

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, April 17, 2024 – 6 p.m.

SJCC Irish Room

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Danielle Macielewicz, Denny Rectenwald, Bill Schell, Shawn Tooman and Vince Militello.

Administration: Karly Cross – Sacred Heart Principal, Loretta Coil – SJCC Principal and Melissa Biro-Business Manager.

Absent: Fr. Chris Kardzis, Fr. Matthew Frisbee and Deacon Tim Walters.

Opening Prayer: Vince Militello.

Meeting Called to order at 6:00 p.m. by President, Suzy Jenkins.

March meeting minutes:

Made corrections to March's minutes: Changed the date under the Finance committee minutes to April 18th instead of April 16th, Strategic Plan's lunch on April 15th was provided by Oxley family not Club 818 since they were closed, Pam Hines possible attendance for next board meeting, and the order of amendments on the Naderer's Lease were corrected. Denny Rectenwald made the motion to approve amended minutes, seconded by Vince Militello. No one opposed. Motion was passed without dissenting.

Mrs. Jenkins (Board's president) received couple requests from parents that want to speak in front of the Board. She explained that per statue, any guest speaker must submit a writing request and such request must be approved prior the meeting. The guest speaker will attend a board meeting and after the opening prayer, will have three minutes to speak. The Board reserves the right to extend the allotted time.

Ms. Jenny Freeh Report – No report was presented. Ms. Freeh was busy and apologized for it. However, Mrs. Jenkins provided an update: Auction – Had a great turnout. Upcoming events: Heritage Award is on Saturday May 4th and the Hall of Fame is on Sunday May 5th. Both events will take place in SJCC campus. The Naderer's Reverse Raffle is on May 11th. This year the event is in person with dinner starting at 6pm at Sacred Heart campus.

Mrs. Hines Report – Enrollment is increasing. Last month 79 current students were not registered; this month is 53 students. There are 9 new students interested in attending BHCS and currently working with their families. Mrs. Cindy Fought inquired about the number of students that recently have changed to a different catholic school and a new bus stop in Fremont. Mrs. Jenkins informed that Fr. Matthew Frisbee was in conversation with the priest of such school. Mr. Shawn Tooman inquired about the amount of SGO contribution designated to our school. Mrs. Jenkins informed that the last count was \$15k. Ms. Jenny Freeh is the right person to inquire about SGO funds.

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Principal Reports:

Ms. Cross, SH

- A new secretary was hired and will start June 3rd. She will be working with Mrs. Sue Davis until August. Mrs. Davis will retire after August 2024.
- One teacher with 24 years of experience has been hired as 1st or 5th Grade (undecided at the moment). Ms. Cross will let the new teacher know about mid-May which position will be filled.
- Director of Pre-K – The position has not been posted yet. The Director must have a bachelor degree in education and be in the building 50% of the time. The State came and did an audit, we asked questions in regards the Director position (Perhaps Ms. Cross could step up, however Mrs. Cross can't be 50% of the time in the Pre-K Bldg), waiting for answers before posting the position. Finally, all documentation from the State for the Pre-school program will be changing July 1st 2024.
- Curtains for the gym. Ms. Cross will bring quotes to the next Building & Grounds committee.

Mrs. Coil, SJCC:

- Hired a new full time High School English III, Jr. High Science teachers and part time Math.
- The part time teaching/AD position – Interviewed two candidates and made an offer to one of them.
- Mrs. Coil requested a secretary position to work full-time under Mrs. Sue Kusmer for next school year. So she can take the position of office manager after Mrs. Kusmer retires in 2025.
- Mr. Wonderly position has not been filled. Mrs. Jenkins suggested to start looking at Educational Service Centers.
- Mr. Coil informed that Ohio State Test will be replaced by a new alternative test, which is the IOWA test of basic skills. This new test will predict students ACT and SAT scores, the cost will be \$20.50 for all subject areas and taken twice a year. Cost for 120 students will be under \$3k.
- State testing changing to IOA is norm nationally.
- Upcoming projects: Science Lab and Walk-in cooler.

Committee Reports:

Finance Committee minutes:

- The Revision C of the 24-25 Budget was approved, which included salary and benefits for a Head of School position. However, Mrs. Biro pointed out that the salary for the second office manager under the training of Sue Kusmer was not included. Bill Schell made the motion to approve Revision C of the 24-25 Budget, seconded by Denny Rectenwald. No one opposed. Motion was passed without dissenting.
- Upcoming Public Board meeting- Ann Wright representative of the Finance Committee will be addressing the EdChoice program.
- Discussion about the possibility of using Ameriprise to improve rate of return on investment. Mrs. Jenkins suggested to reach out to Croghan Colonial Bank and see if they can match Ameriprise offer. Mrs. Biro will reach out to Croghan via email and copy the Board and Finance Committee members.
- Discussed about the number of students that applied to EdChoice and the amount awarded from such assistance. The Finance Committee will reach out to Pam Hines to obtain those numbers.

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Catholic Identity:

- Working on the quarterly gifts for the teachers.
- Faculty retreat in August, location TBD.
- Retreats for 3rd to 5th Grades. Dates are TBD.
- Still looking to fill an open member position with a representative from St. Ann Parish.

Marketing:

- No minutes were presented.

Building & Grounds:

- Naderer Building – Committee will coordinate with Jenny Free since there is a need of about \$150K. Mrs. Jenkins mentioned a discussion with the 300 Club moving forward and to verify with Mrs. Freeh.
- Bike racks – There are three different option for locations but have not been decided yet.
- Sara Barbour Memorial – Mrs. Jenkins will contact the Barbour family to discuss possible updates to the memorial.
- Mrs. Biro requested the invoice for the new sound system invoice. Mrs. Coil will follow up.

Strategic Planning – About 70 people attended the April 15th public meeting at the Parish Hall. Carol and Marty worked on the tabulation of about 250 responses. The goal is to identify common threads of the school's strengths and weaknesses, and present the top 3 and the bottom 3 issues that the strategic committee will have to address.

The Planning team of about 25 people will be meeting on Thursday April 25th from 6pm to 9pm and Friday April 26th from 8am to 6pm at the Parish Hall. Fremont Federal Credit Union is donating \$400 to pay for food on those days.

There will be an Action team for each action plan. All Action teams will have two leaders: (1) staff member and (1) member from our community. Action teams will have about six members. Marty will be available to support the action team leaders in case is needed.

The Governing Board adjourned and the meeting concluded at 7:06 PM.