

BISHOP HOFFMAN CATHOLIC SCHOOL | GOVERNING BOARD MINUTES

Thursday, March 17th, 2016 | 6:00 – 7:06 pm

SJCC Media Room, Fremont, Ohio

Attending: Brad Culbert; Todd Drusback; Robert Gabel; Otto Gonzalez; Dr. Mark Hoelzle-Vice Chair; Fr. Chris Kardzis; Roy Wilhelm; Darcy Woolf; Fr. Mike Zacharias

Excused: Karen Darr; Kay Reiter-Chair

Administration: Fr. Nathan Bockrath; Superintendent Tim Cullen; Business Manager Pam Snell; Sacred Heart Campus Principal Ann Whitfield

Meeting Recorder: Anne Marquis

The Governing Board Meeting was called to order at 6:00 PM by Dr. Hoelzle-Vice Chair with the opening prayer lead by Fr. Zacharias.

Board minutes: Motion was made by Brad Culbert and seconded by Todd Drusback to accept the minutes of the February 18, 2016 Board Meeting. Motion passed.

Principal's Report:

Mrs. Whitfield told of the many Lenten activities carried out by the students including Adoration of the Blessed Sacrament, Reconciliation, counting items in their homes and donating that number of coins. Enough money was collected to provide a new kitchen floor and book shelves for Village House, Living stations presented by the 8th graders and a Retreat Day.

Financial Committee Report by Bob Gabel & Pam Snell:

Receivables:

A. **Ed Choice and the Peterson tuition receivables:** Mrs. Snell reported that a payment of \$45,000 has been received for Ed Choice from ODE in February. BHCS will be receiving the a second check from ODE for the remainder of the 2015-2016 school year. \$120,000 is still anticipated as receivable from ODE for the remaining Ed Choice and the Peterson tuition receivables.

B. **2016-2017 Budget Process:** MS. Snell and Mr. Cullen have been studying the budget and can foresee a savings of \$15k-\$20k in equipment and furnishings. This includes tightening of athletic expenses by \$10k-15k and concessions expenses by \$4k-\$5k. With this we will be close to a balanced budget assuming that the enrollment stays even for the 2016-2017 school year.

B. **Tuition Collection Plan:** The policy for collecting past due tuition is in place but has not been enforced in the past. Letters will be sent to any family out of the system who

have unpaid tuition, even if it had previously been written-off, asking for a plan for repayment. If there is no response, the account will be sent to a collection agency to assist with collections. **A motion to move forward with enforcing the Tuition Collection Plan steps was made by Bob Gabel and seconded by Darcy Woolf. Motion passed.**

C. **SMART Tuition Meeting:** Approximately 80 families attended the meeting at SJCC. A video was made; it will be edited and placed on the BHCS's website to help the families. SMART is a proactive approach to paying student tuition.

Superintendent's Report:

A. Mr. Cullen reported that in preparation for students take ACT testing, SJCC has arranged for a program with Sylvan Learning Center. Ten (10) students are taking advantage of the opportunity for tutoring. Half of the fee (\$245) is covered by a scholarship and \$250 is paid by SJCC. The class is taught at SJCC.

B. Mr. Cullen is looking into a program for the students to see and hear, to become more aware of the problems of drugs and human trafficking. They do exist in Fremont.

C. Staff Annual Evaluation Process was reviewed by Mr. Cullen:

- Athletic: All coaches will fill out a self review. At the beginning of the 2016-2017 school year all coaches will receive a review form and rubric will be use.
- Adjunct staff: They will also be reviewed.
- Support Staff: At this time, there is no standard process. They will be included in a diocesan form listing yearly goals and objectives.
- Teachers: They receive only a formal review at this current time. It is very teacher specific.

D. The Annual General Meeting is scheduled for Wednesday, May 11, 2016, SJCC Gym, 6:00 PM.

Catholic Christian Community and Identity Report:

Mrs. Whitfield reported that the process for selecting a new Religion textbook series is currently underway. A Spiritual Retreat for the staff is planned for August 25, 2016 at the start 2016-2017 school year. Discussion about the frequency of Adoration of the Blessed Sacrament is also currently being discussed. Every First Friday is an option.

Executive Committee:

The committee discussed that under **Duties of the Board, Article 3** how to handle problems brought to board members' attention by people outside of the Governing Board is addressed and that there is no need for a policy.

Governance Committee:

No report at this time.

Marketing Committee:

In anticipation of registration, bill board advertising for Bishop Hoffman Catholic School have been placed in 5 locations: 818 Club's parking lot, the Miles Newton Bridge- Fremont, E. State St., SR 6 and SR 53. Radio ads are running different time from now until September. There will also be full page insert in the church parish bulletins during the Easter weekend.

Open Business:

The board was encouraged to review the Catholic School Board Pledge that was review at last summer's board retreat. Important action items coming up:

- *The Governing re-visiting of the Ad-Hoc Committee's past recommendations.*
- *The annual review of Superintendent Cullen during the month of April. The goal is to follow the same process as last year; random pick of parents/teachers/staff, and all Governing Board Members as participates. The evaluation document will be sent out via SurveyMonkey and board will review the final documents.*

Meeting Adjourned:

Motion was made by Darcy Woolf and seconded by Roy Wilhelm. Motion passed. Meeting adjourned at 7:06 PM.