

**BISHOP HOFFMAN CATHOLIC SCHOOL**  
**GOVERNING BOARD MEETING MINUTES**  
Thursday, June 16th, 2016 | 6:00 – 8:32 pm  
SJCC Media Center, Fremont, Ohio

**Board Attendees:** Kay E. Reiter - Chair; Dr. Mark Hoelzle - Vice Chair; Todd Drusback; Steve Foos; Robert Gabel; Otto Gonzalez; Father Chris Kardzis; Roy Wilhelm; Darcy Woolf

**Board Excused:** Karen Darr; Father Mike Zacharias

**Administration:** Tim Cullen, Superintendent; Father Nathan Bockrath, BHCS Chaplain; Ann Whitfield, Sacred Heart Campus Principal; Pam Snell, BHCS Business Manager

**Recorder:** Anne Marquis

**Guest:** Pam Hines, BHCS Enrollment and Recruitment Coordinator.

The BHCS Governing Board Meeting was called to order at 6:00 pm by Mrs. Reiter, Board Chair. The opening prayer was provided by Fr. Bockrath.

**Welcome & Introductions:** Mrs. Reiter introduced new Governing Board Member Steve Foos; he was recently appointed by Fr. Kardzis as Sacred Heart Parish's representative. The other board members introduced themselves.

**The motion was made by Dr. Hoelzle and seconded by Mrs. Woolf to accept the minutes from the April 21<sup>st</sup>, 2016 Governing Board Meeting. The Motion was approved.**

**BHCS Enrollment & Recruitment Coordinator Update:**

Mrs. Hines reported that currently the school registration shows that 403 students have enrolled, with 18 new students for the 2016-2017 school year. The enrollment for 2015-2016 was 372. Mrs. Hines has been active in her outreach to locate, call, write, or e-mail any students/parents who have not yet registered for the new school year. Mrs. Hines also reported that the 1<sup>st</sup> billing for SMART Tuition will go out by July 5<sup>th</sup>, payable in the month of August. The board also discussed how Ed-Choice is handed and the timeline.

**BHCS Finance Report:**

Ms. Snell reported the 2015-2016 school year closed out with an \$80,000 surplus. Ms. Snell reviewed the shortfall in donations from the 2015-2016 Annual Fund that was offset by the receipts from the Auction and C.E.D. fund. It was also reported that there were 98 applications for tuition assistance, this is an increase from last year – applicants will be receiving 1/3 rather than 1/2 like last school year.

### **Principal's Report - Sacred Heart Campus:**

- Mrs. Whitfield reported on the recent religious activities on the Sacred Heart Campus. Every month, the teachers discussed a chapter (8) from the Adult Catechism. Every grade level met with Mrs. Whitfield during the month of May for a lesson, prayer service, litany or rosary in honor of Mary.
- Mrs. Whitfield reported that all the current teachers will return with the exception of Lori Huff. Mrs. Huff will be retiring. Mrs. Whitfield is continuing to look for a 6th grade teacher, a full-time maintenance person, and an extended daycare worker.
- Mrs. Whitfield discussed with the board her suggested plan to replace the carpeting on the Sacred Heart Campus. She shared with the board that the PTO has generously pledged \$20,000 towards the flooring project. Board discussed the replacement of the old carpet with carpet tile which would be most durable – the estimated cost would be \$43,000. Mr. Gabel suggested a grant application should be submitted to the Sandusky County Communities Foundation for \$10,000 to help offset the floor replacement costs. Mrs. Reiter offered to help with the grant application and she shared with the board that a mandatory meeting is July 28<sup>th</sup>, 10:00 am., in the Chamber's Board Room if we're going to submit a grant. The board agreed that Mrs. Whitfield should continue her research on the carpet situation and to report back to the board at the next board meeting her recommendations.

### **Superintendent/Principal's Report - SJCC Campus:**

- Mr. Cullen announced that Fr. Bockrath will be the Freshman Religion Teacher for the 2016-2017 school year and Mr. Brian Root was recently hired as the BHCS Physical-Education Teacher.
- Mr. Cullen shared with the board an article that will be included in the next issue of "THE VOICE".

### **Committee Reports:**

- **Catholic Christian Community and Identity** - Fr. Bockrath provided a report on the plans for the Faculty's up and coming Religious Retreat to be held before the beginning of the new school year. He also reported that the Eucharistic Devotions for all levels will continue.
- **Marketing Committee** – Mrs. Woolf reported that the committee did not meet.
- **Governance Committee** – Mr. Drusback reported that the committee did not meet.

### **Executive Session:**

**The motion was made by Dr. Hoelzle and seconded by Mr. Drusback to move into Executive Session to discuss personnel matters. The Motion was approved.**

**The motion was made by Dr. Hoelzle and seconded by Mrs. Woolf to move out of Executive Session. The Motion was approved.**

**The motion was made by Dr. Hoelzle and seconded by Mr. Gabel to extend Mr. Cullen's contract for the 2016-2017 school year and with a 2% rate increase. The Motion was approved.** Mrs. Reiter will work with Mr. Cullen to finalize his new contract and file it with the Diocese of Toledo. Mrs. Reiter will also work with Dr. Hoelzle to wrap up Mr. Cullen's annual evaluation and have it completed by the end of July with the outcome/action steps to be shared with the board at the August board meeting.

**Open Business Items:**

- **Election of the 2016-2017 BHCS Governing Board Officers:** **The motion was made by Mr. Wilhelm and seconded by Mr. Drusback to approve the 2016-2017 BHCS Officers: Dr. Mark Hoelzle – Chair (2-year Term) and Darcy Woolf – Vice Chair (1-year Term). The Motion was approved.**
- **Board Terms:** After a board discussion Dr. Hoelzle agreed to work with the Governance Committee to review the current terms – appointed vs. parish elected terms. *(Please note the "Board of Director Term Document" that is attached.)* The board will plan to discuss in more details at a future board meeting.
- **Summer Board Meeting Schedule:** The board determined they will not meet in the month of July but they will meet on Thursday, August 11th, at 6:00 pm, the location will be in SJCC's Media Center. More details will come to the board in the future.
- **The Close of the 2015-2016 Governing Board Year** - Mrs. Reiter thanked the board for their continued support and hard work over the last 2 years.

**The Meeting Adjournment:** The BCHS Board Meeting was adjourned at 8:32 pm.