

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, March 21, 2024 – 6 p.m.
SJCC Irish Room**

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Danielle Macielewicz, Deacon Tim Walters, Denny Rectenwald, Bill Schell, Shawn Tooman, Vince Militello and Fr. Matthew Frisbee.

Administration: Karly Cross – Sacred Heart Principal and Melissa Biro-Business Manager.

Absent: Loretta Coil – SJCC Principal and Fr. Chris Kardzis.

Opening Prayer: Fr. Matthew Frisbee.

Meeting Called to order at 6:08 p.m. by President, Suzy Jenkins.

February meeting minutes:

Made couple typo corrections to February's minutes. Tim Walters made the motion to approve amended minutes, seconded by Vince Militello. No one opposed. Motion was passed without dissenting.

Ms. Jenny Freeh Report – Annual fund goal is \$150k and currently is at \$144k. SGO-Scholarship Granting Organization information was passed to alumni and students' parents. Heritage award recipients - Moving forward the pastors and the board will be involved in the selection of Heritage award recipients.

Mrs. Hines Report – 79 students have not registered yet for next school year. Mrs. Hines possibly be attending next April's Board meeting to give updates on registration process.

Principal Reports:

Ms. Cross, SH

- Faith and Formation Director was hired and she will start the first week of June. Her resume was passed to the Board for review.
- Open positions at Sacred Heart: Secretary, Preschool Director, and teachers for 1st, 2nd and 5th Grade. Principals attended Job Fair at Bowling Green State University and scheduled interviews with prospective candidates.
- Removed a wall at pre-school, the project is done.
- Fremont Flooring project will start soon. The entire cost of the project will be covered by PTO.
- New Pre-K Tuition fee schedule was approved. Motion for Approval – 1st: Denny Rectenwald, 2nd: Bill Schell. All agreed in favor and no one opposed. Motion approved.
- Add Sacred Heart school principal - Ms. Karly Cross as a third authorized signer for Croghan Colonial Bank - General Checking account ending in 7914. Current authorized signers are: Loretta Coil (SJCC school principal) and Fr. Chris Kardzis. One of the authorized signers will need to go with a copy of the minutes and Ms. Karly Cross to make the update. Motion for Approval – 1st: Deacon Tim Walters, 2nd: Danielle Macielewicz. All agreed in favor and no one opposed. Motion approved.

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Mrs. Coil, SJCC:

- Mrs. Coil is at the Senior Trip in NYC and returning back Sunday evening.
- New Faith & Formation Director will not need a teaching license.
- SJCC open positions – Secretary, Math, Part time JH and AD.
- Upcoming projects: Science Lab and Walk-in cooler.
- Auction coming up on April 13th 2024. Event to be held in the gym at SJCC.
- Sound is up and running and cages were installed.

Committee Reports:

Building & Grounds:

- Sacred Heart campus has nothing new to report. Manufacture of cafeteria tables sent four (4) new benches to be installed.
- Chemistry Lab – It will be cleaned and give a fresh coat of paint. Fremont flooring requested a removal of old flooring down to concrete, Fred will get quotes for the removal of asbestos floor.
- SJCC Sound system is onsite, next Wednesday the installation will be done after the cages are installed. The new sound system has Bluetooth features. The funding for this project was approved last year with \$30k from PTO.
- Naderer's Building quotes – Full cost is about \$130k and \$15k for electric and insulation each. The Board moved forward to keep the building plans as they stand.
- Cafeteria walk-in cooler at SJCC – Motion to approve Strause refrigeration two quotes for a total of \$35,919 which includes removal of old unit and install of a new walk-in cooler without replacing the slab. We have a \$25,000 donation at Old Fort for this project. Motion for Approval 1st: Shawn Tooman, 2nd: Deacon Tim Walters. All agreed in favor and no one opposed. Motion approved.
- Terra State Community College and Naderer field meeting – During their meeting, they cover the conditions of the Naderer's lease and open a discussion in regards Terra State Community College (TSCC) using the baseball field in the fall. The execution of the lease will move forward soon. Mr. Tooman will be emailing three Naderer's Lease agreements. The first agreement discusses the 50 years' term lease, the automatic renewal, and the restoration to farm land. The second amendment discussed the restructure and renamed from St. Joseph to BHCS, then the third amendment puts everything in order for the Naderer family to allow us to sub lease the soccer field to Terra State Community College.

Catholic Identity:

- The committee is still looking for a representative from St. Ann parish.
- Heart to Heart in the fall – Still working on the topic to present in the fall. Mrs. Cindy Fought suggested the topic of Theology of the Body Evangelization Team (TOBET).
- Staff Retreat to be scheduled for August 21st will go over details with the new Faith & Formation Director (Mrs. Evelyn Clark). Student Retreats- Fr. Frisbee passed along a list of other alternative retreat providers besides Kairos and Damascus. Catholic Identity will discuss these alternatives with the Mrs. Evelyn Clark. Mrs. Jenkins suggested for Mrs. Clark to be part of June's CI meeting to start working on students' retreats for 6th, 8th grades, Juniors and Seniors.

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Finance Committee minutes:

- Mr. Denny Rectenwald explained that there is an issue on the revenue numbers that Mr. Waleryszak (president of the finance committee) presented on the 24-25 budget, and what the school principals believe it should be budgeted in regards EdChoice funding. Mrs. Wright indicated that the budget presented at today's meeting is not ready. But it will be ready for April's meeting, since the principals, Mrs. Pam Hines (enrollment coordinator), Mrs. Sensmeier and the Finance Committee will be meeting after Spring break to go over those numbers and answer everybody's questions. Mrs. Jenkins pointed out that 24-25 budget needs to be presented to the Diocese by May 1st. She suggested to all board members to look at the budget presented and have questions ready for next April 16th meeting.
- Head of School position will need to be included in the 24-25 school year budget.

Marketing:

- No minutes were presented.

PTO – Meeting was held on March 12th. Flower sale fundraising starts tomorrow before spring break. PTO sponsored the Sacred Heart Dance. Cookie dough sale brought \$22k in profits and will keep using this fundraising next school year. PTO is looking for other opportunities for future fundraising.

Booster – Super Bowl pancake breakfast did a little better than last year. Transportation raffle and the 200 plus club dinner are coming up soon. Working on a transition to an eight men football team. There is no JV Girls' softball team, but there are 14 members on the Varsity team.

Strategic Planning – There was a zoom meeting held on March 20th and the planning and action teams were selected. On April 15th focus groups will begin, and binders will be given to participants. Meetings start in the Irish room at SJCC - Students will be meeting from 10am to 11am. Board members will be meeting from 11:30am to 1pm (Oxley family will be providing lunch). Classified Staff (such secretaries, custodians, etc.) will be meeting from 1:30pm to 2:30pm.

Late afternoon meetings will be held at Sacred Heart campus - Certified Staff (such teachers) will be meeting from 3:15pm to 4:15pm and Administrators will be meeting from 4:15pm to 5:15pm. Then a General meeting (open to everyone) will be held at the Parish Hall from 6:30pm to 7:30pm.

The planning team will be meeting on April 25th from 6pm to 9pm and 26th from 8am to 6pm. Main goal is to put no more than six action plans together for the action team and select action team leaders. May thru July the action plans will be developed by the action team. Then they will go back to the planning team for review and approval, to finally be presented to the school board. By January 2025, action plans will be launched.

The Governing Board adjourned and the meeting concluded at 7:57 PM.