**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, May 16, 2024 – 7 p.m.**

**SJCC Irish Room**

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Danielle Macielewicz, Shawn Tooman, Vince Militello, Fr. Chris Kardzis, Fr. Matthew Frisbee and Deacon Tim Walters.

Administration: Karly Cross – Sacred Heart Principal, Jenny Freeh – Development Director and Melissa Biro-Business Manager. Loretta Coil – SJCC Principal joined via telephone.

Absent: Denny Rectenwald and Bill Schell.

Opening Prayer: Deacon Tim Walters with a special pray for Mrs. Rectenwald.

Meeting called to order at 7:10 p.m. by President, Suzy Jenkins. Board’s president informed that a parent requested to speak in front of the Board at today’s meeting. However, parent was a no show. Mrs. Jenkins checked perimeters looking for the parent before meeting was called to order.

**Last meeting minutes:**

Made corrections to April’s minutes: Changed meeting’s date from 2023 to 2024. Ann Wright made the motion to approve amended minutes, seconded by Deacon Walters. No one opposed. Motion was passed without dissenting.

**Principal Reports:**

Mrs. Coil, SJCC:

* Chemistry Lab – Mr. Wonderly’s son will be painting the room. Building & Ground (B&G) committee will be getting quotes for new flooring. Mrs. Coil reached out to Fremont City School and met with their chemistry teacher to ask questions in regards our Lab room. Mrs. Coil and Ms. Freeh plan is to come up with a list of items needed, so we can request donations and contribution to our school community.
* Mr. Wonderly position has not been filled yet. Mrs. Coil mentioned about a possibility of partnership with other catholic school to perhaps do virtual classes.

Ms. Cross, SH

* 1st Grade teaching position is still open. Mrs. Cross is also looking for a third teacher for 5th Grade, so far we have 52 students in 5th Grade.
* Director of Pre-K – The position is soon to be fill. The Director must have a bachelor degree in education and be in the building 50% of the time.
* Secretary position – It is filled. Employee will start June 3rd and it is a Sacred Heart parishioner.
* No items were discussed that relates to Building & Grounds.

**Committee Reports:**

**Building & Grounds:**

* Walk-In Cooler – Down payment was mailed to Strause Refrigeration. Work should begin after school year ends.
* Gym Floor – Someone during the Auction or Prom spilled liquid on the gym floor, creating a water damage of 3ft X 8ft in dimension. Committee is trying to fix the water damage by putting a dehumidifier in that area. Mrs. Biro suggested to file an insurance claim for such incident. Fr. Chris Kardzis stated that if we are filling a claim we need to start getting quotes. Mrs. Coil will reach out to couple of vendors that might be able to do the job.
* Mrs. Biro mentioned that The Cincinnati Insurance Companies came to visit our SJCC Campus. They checked the gym, cafeteria, art and lab rooms. They suggested to have bleachers inspected and cafeteria kitchen cleaned professionally. They are going to email us their findings and a list of providers that can do those services. Deacon Walters requested to have their email be forwarded to Building & Grounds committee.

**Catholic Identity:**

* Have two member positions to be fill. Need (1) representative from St. Ann and another (1) from St. Joseph Parish.
* Heart to Heart – Presenting Theology of the Body (TOBET) possibly during the third week of October. Mrs. Coil suggested to contact Mr. Geller to obtain the sport’s schedule. Mrs. Fought will reach out to the speaker to coordinate his availability.
* Faculty retreat will cover TOBET – Mrs. Fought inquired if the event is going to be a professional development or a retreat event. Ms. Cross explained that the 1st half of the day will be a retreat and in the afternoon K through 8th Grade teachers involved with the TOBET curriculum will have a professional day. This event will be held at Sacred Heart and more details to come as date approaches. Fr. Chris Kardzis suggested to coordinate dates with the Parish office.

**Finance Committee minutes:**

* Financial numbers were provided during the Public Board meeting. As of April 2024, We reported for the month of April a Net Ordinary Income of $125K with a Year to Date (YTD) Net Ordinary Income of $950K. April’s Net Income (Which includes Net Ordinary Income plus Grants, Auction, PTO, Naderer and Other fundraising accounts) was $260k with a YTD Net Income of $1.1M. We were able to reach these higher numbers thanks to Mrs. Kettner $190K and Mr. Fox $21K bequests.
* Ameriprise meeting with Nick Bryant was very informative. During the interview, He asked about our goals and priorities as school. Current number of students enrolled, and what we consider full capacity (Per principals 50 students per grade at Sacred Heart and 70 students per grade at SJCC). The type of funds available and expected rate of return. Mr. Bryant will put together a proposal and present it to our Finance Committee.
* EdChoice – The Finance Committee is working on next year’s guidelines and scales for all discounts and scholarships offered as BHCS Financial assistance. The goal is to distribute scholarship amounts base on financial needs. If a family income falls below 200% Federal Poverty Level (FPL) a full scholarship will be provided. If it falls in a higher bracket the financial aid will be adjusted accordingly to their FPL. Mr. Tooman asked how other schools are giving scholarship to their students. Mrs. Wright will find out. She pointed out that next year, EdChoice scholarship awards will be adjusted to the percentage of FPL.
* Next meeting is scheduled for July 16th - Mrs. Wright anticipates a meeting before July so the information of the new and uniform scholarship scale goes out to parents before the start of next school year.

**Booster’s Club –** Their minutes were already covered during the Public meeting.

**Strategic Planning –** Mr. Rectenwald was not present. However, Mrs. Jenkins informed that she will pass along to the Action team members, additional papers to be included in their Action team binders.

The Governing Board adjourned and the meeting concluded at 7:35 PM.