**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, March 16, 2022 – 6 p.m.**

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Fr. Matthew Frisbee, Fr. Chris Kardzis, Deacon Tim Walters, Vince Militello, Shawn Tooman and Tim Luc (via telephone). Meeting was held at SJCC campus.

Absent: Tom Stierwalt and Bill Schell.

Administration: Loretta Coil-SJCC Principal, Karly Cross-Sacred Heart Campus Principal, Melissa Sensmeier-Business Manager, Jenny Freeh – Director of Development and Megan Vina- BHCS Director of Faith Formation & Discipleship (via telephone).

Opening Prayer: Deacon Tim Walters.

**Minutes from last meeting:**

February minutes – The spelling of coach’s last name needs to be corrected. Motion for Approval to make those changes - 1st: Cindy Fought 2nd: Vince Militello. Motion Approved.

Mr. Tooman confirmed to Mrs. Fought that an inspection on the elevator needs to be done after installing the motor.

**Principal Reports:**

Ms. Cross, SH-

* The use of Final forms was approved by the Finance Committee. We still need to determine if Final forms will replace Blackbaud or not.
* TV Monitor will be installed soon.
* Summer Cleaning – Last Summer we hired a person to clean. This year looking to do the same and use some volunteers such our football team, to move heavy items.
* Suggestion of increasing adult lunch prices. As of right now, all staff members are allowed to one daily free meal. Board will evaluate price increase after results from the Cafeteria Review.

Mrs. Coil, SJCC –

* Mrs. Coil passed samples from Tiffin Scenic Studio of possible fabrics to replace the gym curtains. Now we have two quotes to revise and decide which one to submit for our claim.
* Musical was a huge success. Ross High School would like to have a join musical in the future. We have paid Ross High School for an annual usage of the High School Performing Arts Center facility. In case we haven’t fix our sound system, we can use this facility for our fall play.
* Sound’s solution – Mrs. Coil would like to move forward and replace the sound system. She has lined up an anonymous donor who is willing to contribute towards this new system. In addition to PTO agreed contribution of $30k towards this project. Mr. Walters inquired if the quote will include various headsets and microphones, Mrs. Coil confirmed that it does. Sound’s Solution will reuse some of our equipment and provide an updated quote. Mrs. Coil will present the new quote and the funding for this project to our Board for approval. Mrs. Jenkins suggested a zoom meeting for the approval.
* Percentage of increase for staff and coach was discussed at the finance meeting.
* Mrs. Coil is looking to replace two full time positions (1) HS English and (1) JH English, one part-time Computer teaching position; and a NEW full time Career position.
* Mrs. Jenkins suggested to look at the vents since no one looked at them since the smoke fire incident we had last year. Building & Grounds committee will look at the vents.

Megan Vina, Director of Faith Formation-

* Last Thursday the 9th and 10th grade vocation retreats were held.
* Successful Penta Services in both campuses, with the participation of various retired priests.
* At SJCC, the Social Justice Club is leading a give a tent project for the victims of the earthquake in Turkey and Syria, and at Sacred Heart Mrs. Vina organized with teachers a coin challenge competition to benefit the Catholic Relief Services that also helps victims of the earthquake.
* On Monday 20th, SJCC campus will be celebrating our patron St. Joseph with a small celebration of complementary ice cream during lunch for all students. Also, Mrs. Vina has helped facilitate the initiative of our religion teachers from 2nd and 7th grades to make an altar with paper lilies in the gymnasium. Students will be praying the litany of St. Joseph on Monday in honor of St. Joseph day (March 19th).
* A mini retreat will be held at Sacred Heart on March 31st. Mrs. Vina and teachers are working together on materials to give our students the visual idea of parts of the Stations of the cross for both campuses.

**Committee Reports:**

**Enrollment coordinator:** No reports were submitted by Mrs. Hines.

**Marketing, Suzy Jenkins and Cindy Fought:**

* Ms. Freeh presented her updates and news. She asked board members to complete a questionnaire on what they think “Development” is and the importance in our school. Members could complete it now or email completed questionnaire later on.
* Annual Fundraising - So far this school year we have raised $143,617 and budgeted $140,000. We received two memorials from Fr. Richard Wurzel and Paul Fisher, both community leaders’ alumni.
* Our social media reach was 30,000 organically; the monthly alumni newsletter was sent electronically.
* Joined the downtown Fremont Association, who shares all our social media posts for both campuses.
* Sandusky County Chamber of Commerce came to Sacred Heart campus and did a Teacher spotlight on Ms. Reineck. They donated classroom supplies courtesy of Beck Oil.
* Fremont Area Foundation – They would like to support us to build a building and restrooms at the Naderer Field. We informed the foundation that our current Youth Baseball program has 73 boys and 60 girls. Mr. Tooman and Mr. Walters suggested to create a sub committee to oversee this project and maintain contact with the Naderer family during this process.
* Upcoming events: Heritage Hall of fame with 105 people that already rsvp.
* Alumni & Friends Easter Egg hunt is on April 8th.
* Booster’s Club is having their 200 reversed raffle on April 10th.
* Auction is going to be held
* Ms. Freeh has started to work on the next edition of the voice, so if anyone has any ideas, insights or feedbacks, please let Ms. Freeh know.

**Catholic Identity Committee, Tom Stierwalt:**

Mr. Stierwalt was absent. However, Mrs. Vina informed that their meeting is scheduled for next Tuesday. The committee have invited a few new people and hope for next month the Board will approved these new possible members.

**Finance Committee, Nathan Waleryszak:**

Mrs. Wright went over the finance minutes.

* In the month of February our school reported a net income of $9,295 compared to the $32,000 we budgeted for this month. This is mainly to the delay of EdChoice deposits for this month.
* Committee discussed the increases in salaries for next school year.
* Investments - There are currently CDs paying between 4%-4.5%. Melissa will approach Croghan Colonial to obtain more information.
* Parish subsidies – We need to get those numbers so we can incorporate them in our next school year budget.
* Mrs. Coil has two new positions to be budgeted for next school year. One position for a career developer and one for elective courses.
* Final forms – It was approved and there is a pending question if Final forms is going to replace Blackbaud. Karli is going to have a meeting with Pam Hines and see if Final forms (Stripes) will replace Blackbaud. Currently credit card and other fees charged by Blackbaud amounts to $16k. Motion to approve the purchase of Final Forms (leaving pending Stripes) 1st: Tim Luc and 2nd: Vince Militello. All voted in favor.
* Ms. Sensmeier will contact Blackbaud to see if there is a possibility to pass those credit card charges to our customers.
* Capital Campaign – Mr. Waleryszak was in conversation with Matt Daniels. A Capital Campaign may go forward due to a safety issue for our gym floor and roof.

**Building & Grounds, Shawn Tooman and Deacon Tim Walters:**

* The new cafeteria tables will be shipped on April 14th. We will eliminate the usage of red or any other color/dye juices/beverages in our cafeterias.
* Ms. Cross is getting quotes to replace the kitchen back door with the Safety Grant funds. Perhaps replacing it with a smart door. The deadline to spend Safety Grant funds is December.
* Energy Management System (EMS) – Our EMS currently doesn’t provide information such what is the outside temperature, what’s the room temperature in our classrooms, etc. Deacon Tim will follow up with this project.
* Elevator motor is installed and waiting for the electrician to hook up the wires. Then we will contact the Toledo Elevator company to test and inspect.
* Leaks on classrooms – Mainly on the first floor. When we get strong storms, the water goes inside the classroom thru the windows, especially in Mrs. Meek classroom. Suggestion was to clean the area above the windows and put a water proof sealing on the bricks, to see if stops the leaks. Last year we had a couple of leaks, but this year we had more.

**Governance/Nominating Committee -**

Mr. Luc informed it is an election year. Both parishes need to nominate candidates and have elections to elect one new board member from each parish. Election day needs to be before summer. Since, Mr. Luc and Mr. Stierwalt terms are to expired at the end of this school year.

Note: House Bill 290 - Mrs. Jenkins heard back from representative Gary Click. Mr. Click is able to visit our school, do an informative session about this bill and hold a Q & A afterwards. Possible dates for this event are Monday March 27, Thursday March 30 or Monday April 10.

7:42pm Mr. Tooman made a motion to adjourn the meeting and Deacon Tim Walters second it.