**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, September 19, 2024 – 6 p.m.**

**SJCC Irish Room**

Present: Suzy Jenkins, Danielle Macielewicz, Ann Wright, Grant Mercer, Vince Militello, Denny Rectanwald, Bill Schell, Shawn Tooman, Fr. Matthew Frisbee and Fr. Chris Kardzis. Deacon Tim Walters arrived 6:29pm.

Special guests: Karel Oxley and Marty Willis

Administration: Kim Cope-SJCC Principal, Karly Cross – Sacred Heart Principal, Evelyn Clark – Director of Faith & Formation, Jenny Freeh – Development Director and Melissa Biro-Business Manager.

Opening Prayer: Fr. Matthew Frisbee

Meeting called to order at 6:01 p.m. by President, Ann Wright.

**Presentation of the strategic plan by Marty Willis, Karel Oxley and Denny Rectanwald:**

The team gave an overview of the entire process and went over the strategic plan binders.

They presented to the Board: The Beliefs, New BHCS Mission Statement and The Strategies.

Ms. Cross inquired if the NEW Mission Statement will be implemented in January or next year. It was agreed that it will take into effect right after the approval from the Board.

Suzy Jenkins made the motion to approve the Beliefs and the New BHCS Mission Statement, seconded by Bill Schell. No one opposed. Motion was passed without dissenting.

The Five Strategies were presented along with blueprints of 1-year plans to accomplish specific tasks. The plans are measurable and observable. Each plan will have an internal facilitator to oversee the implementation of those strategies.

1. Catholic Identity - Internal facilitator is Evenly Clark.
2. Academic Excellence- Internal facilitator is Kim Cope.
3. Marketing-To increase enrollment plan, internal facilitator Mike Gabel
4. Salaries – Internal facilitator is Paul Grahl & Bill Halm.
5. Financial Transparency-Internal facilitator Tim Walters & Nathan Waleryszak.

Danielle Macielewicz made the motion to approve those five plans and Tim Walters seconded. No one opposed. Motion was passed without dissenting.

Mrs. Biro went over July and August Financial Statements. No EdChoice deposits were made during these months, due that disbursements start in September and run through May. In July, we reported a net loss of $230k (made deposits of about $30k and had payroll and building expenses of about $260k). In August reported net loss of $93k (deposits increased this month to $215k and expenses increased by $50k). Mrs. Biro was excused 7:02pm due to a family event. Finance continues discussion (see below for details)

Minutes review from August meeting. No changes recommended. Motion to approve 1st Denny 2nd Vince. Unanimously passes

**Director of Development Report (Ms Jenny Freeh):**

**•** Recent events- Paige Russell Memorial 5k, Downtown Farmer’s Market, Fundraising for

Naderer Field, Voice released, Memorials (Maryann Halm and Tony Ruggiero) and estate

endowments received (Richard and Jeanne Shank)

• Jenny’s resignation discussed.

**Principal Reports:**

Mrs. Cope, SJCC:

* See finance for capital items
* Cleaning of statue of Rachael Mourning to be cleaned by Bruce Frederick
* Repairs to bus 12 pending with GCM
* Mrs. Cope plans to get with Ms. Cross regarding possible District wide newsletter

Ms. Cross, SH

* Major plumbing issues upstairs and quote for repairs pending
* Area rug needed for front door area with one quote received by Crown for $3,900 with other quotes pending

Mrs. Evelyn Clark Report

• 15 students being trained to become Eucharistic ministers

• 6th grade going on retreat next week

• Altar server training continues

Enrollment Coordinator (Pam Hines)

• Report presented and request to clarify numbers

• Request for principals and Pam to communicate regularly

**Committee Reports:**

**Building & Grounds:**

* Sacred Heart items- blinds for gym pending, mats behind basketball hoops agreed upon and ordered, gym to be painted on Christmas break, heating system looked into By Deacon Tim, new square tiles installed and de- humidifier to be ran daily, bike racks and hardware to be installed by Bryce
* SJCC items- Lintel leaks John Whisler to look into Cleveland company, Chemistry lab looks amazing, Karla is looking into new curtains for gym, fist floor lighting completed, walk-in cooler completed by Strauss, concrete and bike rack (see finance), Annette to work on seeding and Sara Barbour raised bed and Lauer bench area and report back, Bus #12 reports pending, green van repaired/white van needs breaks, leak in aux gym found and to be repaired, milk cooler (see finance), John replaced lighting component in 203
* B & G unanimously state John Whisler is AMAZING and a great addition to the team!!

**Finance Committee minutes:**

* Finance committee continues to work the with issue of overtime per diocese guidance for non-exempt employees and finance committee is requesting the use of “comp” time instead of overtime. If overtime is needed, it must be discussed with principals.
* Building and grounds requested approval for 2 Capital items- 2 concrete projects including bike rack pad and dumpster pad. Finance committee approved requests. Principal Kim Cope discussed water fountain on 3rd floor and option to replace it quoted at $599. Finance recommends using high school funds to replace. Cafeteria milk cooler condenser has failed. Quote from Strauss Refrigeration to replace is the cheapest at $2,800 and finance unanimously approved cooler fix
* Subsidies from parishes will decrease for the 24-25 school year by $3,050/month
* Greg Kohler’s working with Denny Rectenwald on a plan to present to the committee on how school can offer a breakdown of tuition to parents to better understand how EdChoice and BHCs financial assistance works. Plan to be completed by November 2024 for next school year.

**Catholic Identity:**

* New members- all approved by Pastors- Lilly Walters, Josh Hacker, Alex Spieldenner
* Megan Sprouse new chairperson, Anita Moffett secretary
* Evelyn shared current CIC budget
* Continued planning for Heart-to-Heart events, gifts for students/staff, feedback from staff retreat

The Governing Board adjourned and the meeting concluded at 8:45 PM to the executive session