**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday April 20, 2023 6pm**

Present: Suzy Jenkins, Cindy Fought, Ann Wright, Fr. Matthew Frisbee, Fr. Chris Kardzis, Vince Militello, Shawn Tooman and Tim Luc, Tom Stierwalt and Bill Schell. Meeting was held at SJCC campus.

Absent: Deacon Tim Walters.

Administration: Mrs. Loretta Coil-SJCC Principal, Mrs. Karly Cross-Sacred Heart Campus Principal, Mrs. Megan Vina- BHCS Director of Faith Formation & Discipleship

Visitor Annette Mercer

Opening Prayer: Fr Matt Frisbee

CEDF Information Presentation: Annette Mercer presented overview and history of CEDF *Catholic Education Development Fund*

Presented purpose, explained distribution of funds, fundraisers, officers, and structure.

Mrs Mercer dismissed after presentation.

**Minutes from last meeting:**

March minutes – No changes/updates: approved Tom Stierwalt, Second Cindy Fought

**Principal Reports:**

Mrs. Coil, SJCC –

* IT teacher resigned. Mrs. Coil reach out to Lucas Hammer to ask if he would assist in any capacity. (FT or Part Time Contract) Mr. Hammer to call back next week. Mrs. Coil has message out to Calvert and Sandusky St Mary’s to collaborate options to work together with IT services.
* Mrs. Coil has extended offers to History and English teachers; waiting for response. There is an applicant for Faith Formation PT Mrs. Coil would like to move forward with offer.
* There is a current part time staff member Mrs. Coil has proposed to increase to FT and increase duties. This would decrease need for another FT position
* Teaching Staff needs include: Computer, JHA ELA/Reading, director of Faith formation, IT manager, PT English. Coaching needs include: Golf Coach, Boys’ basketball Varsity coach

Ms. Cross, SH-

* Pre School teacher hired.
* Cafeteria tables scheduled install needs to be pushed back to late June or July, there are scheduled end of year presentations, and vacation bible school.
* Open positions: two 5th grade teachers needed for next school year. Mrs. Cross has a candidate.
* Mrs. Cross inquired about policy/process for grade school coaches having keys to building. Process explained by Fr Chris, Ann Wright and Shawn Tooman Keys managed by parish office, expectation is keys are turned in as soon as season ends. Shawn Tooman suggested to change access with a code, and control when access granted, Mrs. Cross will follow up with Parish office.

Megan Vina, Director of Faith Formation-

* Living stations of the cross was excellent, St joseph celebration at SJCC was a success, SJCC’s social Justice club “Give a tent for Lent” raised $3200 for Shelter Box, Sacred Heart’s coin Challenge raised over $1200 for catholic relief services.
* Mrs. Vina is currently evaluating needs at both SH and SJCC campuses to begin writing the St Wendelin grant.
* Plans to purchase TOBET curriculum for next year for K-8 (books will not need purchased each year).
* Maternity leave begins May 1, 2023 Mrs. Vina will continue working from home starting Monday June 5th to prepare materials for next year. Current Contract expires Aug 31. Mrs. Vina states she will work form home June 5- July 28 and meet with administration as needed in June.
* Mrs. Vina states she will complete a departure checklist to assist and prepare for next school year. Mrs. Vina adds it is important the person replacing her position provides support to SH and SJ campuses.

**Committee Reports:**

**Enrollment coordinator: (Mrs Hines not present)**

**Per report:**

* Enrollment for 2023-2024 school year PK-12- 494
* Enrollment ads weekly in church bulletins, and social media. Kindergarten roundup was March 24th, 36 kids registered so far.
* 14 current families not registered, Pam has reached out and left messages for all. Mrs. Coil and Mrs. Cross expressed they will reach out to via phone call or email to all prospective families, and the current families.

**Marketing Committee meeting, Cindy Fought and Development Director written report, Jenny Freeh:**

* Focus on updating advertising and marketing material
* Plan to do a video, include all current students and athletics to promote BHCS
* Our social media reach was 18,000 organically; the monthly alumni newsletter was sent electronically.
* BackPack info night with rep Click.
* Want to roll out a “giving day” in the community with restaurants and other local business to give percentage to BHCS.
* Updating the brochure
* Looking into new slogan, Ann Wright suggested asking Senior class for ideas, and have contest. Mrs. Vina and Cindy Fought to discuss and plan.
* Video game “Grid Iron” JD Brown with Hexagame Use SJCC athletics for game, no cost to school
* Upcoming events: Graduation, planning for Homecoming “50 years of Cross Country”

Auction 4-22-2023

* Ms. Freeh is working 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:**

* Heart to Heart Series April 27 530-7pm At St Joe Parish Hall (open to the public) Presented by NAMI Julie Richards
* Faculty Retreat scheduled for August 22, 2023 Planning to do at Sorrowful Mother Shrine. Mrs Coil and Mrs Cross to complete rental agreement and contract.
* Two new (replacement members) presented, requesting approval:
  + Jessica Arnold
  + Megan Sprouse
  + Tom Stierwalt approve, Tim Luc 2nd, board all agree
* Will need board representative for Catholic Identity Committee, Tom Stierwalt completing term on the Governing Board in July.

**Finance Committee:**

Tim Luc went over the finance minutes.

* March Financials not reviewed, not complete will review at May meeting.
* Proposed to request extension of budget to the diocese.
* 2023-2024 budget reviewed and proposed. Suggested to have a meeting when business manager returns to finalize and approve.
* Investments - There are currently CDs paying between 4%-4.5%. The Finance committee unanimously approved the Board to pursue the creation of the money Market Account.

Propose approval of moving $615,000 from general checking account to Money Market account at Croghan Colonial bank with annual yield of 4%.

Approved- Tom Stierwalt, Cindy Fought second, all agreed and approved.

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

* Reviewed and shared pictures of the roof repair at the High School.
* Elevator fully fixed and working
* Discussion regarding Donation from Fremont Area Foundation To build storage building including bathrooms requesting accurate budget to decide if or how much their contribution would be. A sub-committee of B&G committee has been established.
* High School Gym floor resurfacing approved and scheduled.
* Fremont City Schools approached BHCS about purchasing used buses from their fleet. There are two busses in good condition, and agreed to sell to BHCS for the trade in value. The board unanimously agreed. Shawn to get official offer/purchase information.

**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.

8:12pm Vince Militello made motion to adjourn, Fr Matt second it.