**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, October 19, 2023 – 6 p.m.**

Present: Cindy Fought, Suzy Jenkins, Ann Wright, Danielle Macielewicz, Denny Rectenwald, Bill Schell, Shawn Tooman, Deacon Tim Walters, Fr. Matthew Frisbee and Fr. Chris Kardzis. Special guests Nathan Waleryszak and Matthews Daniels. Meeting was held at SJCC-Irish room.

Absent: Loretta Coil – SJCC Principal and Vince Militello.

Administration: Cross – Sacred Heart Principal, Jenny Freeh – Director of Development, Melissa Sensmeier-Business Manager

Opening Prayer: Matthew Daniels

Mr. Daniels discussed two main items: Scholarship Granting Organizations and a handout of School Board Governance.

* The handout covered the rights and responsibilities of a Board. Boards are design to look at the general direction by managing a singular person. The singular person is called Head of School (HoS) or Superintendent. It also provides financial oversight thru a financial council. There should be at least three standing committees such the executive, financial and catholic identity.

Our Board will go over the handout and as a group email questions to Mr. Daniels.

Mr. Daniels proposed to consider a part-time HoS position, if a fulltime option is not available. Mrs. Jenkins requested to Mr. Daniels information on how other school systems with smaller student body can afford a Head of School hierarchy. She highlighted that our Board number one current priority is increasing teacher salaries.

* Scholarship Granting Organizations (SGO) – Taxpayers donating to an SGO, designating Bishop Hoffman Catholic School, can receive a dollar-for-dollar credit on their Ohio income tax return. The credit has a limit of $750 per individual of $1,500 if married filing jointly. This is technically a no cost gift for taxpayers. The Diocese of Toledo has established an SGO named “Diocese of Toledo Scholarship Fund.” This SGO will not charge a percentage fee like other SGOs will do.

Mr. Daniels and Mr. Waleryszak were dismissed 7:15pm.

**Minutes from last meeting:**

Shawn Tooman made the motion to approve the Clay Shooting Team that will start Spring 2024, seconded by Ann Wright.

Ms. Jenny Freeh Report – Annual Appeal letters are expected to go out mid-November. Currently working on the next issue of the Voice including interviews focused on STEM and Mr. Wonderly’s Chemistry lab. Received memorial donations from John Spieldenner, Randy Koebel and Mary Barrington. The monthly email Newsletter will be go out tomorrow, Mr. Geller is planning a 50th Girls’ Basketball Anniversary.

Grandparent’s Day was held at SJCC, pictures were taken of each kids and their Grandparents. Same event will be held next week at Sacred Heart. On November 17th CEDF is having their reverse raffle.

Ms. Freeh highlighted that Scholarship Granting Organizations (SGO) should have been advertised last December, and that we are enrolled with Ohio School Choice SGO, but rather switch to the Diocese’s SGO since they will not be taking a fee.

Mrs. Pam Hines Report – Enrollment of families into EdChoice is moving forward and she is following up with families that need assistance with the process. A plan for a community marketing of EdChoice is to be coordinated with the marketing committee.

**Principal Reports:**

Ms. Cross, SH

* The windows at Sacred Heart needed to be resealed and the job was done by our head maintenance at Sacred Heart.
* Tuesday Night was Literacy Night, one of our biggest engagement events and it went very well.
* Our recent inspection pointed items that needed to be replaced/repaired. A new small slide was ordered and will arrive November. The molding issues along the walls of the bathroom and gym will be repaired by our head maintenance. The cost of the supplies will be around $1,800. Drinking fountains have been fixed. To fix the broken toilet on the second floor will be around$2,800 and since they don’t make that kind of toilet it will be replaced by a normal size one and CMK will be the contractor for this job. Ceiling tiles with water damaged will be replaced as well. The kitchen on our Preschool, where the dishwasher was put in is missing a tile, so our head maintenance will install a new laminated floor and remove the old.

Mrs. Coil, SJCC:

* The Speaker for Red Ribbon Week is a mother who has lost her son due to an overdose, the TLC class has contacted this person, she has spoken to several schools about her son. The speaker will speak to the Jr. High School and the High School separately.
* Digital Empowerment speaker will come on a Sunday and inform about the dangers of social media, how it works, and the different apps. Parents and students are encouraged to attend. There will be two separate sessions, one for Jr. High and another for High School. Informational flyer went out today.
* Student behavior issue is handled by a board member.
* Booster might be replacing the countertops and tables.
* An updated quote from Sound Solutions is coming.

**Committee Reports:**

**Finance:**

* All members of the committee renewed their confidentiality agreement.
* The Profit and Loss from July and August showed an income of $369,000. However, our expenses were $477,000. Those figures were in line with our budgeted amount.
* David Reed was a special guest. He is a controller of the Diocese of Toledo in charge to oversee our school audit. The Company in charge of the audit review is William Vaughan. Ms. Sensmeier is in the process of submitting all the documentations requested to complete the audit for school years 21-22 and 22-23.
* Budget timeline - Our goal is to set tuition rates by January before Catholic School week.
* Capital Expenditure over $30K and the requirement of three to two quotes on this type of expenditures.
* Investment and Spending Policy – Ann Wright made the motion to approve the policy, seconded by Denny Rectenwald.

**Catholic Identity:** Cindy Fought is requesting someone knowledgeable to participate in this committee. Perhaps our priest or retired priest can join the committee. Mrs. Fought stated that meetings not necessarily can be on Thursday and that they can be flexible.

**Marketing:** Vince Militello did not provide a report.

**Building & Grounds:**

* Health Inspection at Sacred Heart – Two faucets are leaking and the walk-in cooler needs to be repair. A rough estimate to repair the walk-in cooler is about $30,000. But a formal quote was requested. An air gap needs to be installed in the food prep sink. Bob White was called and he will work on fixing that issue and the two faucets.
* New Building at Naderer Field -They received a quote of $55,000 for just the building and no insulation. Waiting on a second quote before going to Boosters for approval. Mrs. Jenkins will contact Ms. Freeh to have updates about Fremont Area Foundation since they have pledge $25,000 towards this new building.
* SJCC requested to paint the stage floor black to reduce the glare and the board didn’t have any objections and they agreed to proceed.
* Ceiling spot light and stage curtains -The committee acknowledge issues and they will address it.
* Bleachers on the stage – They would not be removed.
* Buses – The new buses that were donated to us, can’t be plugged in our location. If we plug them in our location, they will melt the circuits in our panel board. The buses must be plugged at the Fremont School Bus garage. Ms. Cross will inform our School Bus Driver Ms. Willey.
* Strategic Plan - Mr. Denny Rectenwald will meet next week with Mrs. Suzy Jenkins, Karel Oaxley, Chuck Irish and Marty Willis along with two school principals. The School principals will inform their needs and concerns. To start putting together a plan. The goal is to establish a plan, and assign one external and internal facilitator.

The Governing Board adjourned to executive session, and the meeting concluded at 8:45 PM.

Top of Form