmas Party will be held Sunday December 11th at Ole Zim’s Wagon Shed.

Megan Vina, Director of Faith Formation-

We received funding for the bible project. Thanks to Lily & Tim Walters and the Altar Rosary Society. The cost of a leather bound bible will be $19.97. About 228 students grades 6th -12th will each get one. Fr. Kris mentioned that we could have applied to St. Casimir and Knights of Columbus for funding.

Cindy mentioned that St. Ann Altar Rosary might be able to help with funding in the future as well.

**Committee Reports:**

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

Director of Development presented various updates:

Social media, we have been reaching about 19,000 people organically without paying for ads. The Voice hoping to get it out by the end of the month. Upcoming Alumni Fundraising-Heritage Hall of Fame will be held the week of April 1st. CEDF will be holding a virtual reverse raffle December 15th, their yearly contribution to Bishop Hoffman was announced. Our school budgeted $105,132, however their contribution will be $83,500. School will be receiving those funds by the end of 2022.

Our Annual Auction will be held April 22nd.

Annual Fundraising - about a month ago the annual appeal letter was sent. So far we have received about $58,000 from about 219 donors. Our goal for this year was $175,000. Currently we are doing social media and email campaigns for giving Tuesday November 29th.

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

Shawn presented his report and showed pictures of the following updates:

The railing was painted at the high school. (3pg)

Up in the attic, Insulation was placed on the drain lines. (4-5pg)

Coating was put on our roof with a 10-year warranty. (6-7pg)

Pictures of our current cast iron plumbing. It’s old and it starts to smell. We need to start thinking about bathroom renovations. (8-11pg)

Quotes for the sound system - This will remain on hold since we might be able to use our current system and just adding a few parts to improve sound.

A budget quote for the sign at Sacred Heart Campus was presented. It shows how the sign will look. More quotes for the sign will be requested later on. The sign was included in both grant applications submitted early in the school year.

Melissa updated the Board about the insurance claim for broken glass for the outside window and the trophy case. Insurance adjuster requested quotes for the glass replacement. She will email him those quotes. Also, adjuster stated that curtains can be replaced due to smoke damage for the fire incident we had back in February 2022. Shawn suggested to get ahold of Tiffin Scenic Studios to get quote for curtains.

**Finance, Nathan Waleryzak and Melissa Sensmeier:**

Melissa went over the Financial Statements with the board. Under our Income Statement, we reported for the Month of October a net loss of $144,566 vs a budgeted figure net loss of $60,200. The difference is mainly due that in October we collected about $84,000 from EdChoice that went towards Accounts Receivable for the EdChoice revenue recognized in July. Moving forward, we will recognize EdChoice revenue when funds are actually deposited. Our Accounts Receivable in October is $15,529 vs September’s $100,985. Overall year to date (YTD) we reported a net loss of $57,706. We are expecting to receive $83.5k from CEDF, which is $21.5k less than what we budgeted.

Shawn suggested to add the sport fees, passes, planners and other incidental costs built into the tuition charges. This line will be added and charged as part of tuition. Step one is to identify what these extra charges are and add it to tuition.

Sound system, it is possible that we can use what we currently have and add a few features to improve its quality.

**Catholic Identity Committee, Tom Stierwalt:**

A draft for the Sport Policy was sent to both pastors and both principals. Once it is approved, then will be send to the Board for approval.

Mental Health grant was awarded a little over $10,000. We will use this fund to help our families to obtain counseling for our students in need.

8:31 pm Karly Cross, Jenny Freeh, Melissa Sensmeier and Megan Vina were dismissed.