

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, August 20, 2020

Present: Darcy Woolf, Steve Foos, Fr. Michael Roemmele, Cyle Stull, Alex Darr, John Connell and Greg Streacker. Nate Waleryszak, Tom Stierwalt, Fr. Chris Kardzis, & Tim Luc unable to attend.

Administration: Pam Snell, Business Manager, Ann Marie Pumphrey, Head of School.

Opening Prayer: Fr. Michael. Welcoming introductions were made for new members and BHCS Head of School.

Review of May, 2020 meeting minutes. Motion to approve minutes by John, with Alex having seconded. All approved. A confidentiality agreement is to be signed by all board members and sent to the diocese.

The board needs a new chair and vice chair. It will be discussed in the executive session.

A flow chart of staffing was presented. It was discussed whether the cafeterias and maintenance/janitorial be under the principals, business manager or HOS. Ann Marie agreed that maintenance should report to HOS because of the workload of the principals. Alex asked why the Pre-School is under Sacred Heart Campus rather than a stand-alone entity. Past administrations did not have much interaction with the Pre-School and Lisa handles everything including billing and collections.

It was decided Principals and Administration team do not have to come to the board meeting, just submit their report.

SJCC Principal's Report – Question about the slush machine if it fit into the “health plan”. It is made with fruit juice so somewhat healthy. Anthony M. was hired on a 3-month trial basis for the maintenance position. For Athletic events the students will get 2 tickets. Fans will follow a pattern flow in and out of the gym. The goal is to live stream the games.

Sacred Heart Principal's Report – No questions on Adam's report.

Development Director's Report – The Annual Fund budget of \$125,000 was reached. It was discussed whether now is a good time to hire a marketing firm to help with AF. John suggested holding off in this economic crisis but to freshen up the Annual Fund appeal. He offered to help.

Enrollment Report – Ed Choice Scholarships almost doubled this year from \$500,000 to \$860,000. This is a little worrisome since it may not be sustainable due to demands on state budgeting. One family has left the school upon hearing the news of the arrest of Fr. Zacharias. The parish priests will reach out to any parishioner family that may leave for this reason.

It was asked if we increase class sizes. Ann Marie said we need to prove that we are the best under these circumstances. (online/hybrid). She will check on the waiting lists.

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HOS Presentation – Ann Marie would like to buy a storage container for Sacred Heart for the overflow of COVID items which are currently on the stage. SJCC could use the balcony in the little gym for storage.

She discussed the ineffective security at the campuses. She would like each classroom to have it's own key.

She applied for a Broadband Connectivity grant. It would provide hot spots for families who have trouble with connectivity. The grant is may be worth up to \$250,000.

New signage is being finalized for both SJCC & Sacred Heart.

She will be reaching out to donors. Bridges will need to be repaired but being local will be a great start in the process. Angie's software Razor's Edge is a great tool to reach donors but it is only on her computer and not accessible to Ann Marie right now.

She will meet weekly with the Principals, Lisa, Pam and Angie. She will also meet with John weekly so that her goals are aligned with what is expected from HOS.

Committee Reports

Catholic Identity – Shannon Stull asked if parents could be on the committee. Last year, a SJCC Religion teacher wanted to be on the committee and was denied. It was decided that the charter need to be realigned.

Building and Grounds – A big thank you to PTO for the improvements to the Science lab at SJCC. A replacement for Ray Miller will need to be found for the Naderer Sports Complex. The acoustical panels for the Sacred Heart cafeteria will be in tomorrow, Aug. 21st. To replace the cafeteria windows the cost will be \$32,000. Fire inspection at Sacred Heart did not pass due to some lights that needed repaired. The fire alarm inspection is overdue also. The buses will be inspected tomorrow.

Finance Committee – Tuition delinquencies were reviewed. They are much lower than previous years. The class of 2020 still have a balance left. Part of it came from fund raising so it's not something that could be refunded to the students. Cyle asked why Sacred Heart has 3 petty cash accounts. Pre-School, Extended Day and Main Office have an account.

The board voted to use the Bartson money to pay for the Gundlach quote for reconnecting the vents from the window installation. The cost is \$5,000. Alex made a motion to approve and Steve 2nd it. All voted in favor.

Other Items

When it comes to the Fr. Zacharias situation, John suggested that we put a proactive message on social media, bulletins emphasizing that all employees do diocesan training. Also include where to report any Instances of abuse. This will be emailed to parents and on social media tomorrow, Aug. 21st.

John made a motion to adjourn the meeting with Steve second it.