

Bishop Hoffman Catholic School | Governing Board Minutes

Thursday, February 18th, 2016 | 6:00 – 8:07 PM

Holy Family Meeting Room, St. Joseph Church, Fremont, Ohio

- Board Attendees:** Karen Darr; Todd Drusback; Robert Gabel; Otto Gonzalez; Dr. Mark Hoelzle-Vice Chair; Kay E. Reiter-Chair; Darcy Woolf; Fr. Mike Zacharias
- Excused:** Brad Culbert; Fr. Chris Kardzis; Ann Whitfield; Roy Wilhelm.
- Other Attendees:** Fr. Nathan Bockrath, Angie Halbeisen, Development Director; Timothy Cullen, Superintendent; Pam Snell, Business Manager

Meeting called to order at 6:30 pm by Mrs. Reiter, Chair. The opening prayer was given by Father Zacharias.

BHCS Development Overview: Mrs. Halbeisen reported on her responsibilities throughout the year. She is the Executive Director of the CEDF and all activities included. She sends out reports concerning the church weekly bulletins, e-mails to the parents, class reunions and updates, she is responsible for “The Voice”, and the BHCS web sites. She is on the Trophy Fund Board, the BHCS Marketing Committee, along with many other responsibilities too numerous to list.

Motion made by Mr. Gabel to approve the minutes of January 21st, 2016. Seconded by Mr. Drusback. Minutes were approved.

Financial Report:

There was a discussion addressing multiple items connected to the current Receivables: Ed Choice - \$20,000 has been received. The Peterson Scholarship-\$50,000 is still outstanding. Issues of nonpayment of tuition are currently being addressed. Free lunches for teachers were discussed. **Motion to provide free lunches for teachers, staff and priests was made by Dr. Hoelzle. Seconded by Mrs. Woolf. Motion passed.**

The 2016-2017 budget process continues; it was reported that even after the approved \$150 increase in tuition, there still is a \$40,000 shortfall. Ms. Snell and Mr. Cullen are working on ways to address it. The final budget will be presented for approval at the March meeting.

It was reported that the Enrollment/Recruitment Coordinator position was posted - 10 resumes were received. Salary requirements and the job description are currently being addressed. The release of the 2014-15 Financial Report Letter to the Stakeholders will be released in the next edition of “The Voice” and parish bulletins.

It was reported that a representative from Smart Tuition will be present at a Parent Information Night, March 15th, 2016, to explain the enrollment process on line. There will be computers available that night to aid those parents wishing to enroll immediately.

Principal's report read by Mr. Cullen in Mrs. Whitfield's absence. The open house on February 7th was very successful. Kindergarten screening is scheduled for April 13th, 2016. A discussion regarding the current cleaning services was discussed by the board at the Sacred Heart Campus. The condition of restrooms and the cleaning of all the hallways are a concern. Mr. Cullen agreed to share this concern with Mrs. Whitfield.

Superintendent's report was provided by Mr. Cullen. Catholic Schools Week; all School Masses held in the church was a big success. It was well planned. The open house was also successful. Letter of Intent for next school year for teachers will go out February 18th, 2016, with a return by February 26th, 2016. The football

coaching position has been posted. Sixteen applications have been received. Planning for the 1st interviews is currently underway.

Technology related issues: ESC with the assistance of Lucas Hammer has done some preliminary investigation of the work already completed by 5G. Two proposals will be made by ESC. One, to complete that work already done. The 2nd proposal is to begin all over again. The contracts will be written and given to the Diocese for their approval. Time Warner, by moving equipment from the former middle school building and transferring it to the SJCC Campus has secured more bandwidth to that building. More work with Time Warner will occur during the summer months, they will provide us with an E-rate discount.

Catholic Christian Community and Identity Committee: Father Nathan stressed that our faith formation for K-12 grades should be based on the virtues. He introduced two programs that are currently available:

***VIRTUES IN PRACTICE** is a 3 year cycle plan that includes a virtue of the month, saint of the month, classroom and home activities, student workbook and Parent Guide. He included a monthly lesson for Gr 3-5.*

***SPORTSLEADER** is a Catholic virtue-based formation program for coaches and Directors of Sports Ministry.*

Executive Committee: It was discussed that Mrs. Reiter term as board chair will end at the need of the school year and Dr. Hoelzle has agreed to move into the board chair role. The Committee will be looking at a current board member to the open vice-chair role.

Governance Committee: There was discussion regarding the handling of complaints made to board members. It will be discussed at their next committee meeting.

Marketing Committee: The committee is currently reaching out to the surrounding parishes where there are no Catholic high schools.

Open Business Items

There was a board discussion concerning about who's responsibility it is for the cleaning the gym after sporting events. It was determined that this process needs improvement – Mr. Cullen will discuss with the staff. It was suggested that coaches and parents help after sporting events.

The board discussed the recent newspaper article that focused on the former football coach. Mr. Cullen shared with the board that 90% of the article was correct. Members shared that they felt the article gave a poor perspective of what actually occurred and they were also not pleased with how Mr. Geller handled his portion of the news article. Mrs. Reiter requested a presentation of the current evaluation process for coaches, support staff, and teachers at the March Board Meeting. Mr. Cullen agreed to provide an overview for the board.

Attention was called to the page of important BCHS dates (subject to change) that the Board is invited to attend. Attendance at the Open Board/Stakeholder Meeting, May 11th, 2016, 6 PM is required by the Board. Each committee leader will provide their annual committee review.

Motion for adjournment at 8:07 pm by Dr. Hoelzle. Seconded by Father Zacharias. Motion passed.