**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, February 15, 2023 – 6 p.m.**

**SJCC Irish Room**

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Danielle Macielewicz, Deacon Tim Walters, Denny Rectenwald, Bill Schell, Shawn Tooman, Vince Militello, Fr. Chris Kardzis, Fr. Matthew Frisbee. Special guest - Nathan Waleryszak (Finance Committee).

Administration: Loretta Coil – SJCC Principal and Melissa Biro-Business Manager.

Absent: Karly Cross – Sacred Heart Principal.

Opening Prayer: Fr. Chris Kardzis

Meeting Called to order at 6:00 p.m. by President, Suzy Jenkins.

**January meeting minutes:**

Made the following changes: Remove the word tuition and correct the name of Chuck Irish. Denny Rectenwald made the motion to approve amended January’s minutes, seconded by Vince Militello. Motion was passed without dissenting.

**Finance Committee minutes:**

Nathan Waleryszak gave a summary of the last meeting held on February 13th. The Committee had two special guests: Paul Wannemacher and Jamie Dewese from Croghan Colonial Bank. They went over Bartson’s Estate investment account. After Croghan’s presentation, Melissa Biro went over the Income Statement and Balance sheet. She provided the committee detailed information along budget figures for each revenue and expense line. Mr. Waleryszak informed to the board that currently our income is overstated due to EdChoice, for year to date total BHCS is at $2,346,780 vs. a budgeted amount of $1,830,790 which is +30.10% above the budgeted amount. Income is overstated due to pending reimbursement to families that are new to the EdChoice program. Ordinary expenses were less than 1% in comparison to our budget, so no issues. Non Ordinary Income/Expense had a larger variance. Non ordinary Income/Expenses includes fundraising, gifts, bequests, and grants.

A letter from a neighbor was passed and discussed. It covered different points in regards Parish subsidy, EdChoice funding, a request for a detailed version of the financial statements instead of a condensed version and to incorporate in the minutes when a motion passes and if it is carry, rejected or tabled. Also, to include names of board members who rejected or voted no to any motions. Board’s president Suzy Jenkins will respond to the letter accordingly. Enrollment packets went out announcing 7% tuition increase and new registration fees for 24-25 school year. Also, new for next year, Pre-K will offer only two (2) tuition options for 4 years old classes and with a limit number of enrollment to 24 students for each tuition level. Board needs to approve the new Pre-K tuition options for 4 year-old students.

Deacon Walters inquired about the percentage of tuition that EdChoice covers for qualified students based on their poverty level. Mr. Rectenwald provided that students from K-8th Grade receive up to $6,166. If student belongs in a bracket below <450% Federal Poverty Level (FPL), EdChoice covers 85% of Tuition. Students from 9th -12th Grade may receive up to $8,408 or 78% Tuition depending on the family FPL.

Mr. Tooman asked if the 7% tuition raise would be enough to bring aboard a new Head of School or a new chemical lab. Mr. Waleryszak stated that it will not. Mr. Tooman asked if funds from Bartson’s Estate (Croghan Investment) can be used towards a new chemistry lab. There were no objections to the idea. Mrs. Jenkins asked Mrs. Coil in regards financial assistance from PTO and a private donor for the new chemistry lab. Mrs. Coil informed that PTO will donate $16k this year and $16k next year to each campus. Private donor may donate $25k towards the chemistry lab too. Deacon Walters inquired about the scope of work. As of today, there was none. Mr. Tooman suggested to start by defining the scope of work and have an architect involved. Mrs. Jenkins inquired about the Bartson’s balance, Mrs. Biro stated that as of February the Croghan investment account (Bartson) had a cost basis of $477,000 and a $30,930 balance in the General Checking. Mr. Rectenwald suggested if a letter can be send out to ask for donations towards this new chemistry lab project. Mrs. Jenkins informed that she is working with Ms. Freeh to reach out former student of Mr. Rick Wonderly and to honor him for his 45+ years of service.

Mr. Tooman will get with Mr. Wonderly to take pictures and do a walk-through. Mr. Wonderly and Mrs. Meek rooms are connected. Mrs. Coil will ask Mrs. Meek if her room needs to be upgraded too. Mr. Waleryszak was dismissed.

Ms. Jenny Freeh Report – 2024 Annual Appeal current amount $140,000 (54% Board participation), Bequest received from Mary Kettner, Memorials for Murial Haynes, (2) Life Insurance policy claims pending, 1 Bequest pending sale of home. Upcoming events: Transportation Raffle (Feb 15th) and Heritage/Hall of fame (May 3rd ).

Mr. Rectenwald mentioned that his accountant called him in regards Scholarship Granting Organizations (SGO), opportunity for taxpayers to contribute to a designated Catholic Schools thru an SGO tax deduction of up to $750 per individual of $1,500 married couple.

Mrs. Hines Report – Enrollment Pre-K: 75 students. K-12th Grade: 465 students. Delinquent report shows 8 families delinquent for more than 1 month. There are 415 accepted EdChoice applications. We have received through December $986,033.47 from EdChoice, refunded $52,466.91 and to be refund about $248,974.66 to families.

**Principal Reports:**

Ms. Cross, SH

* Ms. Cross requested to reduce the Pre-K tuition options to only two options for the 4 year-old students for the upcoming school year. Finance committee requires new tuition rates approval from the board. Due that the information was not available. Board voting on this issue is postpone until next meeting.
* Request discussion for Extended day fees and aide pay.

Mrs. Coil, SJCC:

* Senior Projects - Board president Mrs. Jenkins was very complimentary of the projects. Next year, Senior projects needs to be promoted.
* CSW was a success with lots of 5th Graders coming to visit SJCC campus during open house.
* St. Wendelin monetary gift will be split to faculty/staff on both campuses.
* Thrive Day is coming Tuesday.
* For next school year Mr. Reineck and Mr. Wonderly teaching positions will become available.
* We are advertising a full-time position composed of a part-time JH athletic director and part-time teacher.
* In the process of interviewing for the Director of Faith’s position.

**Committee Reports:**

**Building & Grounds:**

* PTO agreed to pay for the carpet in the first floor of the Sacred Heart campus.
* SJCC Sound system is onsite, next Wednesday the installation will be done after the cages are installed. The new sound system has Bluetooth features. The funding for this project was approved last year with $30k from PTO.
* Naderer’s Building quotes – Full cost is about $150k. The Board moved forward to keep the building plans as they stand.
* No information nor quotes for the new Cafeteria cooler at SJCC, we have a $25,000 donation at Old Fort for this project.
* Cafeteria Tables at Sacred Heart, an email chain has been started in order to fix some loose latching issues with the new tables.

**Marketing:**

* No minutes were presented.

**Catholic Identity:**

* They are still looking for a representative from St. Ann parish. Mrs. Fought gave a list to Fr. Frisbee of possible reps that includes individuals from nearby parishes like St. Mary, St. Michael, St. Wendelin, etc.
* Heart to Heart in the fall – Still working on the topic to present in the fall.
* Accreditations – Due to time conflicts principals were not in the meeting, but will be in discussion for next meeting.

**PTO –** Last meeting was Tuesday and it was agreed that they will cover the cost for the Sacred Heart campus which was $32,700, payable in two years. And will do the same thing on the SJCC campus.

Value cards were sent out in January.

**Booster –** Super bowl pancake breakfast was held and the basketball team participated. They don’t have the amount raised as of today yet. Boosters also have donated items to the auction, supported the HUDL system and looking on a new softball pitching machine.

**Strategic Planning -**

Mr. Rectenwald presented the new Annie tag that will go on our new bus and taught a new cheer!

In regards to the strategic plan, Mr. Rectenwald mentioned that all surrounding churches have put in their bulletin boards our application forms with the deadline of March 15th 2024. After that date selection will take place and participants will belong into two teams: “Planning” and “Action” teams.

Monday April 15th Groups will be attending the Parish Hall and Sacred Heart.

A group of 10-11 students will be meeting with Karel Oxley in the Irish room from 10am-11am, then Board members from 11:30am to 1pm and lunch will be provided.

Classified staff will be meeting from 1:30pm to 2:30pm at the Irish Center. Then will be asked to go to Sacred Heart campus to talk to teachers.

Administrators can share their thoughts from 4:15pm to 5:15pm at Sacred Heart campus.

Finally, we will ask all participants such parents and community members to meet at Parish Hall from 6:30pm to 7:30pm. The goal is to collect ideas and comments, name our strength and weaknesses as school system and what we can do to do a better job.

Planning team meeting is scheduled start on April 25th at the Parish hall from 6pm to 9pm.

On April 26th at the Parish hall from 8am to 6pm.

So far Mr. Rectenwald estimates about 20 people on the planning team and would like our two pastors be involved in the planning team as well.

The Governing Board adjourned and the meeting concluded at 7:53 PM.