**Bishop Hoffman Catholic School**

**Governing Board Meeting**

**Thursday, December 14, 2023 – 6 p.m.**

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

Absent: Cindy Fought, Deacon Tim Walters and Fr. Matthew Frisbee.

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

Opening Prayer: Fr. Chris Kardzis.

**Minutes from last meeting:**

Denny Rectenwald made the motion to approve the revised changes on November Minutes, seconded by Vince Militello. The revised copy was emailed to Mrs. Jenkins to be posted on our website.

**Principal Reports:**

Ms. Cross, SH

* A quote for new carpet at Sacred Heart was passed to Building and Ground committee. Mrs. Jenkins inquired if PTO has covered carpeting costs in the past besides painting.
* Johnson Controls – Quote to fix heating units issues during Christmas break. Then in the future will request more funds for Sacred Heart Building Management Control system. Mr. Tooman made the motion to approve Johnson Controls quote, seconded by Vince Militello.
* A review of our Capital Expenditure policy states that expenditures over $3,000 must be communicated and approved by the board. No work can be signed off without Board’s approval. Fr. Kris suggested that the approval can be done via email if the matter is urgent.

Mrs. Coil, SJCC:

* Croghan Street repair will start in January; information will be sent to notify students/parents in regards drop off/pick-ups.
* Mrs. Coil will stay in communication with the city so they can work around school activities such Church on Fridays and Adoration dates.
* Mrs. Jenkins reached out to the City of Fremont to fund traffic/street signage outside SJCC. She informed Mrs. Coil of their current conversation of solar panel options and grants opportunities, in case they reach out to our school.

Mrs. Pam Hines Report – EdChoice Scholarship approval letters have been mailed out as family have been accepted into the program. To date Mrs. Hines have invoiced $750K, 315 applications are in the accepted status, 41 are in the awarded status and 55 in the submitted status. Mrs. Jenkins asked how many families have been qualified for the entire amount. This question will be forwarded to Mrs. Hines.

Ms. Jenny Freeh Report – CEDF gifted their maximum amount directed by their Bylaws of $61,635.52.

The Voice is in production and the Annual Appeal is currently on the roll.

Winter Gala at Sandusky Central Catholic School - A few Board members attended and learned how the students were heavily involved in this major fundraising event. They gave donors specific causes to donate in three main categories: Student Life, Faith Life and Building/Tangibles. Something to highlight is that most of our school donors are out of town and the marketing committee will review the possibility to host a similar event but at a much smaller scale.

**Committee Reports:**

**Building & Grounds:**

* The New Naderer Building – The committee decided to go with a local company, S&S Building. Mr. Tooman inquired if anyone had any objections or concerns. The next step is to get quotes from Burkett Electric and get concrete quote costs. Then give those costs to John Laurer from Boosters and the Board. Fremont Area Foundation provided Boosters the funds directly to cover costs of this new building.
* Gym’s Ceiling paint quote of about $5,200. We need such quote to be pass to Building & Grounds, perhaps Deacon Tim has that quote. B&G will give us an update next time.

**Marketing:**

* Discussed about the Sandusky Winter Gala and the possibility of a much smaller gala. Perhaps, create a committee and trying to get more people involved.
* Catholic School week – Jenny is looking into various ideas from other schools to implement on our school.

**Catholic Identity:**

* Budget from Catholic Identity. There was a question if the contribution of $5,000 approved by the Board from General account to Catholic Identity account was a yearly contribution. Mrs. Biro stated it was a one- time transfer and that she provided their report balance.

**Finance:**

* A schedule was passed to increase the base minimum salary to $32,500 for all full time teachers for the upcoming 24-25 school year, based on a calculation provided by the Business Manager. Motion to increase teachers’ salaries was made by Bill Schell and seconded by Vince Militello.
* Tuition increase of 7% was approved by the Finance Committee in order to sustain the new teachers pay increase. Since the percentage was not in the Finance Committee minutes, Mrs. Jenkins will reach out to Mr. Waleryszak to include the percentage and be voted.

Current tuition rates are K-8th grade: $6,798 and 9th – 12th grade: $10,076.

With 7% increase 24-25 Tuition rates will be K-8th grade: $7,274 and 9th – 12th grade: $10,781.

Mr. Schell inquired about the amounts of EdChoice Scholarship. The full amount of EdChoice Scholarship for K-8th grade: $6,165 and 9th – 12th grade: $8,407.

* Motion to withdrawal $142,000 from our Key Bank account CIT-SJCC CAP CPGN SCHRSP ENDW T/A with the last 4 digits of xxx7399. These funds will be used to cover the refunds issue to parents that have paid school tuition, qualified for EdChoice funding and were awarded scholarships by our school. Mr. Shawn Tooman made the motion, seconded by Mr. Vince Militello.

The Governing Board adjourned and the meeting concluded at 7:15 PM.