

**BISHOP HOFFMAN CATHOLIC SCHOOL
GOVERNING BOARD MEETING MINUTES
Thursday, April 21st, 2016 | 6:00 – 7:47 pm
SJCC Media Center, Fremont, Ohio**

Board Attendees: *Kay E. Reiter - Chair; Dr. Mark Hoelzle - Vice Chair; Brad Culbert; Karen Darr; Todd Drusback; Robert Gabel; Otto Gonzalez; Father Chris Kardzis; Roy Wilhelm; Darcy Woolf; Father Mike Zacharias*

Administration: *Tim Cullen, Superintendent*

Recorder: *Anne Marquis*

Excused: *Father Nathan Bockrath, BHCS Chaplain; Ann Whitfield, Sacred Heart Campus Principal*

The BHCS Governing Board Meeting was called to order at 6:00 pm by Mrs. Reiter, Board Chair with the opening prayer given by Fr. Kardzis. **The motion was made by Brad Culbert and seconded by Roy Wilhelm to accept the minutes of the March 17th, 2016. The Motion was approved.**

Review of the Building & Grounds Utilization Ad Hoc Committee Recommendations:

An excellent review of the completed Ad-Hoc recommendations was given by Mr. Cullen. Following the presentation the board had minimal questions and they thanked Mr. Cullen and BHCS staff for all their hard work. The board recommended that Mr. Cullen will also provide the same update at the May 11th BHCS Stakeholders Meeting. The details of the PowerPoint provided by Mr. Cullen will also be posted on the website following the May 11th meeting.

BHCS Finance:

- *Finance Committee Chair Bob Gabel proposed the budget for 2016-2017 to the board, with Ms. Snell reviewing the budget details. **The Motion was made by Dr. Hoelzle and seconded by Mrs. Woolf to accept the 2016-2017 budget as presented. The Motion was approved.***
- *Mr. Cullen announced that Pam Hines had been hired as the new Enrollment & Recruitment Coordinator for BHCS. The board asked at the June Board Meeting Mrs. Hines could provide the board a short report on her actions steps. Mr. Cullen agreed to make those arrangements.*
- *Mr. Cullen shared that any problems with the SMART Tuition are being handled by Mrs. Hines and Ms. Snell.*

Superintendent Report:

- *Mr. Cullen reported that technology improvements continues successfully. There are plans for the work to be completed over the summer break.*

Board Committee Reports:

Catholic Christian Community & Identity:

- *Chair Father Bockrath could not attend the board meeting, no new information was provided - the committee minutes were provided via email to the board.*

Governance:

- *Chair Todd Drusback reported that the committee has made two recommendations for possible candidates to fill the one (1) open board seat after Mr. Culbert term limits off the board in June. Father Kardzis will now identify the new board member from the two (2) names the committee has provided and he will report back to the BHCS Board Chair prior to the June Board Meeting.*

Mrs. Reiter will than contact the Diocese of Toledo on who the proposed new board member is and provide the appropriate follow-up to that individual.

Marketing:

- *No report at this time.*

Open Business Items:

- *Mrs. Reiter offered a thank you and congratulations to the BHCS Auction Committee and to those who attended the successful evening.*
- *The BHCS Stakeholders Meeting is set for Wednesday, May 11th, 2016, 6:00 to 7:00 pm, in the SJCC Campus Gym.*
- *There will no May Board for the Governing Board. The June Board meeting is scheduled for June 16th, 6:00 pm in SJCC Media Center.*
- *The board discussed the current board terms – appointed vs. elected. Dr. Hoelzle agreed to review the current terms.*
- *Mrs. Reiter reviewed the Mr. Cullen’s annual evaluation process. Participates will be randomly selected parents and staff and all board members will receive an e-based link.*

Meeting Wrap Up & Important Board Dates:

- *BHCS Mass & Commencement is Sunday, May 29th, 2016. Board Members are advised to attend the SJCC graduation Mass at 3:00 pm. Board Members will gather in the high school’s cafeteria and proceed into the church and school gym with the graduates for Mass & Commencement.*
- *June 1, 2016. Is 8th Grade “Step Up” Mass and reception 7:00 PM at St. Joseph Church.*

Meeting Adjournment:

- *The BHCS Board Meeting was adjourned at 7:47 pm.*