**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, November 21, 2024 – 6:00 pm.**

**SJCC Irish Room**

Present: Suzy Jenkins, Grant Mercer, Ann Wright, Danielle Macielewicz, Vince Militello, Denny Rectenwald, Bill Schell, Shawn Tooman, Deacon Tim Walters, Fr. Chris Kardzis, Fr. Matt Frisbee.

Administration: Kim Cope- SJCC Campus Principal (remotely), Evelyn Clark-Director of Faith Formation, Karly Cross- Sacred Heart Campus Principal and Melissa Biro - Business Manager.

Meeting called to order at 6:07 p.m. by President, Ann Wright.

Opening Prayer: Deacon Tim.

Review of meeting minutes from November. Fr. Matt Frisbee made the motion to accept minutes after correcting spelling errors, seconded by Mr. Denny Rectanwald. No one opposed. Motion passes unanimously.

**Principal Reports:**

Ms. Cross, SH

* Family Literacy night was a full house and a successful outcome.
* Annual Thanksgiving food drive was held and food collected was blessed at mass.
* Student Council sponsored a “Hurricane Relief” fundraising and raised over $500.
* First In-Service with Cheryl Schell was done on Monday November 18th for two hours, next meeting will be in January.
* Quotes for new curtains will be brought to Monday’s meeting.

Mrs Cope, SJCC:

* SJCC raised close to $900 for the “Hurricane Relief.” Mrs. Cori Foos was in charge of the fundraising.
* Mrs. Cope requested compensation or special stipend for the teachers over the summer that will participate on Mrs. Schell’ s program. This program will require from the assigned teachers about 4-6 hours per month and three days in the summer, in order to put this plan into place.
* References were checked and we are ready to move forward to make a job offer for our Development Director position.
* Ohio State testing will begin on March 26th and expect to be done by April 10th 2025.
* Jake Johnson from the Diocese of Toledo will be visiting our campus to go over EdChoice, SGO funding, and review our tuition schedule.
* Bleachers at our gym must be inspected annually.
* Championship banners in our gym are out of date. Mr. Gary Geller is in the process of putting a system together to replace banners and has secured the funds. Mrs. Cope will get quote to replace them during the auction set up.
* Naderer New Building – Prospective donor requested information in regards to our lease. Mrs. Cope asked if we no longer lease, will our school be indemnified for the new building? Mr. Tooman informed that the terms of our lease are public knowledge. Per our lease, if BHCS doesn’t play sports in such field for one calendar year, Naderer family has the option to cancel the lease. Then BHCS will have to take the improvements and restore back to its original condition. Deacon Walters highlighted that our lease is $1 per year for 70+ years.
* Cleaning of the Rachelle statue- Mr. Bruce Frederick suggested to call Frederick Monuments to sand blast clean the statue outside the building. Mrs. Cope will reach out to Frederick Monuments and get more information.
* Pavers need to be put back together. These pavers are located by the two benches outside the school and next to a small statue.
* Mr. Tooman requested to add literature about SGO to parents in their newsletter for this upcoming tax year.

Evelyn Clark- Director of Faith Formation:

* Damascus Retreat for 11th and 12th graders will be held in two weeks. We were able to adjust close to the actual enrollment number. We are going to be paying for 49 students and sending 45 due to various reasons.
* On May 7th we will have the 7th Grade retreat. The Religious component will be done by the culture project missionaries. TLC at Campfire will be hosting this retreat.
* Mrs. Clark and Ms. Cross are discussing about half day retreats for 4th and 5th Grade.
* Altar Service training after Mass for SJCC.
* Reach Out will begin this Friday and the distribution will be on December 19th after the Reach Out Mass.

**Committee Reports:**

**Building & Grounds:**

* Stage curtains at Sacred Heart, various quotes will be reviewed next meeting.

**Catholic Identity:**

* Staff quarterly gifts – Bamboo coasters with the BHCS logos were distributed.
* Heart to Heart project – Meeting in December to make a final decision on a speaker.
* Staff Retreat – Waiting on the final school year calendar for next year to pick a date.

**Finance Committee:**

* Meeting will be held next Monday. However, Mrs. Biro printed a copy of the Financial Statements and went over it.
* BHCS reported a Year to Date Net Loss of $400k. Main reason being that we have not received EdChoice funding for more than 100 students that have not turn in their acceptance letters. We expect to collect next month about $450K from EdChoice.
* Mr. Tooman requested if possible to add planner fees, sport fees and any other fees in Blackbaud so it is easy to track and pay. Mrs. Biro will ask Mrs. Hines to add those options for next school year.
* Tuition Financial Assistance – The goal is to bring down to about $400K the BHCS Financial Assistance in comparison to $550K we currently offer. If we bring down the subsidy, how it will affect our enrollment numbers.
* No capital items requested for approval at this time.

**CEDF Reverse Raffle –** Will be held tomorrow Friday November 22nd.

**Strategic Plan Updates:**

* Next fundraising gathering will be late January/ early February hosted at Terra Community College. Approximately 120 families will be invited. The goal is to raise about $25k per classroom in order to build an endowment.
* Pillars and respective leaders in the strategic plan:
1. Strength our Catholic Identity – Evelyn Clark is in charge.
2. Enhance academic opportunities for all students – Kim Cope.
3. Mark our school system through all available means – Mike Gabel and Jenny Freeh.
4. Create a pay schedule to retain and recruit teachers – Paul Grahl and Bill Halm.
5. Demonstrate financial transparency with checks and balances – Nathan Waleryzsak and Tim Walters.
* All funds raised in this event, will go onto a 503(c) organization such the CEDF.

The Governing Board adjourned at 7:46 PM and went to executive session. Motion was made by Mr. Tooman and seconded by Deacon Walters.