

BISHOP HOFFMAN CATHOLIC SCHOOL GOVERNING BOARD
THURSDAY, JANUARY 21ST, 2016 | 6:00 – 8:02 PM
SJCC MEDIA ROOM, FREMONT, OHIO

ATTENDING: Brad Culbert; Karen Darr; Todd Drusback; Bob Gabel; Otto Gonzalez; Dr. Mark Hoelzle, V-Chair; Father Chris Kardzis; Roy Wilhelm; Darcy Woolf; Father Mike Zacharias

EXCUSED: Kay E. Reiter, Chair

ALSO ATTENDING: Superintendent Tim Cullen; Business Manager Pam Snell; Principal Ann Whitfield

Meeting was called to order at 6:00 pm by Dr. Hoelzle, Vice Chair. The opening prayer was provided by Father Zacharias

Motion made by Mr. Culbert to approve minutes of Nov. 9, 2015. Seconded by Mrs. Woolf. Minutes approved.

PRINCIPAL REPORT: Mrs. Whitfield reported on the many activities that were held during Advent for k-5 grades. Daily activities are being planned for Catholic Schools Week. She also reported that 20 students toured for “*Bring a Streak*” to School Day on January 20th.

FINANCIAL Report: Mr. Gabel reported that the committee feels our current tuition policy is complete in its current state. However, we need more strict enforcement which may include the removal of students. The budget shortfall of \$102,625 was discussed and various plans for increasing tuition. After much discussion, **a motion was made by Mr. Drusback and seconded by Mrs. Woolf to increase tuition by \$150 per year. Motion passed.** It was also reported the payments of \$30,000 from Ed Choice and \$10,000 from the Peterson Scholarship should be coming to the school soon.

BUSINESS OFFICE REPORT: Mrs. Snell explained that 5G did not meet the required deadline to complete their work. She and Mr. Cullen have contacted local Education Services Center for help in completing the project. No contract has been drawn up yet, representatives have already been in the building to see what needs to be completed, how long it will take, etc. Mr. Cullen is waiting for their proposal. Mrs. Snell explained the Smart Tuition Management Plan, a preferred vendor from the diocese. The company would set up payment plans for the families and manage all the record keeping, as well as reminders, late payments.

SUPERINTENDENT'S REPORT: Mr. Cullen commented on the success of the In Service Day, January 19th – it was planned and run entirely by a core team of teachers from each level. It was reported there was an immediate follow up from a family of four to the Preview Day, January 20th. Two of the students are starting here quite soon. The other two may wait until the start of next school year. The new position of Enrollment/Recruitment Coordinator was discussed by both Ms. Snell and Mr. Cullen with the Board. The job description was presented to the Board. It was ok'd by the Board that Mr. Cullen move forward with the posting of the position as the Board had already approved the creation of new position at a prior board meeting.

GOVERNANCE COMMITTEE: Mr. Drusback reported that the committee reviewed each committee's description to be sure they each still align with our mission. It was also suggested by the committee that the evaluation of BHCS coaches be completed at the end of their season.

MARKETING COMMITTEE: Mrs. Woolf shared with the Board that the committee had a discussion on opportunities available for parents and students to learn more about BHCS that are already in place. Continued planning is underway to target new families. It was suggested that billboards should be up earlier, possibly in the months of February or March. Ed Choice material will also be included with the BHCS flyers. Facebook ads are currently being created.

EXECUTIVE SESSION: **Mr. Gabel made a motion to move into executive session to discuss personnel matters. Fr. Zacharias seconded the motion. Motion was approved.** The Board adjourned to executive session at 7:54pm. **Mr. Drusback made a motion to move out of executive session at 8:02 pm. Mrs. Woolf seconded the motion. Motion was approved.**

OTHER BUSINESS & CLOSING COMMENTS: There is no additional business. **Mrs. Woolf made a motion to close the meeting. Mr. Wilhelm seconded the motion. Motion was approved.** The meeting closed at 8:02 pm.