**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, August 17, 2023 – 6 p.m.**

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

Absent: Melissa Sensmeier-Business Manager and Karly Cross – Sacred Heart Principal

Administration: Loretta Coil – SJCC Principal.

Opening Prayer: Fr. Matthew Frisbee.

**Minutes from last meeting:**

Deacon Tim Walters made motion to approve July Meeting minutes, seconded by Bill Schell.

Vince Militello made a motion to approve the special meeting minutes held on August 3rd and it was seconded by Cindy Fought.

**Principal Reports:**

Mrs. Coil, SJCC:

* Mrs. Coil conducted a review of the new staff members joining SJCC this fall, and it was determined that there are no staff positions requiring immediate fulfillment.
* Mrs. Coil has successfully recruited "Math Coaches" for the staff throughout the academic year. They will convene with the staff on a quarterly basis.
* Mrs. Coil has submitted a reading grant application for the school, with the state potentially providing reimbursement for tutoring services at non-public schools. There is optimism regarding our eligibility for this grant, given the new stipulations mandating reading literacy demonstration across all grades in non-public schools.
* The service hour graduation requirement has undergone changes. Previously set at 40 hours prior to graduation, the new structure entails 5 hours per grade for 6th and 7th graders, 8 hours for 8th graders, and 10 hours per grade for 9th through 12th graders.
* Regrettably, Mrs. Vina will not be returning, and as of the date of this meeting, a suitable replacement has not been identified. Mrs. Vina has agreed to contract with SJCC to undertake specific tasks that cannot be fulfilled by our internal teachers and staff. The remaining workload will be managed by the religious staff.
* An update on the SJCC Safety Grant reveals plans to add more cameras and alarms to exterior doors, along with replacing five glass doors.

Ms. Cross, SH

* New Hires:
  + Tiffany Reinhart- Second Grade
  + Eric Rickel- Music
  + Mary Jo Ruggiero- Preschool
  + Andrea Sauseda- Classroom Aide
  + Bryce Blessing- Maintenance
  + Rebecca Sheldrick- Long Term Substitute
* Two Classrooms Painted Upstairs
* Drop Ceiling in preschool was completed in another section. Lighting was also updated with the addition of the ceiling. Thank you Eric Gabel and Burkett's for donation of materials and labor.
* 20 electrical outlets were replaced/updated in the preschool
* All projects for the use of the Safety Grant money have been completed.
* Request for funds to replace a slide on the playground

**Committee Reports:**

**Finance:** Ann will continue her role, and Denny R will join the committee.

* The Finance Committee had previously granted unanimous approval for the creation of a Money Market account during the April 18th, 2023 meeting. This approval is once again unanimously endorsed, and it must be documented in the Board minutes. The minutes should be printed on BHCS letterhead, signed (either physically or digitally), and presented to the bank by the Board President and a school representative, typically the Business Manager.
* In terms of expenses for the 2022/2023 fiscal year, the budgeted amount slightly exceeded the actual costs. The surplus funds will be allocated to our General Operating account for the 2023/2024 school year.
* For the financials of June and the fiscal year (7/1/22 – 6/30/23), actual figures were compared to the budgeted amounts. June exhibited an actual Net Income of $24,506.73, surpassing the budgeted Net Loss of $(48,293.65). For the year-to-date (Jul - Jun), BHCS has achieved a Net Income of $660,085, compared to a budgeted YTD (Jul – Jun) Net Income of $56,241.
* A discussion ensued regarding Ed Choice Scholarships for the 2023/2024 school year. During this conversation, both Father Matt and Father Chris affirmed their commitment to continuing the current financial support for the schools.

**Catholic Identity:** No report was provided. Cindy Fought will continue to serve on this committee, with Danielle Macielewicz joining as a new member.

**Marketing:** No report was provided. Vince Militello will continue his role on this committee.

**An enrollment coordinator report was presented.**

**Building & Grounds:** Deacon Tim Walter, Bill Schell, and Shawn Tooman will remain on this committee.

* A shared heating system repair agreement was reached between Sacred Heart School and Sacred Heart Church, with the church contributing 40% of the costs and the school covering the remaining 60%. The motion to approve this agreement was made by Shawn Tooman and seconded by Vince Militello.
* The playground slide at Sacred Heart School, due to age-related damage, requires replacement, with a cost of $2,358.43. A motion to approve this expense was made by Shawn Tooman and seconded by Bill Schell.
* The Share Center (Pre-School) at the Sacred Heart Campus has undergone recent improvements, including a new drop ceiling installation and exterior canopy repair by Gabel Construction, along with lighting and outlet upgrades completed by Burkett Electric. Gratitude was extended to both Gabel Construction and Burkett Electric for their generous contributions.
* New signage has been installed at Sacred Heart, with Burkett Electric fine-tuning the exterior illumination.
* Shawn Tooman reported that the SJCC maintenance personnel are diligently addressing issues with leaking lintels over the windows and damaged grout at the front entrance.
* The possibility of initiating a Capital Campaign Improvements plan was discussed and agreed that now would be the appropriate time to start.
* Over the next few months, the Building and Grounds Committee will compile a list of necessary improvements categorized by urgency for presentation to the Governing Board.

The Governing Board adjourned to executive session, and the meeting concluded at 8:22 PM.

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