**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, November 16, 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. Meeting was held at SJCC-Irish room.

Absent: Vince Militello.

Administration: Karly Cross – Sacred Heart Principal, Loretta Coil – SJCC Principal and Melissa Biro-Business Manager.

Opening Prayer: Fr. Matthew Frisbee.

**Minutes from last meeting:**

Denny Rectenwald made the motion to approve September Minutes (already posted in our website) and October Minutes with revised changes, seconded by Bill Schell.

Ms. Jenny Freeh Report – Annual Appeal letter should come out soon, she asked if board members can help reaching out to donors individually. The Voice is coming soon and will include information about our Strategic Planning committee lead by our new board member Denny Rectenwald. Scholarship Granting Organization (SGO) tax credit information was included in this week bulletin and on our monthly Newsletter. We are still waiting on the Diocese of Toledo SGO website update.

CEDF raffle starts 6pm tomorrow November 18th. Lastly, the team is working on Open House postcards to be sent in January.

Mrs. Pam Hines Report – EdChoice Scholarship applications are going through and families are starting to receive their award letters. Mrs. Pam Hines reported a total of 416 EdChoice applicants and only 19 families have not applied to EdChoice.

**Principal Reports:**

Ms. Cross, SH

* Our campus is currently running at full capacity. There is an unused classroom that will need to be reopen for next school year and we need to advertise any possible open positions.

It was suggested to go to Job Fairs at BGSU and reach out to Catholic Universities.

Mrs. Coil, SJCC:

* The Digital Empowerment speaker (Scott Frank – former ICAC Investigator) discussed the dangers and precautions in social media.  He held two meetings for Junior and High School parents and students. Afterwards, he met with 20 students to gather and exchange information. On January 21st the speaker will come again so parents have the opportunity to gather and gain information on how we can keep our students safe and healthy on the internet. Before the conference, he will hold a meet the speaker at 2:15pm, followed by the conference starting at 3pm.
* Student’s Led Conferences for Junior High students and parents. Honest participation from our students and great feedback from teachers and parents.
* Bus#2 – Mrs. Coil inquired about this bus. Board decided that it is available for sale since it is not convenient to park it outside the school. Mrs. Jenkins will be in touch with people that can advertise it on Facebook Marketplace. Mrs. Biro reminded Mrs. Coil that last year a bus was given to a company to be scrapped. We still haven’t received payment for the scrap unless it was deposited under a regular contribution/donation.
* Coming on December/January Newsletter – Parents will be notified in the December and January parent letter that starting in January, SJCC will start a new year's resolution: there will be a no eating in the school except at lunch or for special occasions. Also only water will be allowed in the building since many students are bringing caffeine drinks and other items in glass bottles which are being dropped and broken along with these drinks being spilled on Chromebooks.
* Vanguard Policy – For our senior students in order to graduate from BHCS, they must do a Senior Project and take Religion classes on our campus. A few students have inquired about attending Vanguard all day while receiving an SJCC diploma. A board member suggested to implement a zero period as an option to take Religion classes. It was emphasized that our school must flexible to help accommodate Vanguard students without putting aside our school values.  Mrs. Coil and Mrs. Foos will be meeting with Vanguard in order to coordinate students’ schedules. They will report to the outcome of the meeting to the Board.

**Committee Reports:**

**Executive:**

* Mrs. Jenkins attended the last Booster’s Club meeting. In October they approved $28,410 for the Baseball/Softball field to be refurbished including dirt, etc. New Naderer’s Building Project - The Booster Club received $25,000 from the Fremont Area Foundation. Booster is fully in charge of the stewardship of this project. Mr. Tooman submitted a couple of building quotes, but nothing has been approved.
* PTO – They have three main fundraisers that generate the following annual income respectively: Cookie Dough ($20,000), Value Cards ($12,000), Flower Sales split with Heartbeat ($8,500) and Spirit Shirts. They have the following annual expenses: Each classroom ($400/ teacher allowance), Each Principal ($2,000 allowance for supplies, etc.), Pre-K supplies ($1,000), Students 6th to 8th Grade trip ($75/student), Field trips ($5/student), involved in large projects such Sound System for SJCC $30,000 and Cafeteria tables at Sacred Heart $30,000. PTO is looking for different partners for their fundraisers.

**Committee Reports:**

**Building & Grounds:**

* Installation of a stand to plug our buses using a proper size extension cords.
* New Gym Curtains came in and they will be replaced next week. Old curtains will be disposed or donated.
* Suggestion to maintain the stage open for the student section during basketball games. Deacon Tim Walters will check with Mr. Geller.
* Sound system – Has been ordered and will be installed at the end of basketball season at the end of February. Speaker cages need to be ordered. Mrs. Coil will look at our quote to see if cages were included.
* A clock cage is also needed. Deacon Tim Walters will look into it.
* New Building at Naderer Field -They received several quotes ranging from $64,500 to $47,000. By the December meeting, Mr. Tooman expects to have all quotes in and submit one to the Board for approval.
* Heating system in Sacred Heart campus, thermostats are not working in some rooms, units are running non-stop and in couple rooms motors are not working. To update the controls in 15 rooms is about $18,000. Deacon Walters has a pile of thermostats in the building and he will go next week to evaluate those rooms. If we go with the quote, they will start working during Christmas break. Also, the Irish Room needs attendance since air conditioner needs to be turn on because the heater works non-stop and the room gets very hot.

**Catholic Identity:**

* Mrs. Cindy Fought requested if priests could do Penance with the students on a monthly basis perhaps set one hour per month. Fr. Matt Frisbee suggested that 30 min before school mass starts, he could do confessions. Fr. Frisbee and Fr. Kardzis will talk about it and come up with a plan.
* Need a NEW representative from St. Ann Parish to participate in this committee.
* Sport Games/Practices on Sundays- The approved policy per Mrs. Coil was passed to coaches. She will double check with Mr. Geller to ensure it was passed to all coaches.
* Catholic Identity Committee (CIC) meetings days will be changed, in order to accommodate both priests’ schedules. They will be receiving emails with the new schedules.

**Finance:**

* Increase registration fees to $150 for 1st Student, $100 for 2nd Student and $75 for 3rd Student with a cap of $325 per family. Bill Schell made the motion to increase registration fees, seconded by Shawn Tooman. The increase will bring about $52,000 to use towards Teachers’ salary increases. Mrs. Coil mentioned that our school currently has the lowest registration fee $50/Student in comparison to other schools $350/Student.
* Auction Raise the Paddle – Since EdChoice is now providing funding for tuition. We need to rename the Tuition Assistance raise the paddle. The Auction committee is debating on the new name. Perhaps Teachers’ salaries/bonus, special project, etc.
* For next school year starting July 2024, employees will have vision and dental coverage with a current cost of $32/employee/month, and a total annual cost of $16,500. Deacon Tim made the motion to offer dental and vision coverage to all single participants, seconded by Denny Rectenwald.
* The Diocese of Toledo is discussing the possibility to establish a minimum teacher salary range for all catholic schools from $30,000 to $34,000. Our school principals are being proactive ahead of the change in policy and suggested to increase our minimum teacher’s salary to $32,500. Deacon Walters asked how can we afford such increase. Mrs. Sensmeier explained that this year, due to EdChoice funding and the financial assistance our school already offered to families, we will be issue refunds to parents. Next year, we will need to reduce financial assistance in order to afford teacher’s salary increases.
* The Net Ordinary Income from July thru August was negative $99,616. September’s net ordinary income was $67,341 with a monthly total income of $325,918 and total expenses of $258,576. A year to date (YTD) shows a Net Loss of $88,944 which is below the budgeted YTD Net Loss of $285,335.16. As of September, we have not received/deposited any EdChoice funding. In October per Pam Hines, we are expected to deposit about $250,000 per month.
* Families that have paid for tuition and qualified for EdChoice assistance, will receive reimbursements since our school already committed to provide financial assistance. Mrs. Jenkins suggested, that our school could reach out to those families to kindly request if they would like to designate such reimbursement funds to our goal to increase our teachers’ salaries.
* Per Pam Hines, so far our school is estimating to refund about $140,000 mainly because of the financial assistance we already committed for the 23-24 school year.
* Budget timeline - Our goal is to set tuition rates, financial assistance by January before Catholic School week. Also, include teachers’ salaries increases for our next year school budget.

Discussion of Drafted Dioceses status:

Article 4 section 3: Officers have a 2-year term (President, Vice-President, Treasurer and Secretary), and Directors have 3-year term and can be renewed for a total of 6 years.

Liability insurance: All Board members are provided liability insurance while exercising their duties.

Additional Administrative Salary Assistance – Diocese can’t provide financial assistance.

Mrs. Jenkins suggested that after the first of the year, the Board should meet and get together and go through each article since there are big changes on how the Board will function next year.

Strategic Plan:

Mr. Denny Rectenwald sent out a timeline for the Strategic Plan.

A questionnaire will be sent out to form two teams: Planning and Action team.

On April 15th 2024, Focus Groups assembly – This is open to general public, from faculty members to parents, etc. We will choose people to be on the planning team.

The Planning team will be a group of 25 members: (2) administrators, (5) community members, (7) parents, (2) classified staff, (4) faculty, (1) pastor, (2) students and (2) board members. Mr. Rectenwald is working on organizing a meeting for April 25th (just evening) and April 26th (all day event).

On May 29th 2024, Action team will meet with (1) internal and (1) external facilitator. The Action teams work to develop plans May thru July 2024.

On August 20th 2024, Planning Team approves Action Plans.

On September 19th 2024, the Action Plan will be presented to the board.

On January 6th 2025, the Action Plan will start to be implemented.

The Strategic Plan letter will be advertised in the upcoming edition of The Voice.

The Governing Board adjourned to executive session, and the meeting concluded at 8:15 PM.

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