

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

Thursday, September 15, 2016 6:00 PM

SJCC Media Center, Fremont, OH

Attendees: Dr. Mark Hoelzle, Chair, Darcy Woolf, Vice-Chair, Karen Darr, Todd Drusback, Bob Gabel, Steve Foos, Otto Gonzales, Kay Reiter, Roy Wilhelm, Father Mike Zacharias, Fr. Chris Kardzis

Administration: Tim Cullen, Superintendent, Father Nathan Bockrath, BHCS Chaplain, Ann Whitfield, Sacred Heart Campus Principal, Pam Snell, Business Manager

Recorder: Anne Marquis

Mark led board in prayer.

Minutes of August 11, 2016 reviewed. Darcy Woolf made motion to approve, seconded by Kay Reiter. Minutes approved as corrected.

Committee Reports:

Executive: We are moving forward on the Strategic Plan. Will continue to work on Catholic Identity, Marketing and Financial Sterling. Discussed seeing assistance from Aly Sterling or other professionals

Marketing: A representative from the Catholic Schools office provided help in increasing the use of social media. By the first of October, the website will be improved. Mid October will be more specific. The committee will be meeting the 2nd Wednesday of the month.

Catholic Identity: Meetings will be held 3rd Tuesday of the month. The emphasis will be on creating meaningful service.

Governance: Next meeting will be September 22nd. Will be reviewing committee binders.

Finance: Due to the change to Smart Tuition, Pam Snell reported that she is 2-2 ½ months behind in reconciliation of the financial balance sheets. A temporary agency will be used to hire someone to help 8-10 hours per week to get caught up.

Regarding accounts receivables, 5 families have made no attempt to contact Pam or the school regarding their delinquent accounts. They will be sent a registered letter informing them if no arrangement is made, their child will not be allowed to return to the school after the first quarter.

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A motion was made by Bob Gabel, seconded by Todd Drusback to contact a collection agency to collect delinquent accounts from families no longer in the system. Motion passed unanimously.

Tuition assistance: \$49,000 from the SJCC tuition Assistance Fund awarded to Grade K-8 and \$35,000 from the SJCC Tuition Endowment Fund awarded to Grades 9-12.

Kay Reiter suggested State Representative Bill Reineke be invited to speak to the Board.

Building and Grounds: Steve suggested a review committee of specialists (plumbing, roofing, electricians, etc.) be formed to review each campus once or twice a year to anticipate future needs. Also, a committee to review maintenance records, list chronic repairs, track expenses. Lastly, he suggested we coordinate the campuses for purchasing policies, beautification.

Principal's report: Mrs. Whitfield reported on a very successful faculty retreat at Kelly's Island. She announced that ALL volunteers will be required to complete the diocesan youth protection plan. She also explained the new Touching Safety Class that each teacher must teach their class.

Superintendent's report: Mr Cullen reported on his plan for an article to go out to the community that will tell them "Here's who we are, here's what we are about." Something new this year is Focus Fridays which will include speakers, special activities for grades -12. He will be giving his annual toalk to the City Council with an update on our Catholic Schools.

Regarding the Ad Hoc Committee recommendations, we are meeting most the recommendations at this time. Determination of minimal class size has not been determined by the board as of yet.

Motion made by Father Mike to adjourn the meeting, seconded by Roy Wilhelm. Meeting adjourned at 8:00 PM

Submitted,

Mark Hoelzle MD