**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, December 15, 2022 – 6 p.m.**

Present: Cindy Fought, Suzy Jenkins, Deacon Tim Walters, Tim Luc, Tom Stierwalt, Shawn Tooman, Bill Schell and Vince Militello present. Meeting was held at SJCC campus.

Absent: Fr. Chris Kardzis, Fr. Matthew Frisbee and Ann Wright.

Administration: Loretta Coil-SJCC Principal, Karly Cross-Sacred Heart Campus Principal, Megan Vina- BHCS Director of Faith Formation & Discipleship, and Melissa Sensmeier-Business Manager.

Opening Prayer: Megan Vina.

**Minutes from last meeting:**

November minutes - No changes were made and it was approved to be published on our website. Motion for Approval - 1st: Tim Luc; 2nd: Vince Militello. Motion Approved.

**Principal Reports:**

Loretta Coil, SJCC –

We applied for two safety grants. Sacred Heart campus was granted one but our St. Joseph campus was not.

Judge Smith, Sargent Scully, and Officer Ortolani are going to have a presentation with focus on social media by the end of January. Presenters will inform students the type of trouble they can be expose by posting in social media, how investigations work, etc.

Ohio Means Jobs approached us and we have been chosen to be the spotlight school for three months. Around January/February, we will be sending to our staff “letters of intents” for next school year. We plan to use this resource available to be proactive in the hiring process for next school year.

Loretta requested for a decision to be made for a new sound system or to add pieces and parts to the current one.

Finally, she requested updates with employee and a letter that was sent to community regarding administrative team and the board support.

Loretta mentioned her long term goal for students’ academic and career choices. She points out that there is a need to offer career classes. Perhaps hire a career teacher so he/she can get our students into internships and coops. This position will be out in the community trying to talk to different business, trying to create internships or coops opportunities. Also, offering electives and college credit plus classes to students interested in attending college. For example: Danbury School offers electives classes such video production, electronic robotic, 3d printing, and coding to students that are interested in such field. Loretta highlights the importance to offer better academic and career options to our students. Loretta, Cori and Jenny are currently working on Career Day which will be held later this 22-23 school year.

YouScience is a program that is administrated to 9th & 11th graders and comes up with the aptitudes and interest of each student. We’ll use such information to prepare for our Career Day, we are pulling people from the community including employment service, we will assist students with resumes, cover letters, interview questions all based on the students results from YouScience.

The career teacher position will need a career readiness certificate, he/she will be teaching a couple of junior high and high school classes, talking to business to have students job shadowing, doing internships for a semester and work half days for credits, etc.

Suzy has a draft of the Board letter and will start circulating it to board members in the next few weeks, so people can provide their feedbacks.

Technology Administrator position – Loretta met with a company to request a quote but haven’t heard back. In the meantime, our former employee works under a contract to repair and provide IT assistance over the weekends.

English position – Due to a resignation we had to fill this position. Our part time teacher stepped in and accepted a full time position, and we hired a new part time English position. So we are good for the 22-23 school year.

Karly Cross, SH-

Garbage disposals have been installed.

There is a part time maintenance position open at Sacred Heart. In the meantime, Bob Fisher is helping out with this role. The upstairs boy’s bathroom has an issue with a toilet that needs to be replaced. In the girl’s bathroom, there is also another toilet that is out of order.

Table tops color/design for the new cafeteria tables are in the process to be completed.

We were awarded the safety grant of $100,000. Karly and Jenny will work together on this project since the project must be completed by next December. They will get their quotes and things line up starting in January.

Loretta, Keisha, Cori, and Karly attended a professional development on Trauma Event Crisis Intervention. They will be working on developing a plan for tragic events at each school.

Playground needs to be updated and needs to be more inclusive for students with wheelchairs. This playground is about 15 to 17 years old, has some rust and broken parts. Per Tim Luc, there are about 24 places that will give grants towards “inclusive playgrounds”. Suzy asked for the number of kids with special needs, so we can start searching for funding. This new inclusive playground will also stop the need of mulching it every year.

Finally, Final Forms is a program to keep all parents’ paperwork in one place. Last year, we got a quote for the whole school for about $3k/year. Suzy suggested to do a cost analysis of current resources use to put packets together, such printing paper forms, hours involved, etc. If Final Forms program is approved, it will start next school year.

The issues with a faculty member regarding religion grading was discussed. This faculty member attitude has completed change since a review was done. Board requested to have in writing the coaching intentions of this faculty member for next year.

Staff reviews were sent by the Board to different administrators to complete.

Religious training, this is a requirement for all teachers. Melissa inquired about the status of those training classes for the new hires. Principals advise her to contact the Diocese of Toledo to obtain more information. The new hires should begin by taking the John 3:16 class.

Megan Vina, Director of Faith Formation-

Bible Project - St. Ann Church (Altar Rosary Society) contributed an additional $500. We raised a total of $5,500 towards the bible project. We purchased a total of (275) Bibles @ $19.98/Bible plus Shipping total invoice was $5,869.11. The cost of shipping brought our Bible Project account to negative $369.11.

Kairo’s Retreat – We had 19 students that did not attend this retreat at Damascus. Prior to the date of this retreat, we had 3 families properly notified us that their child will not be attending. The Student Parent handbook has a clause that states all students must attend retreats in order to graduate. All 9th and 10th graders must attend (1) same day retreat each year; 11th and 12th graders must attend (1) overnight retreat each year.

The Director of Faith Formation has an alternative meaningful assignment for those students that missed the retreat and have a legitimate reason. There were 9 students with legitimate reasons and 10 students without it.

Damascus will reimburse half of the fees our school paid for those 19 students. At the moment the Kairos account is in the negative $10,817. Our school paid for a total of 65 students, we asked our students for a contribution of $165 to attend Kairos Retreat, we still haven’t collected all fees.

We need to foment on our students, the importance of these retreats and the importance to attend church. Perhaps connecting our students’ parish financial assistance with the actual attendance to these important events, was suggested.

Our Director of Faith Formation announced her due date to be early May of 2023. She might be missing two and half weeks for the school year 22-23. She also expressed that due to her new role as a mom, she would not be working full-time for the upcoming school year 23-24. However, she communicated the possibility of working part-time. Shawn asked to bring next meeting how the ideal situation for part-time duties and responsibilities will be and present it to the board.

**Committee Reports:**

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

The Voice is coming out soon.

Jenny wants to concentrate with major donors and meet with them face to face, to bring up our annual fundraising numbers. Suzy offered to Jenny the assistance of the Board members to help with face to face meetings.

Our social media has increased 1%. Looking into creating an Alumni LinkedIn account.

Suzy is working on the Alumni newsletter and will go out soon.

Loretta inquired for an enrollment meeting since enrollment for next school year is around the corner. Our goal is to increase enrollment with the help of our marketing committee. Suzy will email Jenny to schedule this meeting.

**Catholic Identity Committee, Tom Stierwalt:**

In regards the Sport Policy letter, all sport events (including practices, banquets, etc.) should not conflict with mass schedules. If a sport event is schedule on Sunday, the team as a whole, will attend mass and move forward with the event. This letter will be distributed next year. The final draft will be edited by the board, then will be send to Megan to pass it to Gary (Athletic director) for his review. The final document will be ready next meeting for board’s approval.

**Finance, Nathan Waleryzak and Melissa Sensmeier:**

Melissa went over the Financial Statements with the board. Under our Income Statement, we reported for November a net loss of $10,524.68 vs a budgeted net income of $68,677. The difference is due that in November didn’t receive our monthly subsidy from our parishes $34,943.74. The check from Sacred Heart was mail but our school never received it. For December, we should see a total of $69,887.48 subsidies from our parishes. We reported a year to date (YTD) loss of $68,231 vs our budgeted YTD net loss of $55,526.17.

We will evaluate our student enrollment numbers and suggest tuition increase for next school year.

Discussed about the endowment account, Jenny will go through it and clean up the list of donors that have met the minimum $10,000 contribution. Also, some of the endowments were designated to SJCC, so she is going to meet with the donors to possibly change that so it becomes available for both campuses.

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

New tables for cafeteria – The invoice increase about $2,300 from the original quote, due to more labor involved into taking old tables out. Karly will contact the installer to move up the size from 10” to 12”. Since the price will remain the same regardless of the size. Motion for Approval - 1st: Shawn Tooman 2nd: Tim Luc. Motion Approved.

Broken window at the high school – Interstate Glass will be replacing it next week and it will be paid through an insurance claim.

New Regel – They finally came to pick up the trailer from Sacred Heart campus. Shawn suggested to purchase this trailer and put it in the Naderer field. The cost to purchase it is $1,000. Karly mentions that the trailer has leakage problems. Building & Grounds will look at the trailer and put an offer since it is not in a good condition.

Cousino Restoration & Environmental master agreement – The committee decided not to sign this agreement.

Food Steamer for SJCC cafeteria – Board will require multiple quotes since the purchase price for a new unit is about $12,000.

8:22 pm Loretta Coil, Karly Cross, Melissa Sensmeier and Megan Vina were dismissed.