**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, October 20, 2022 – 6 p.m.**

Present: Fr. Chris Kardzis, Fr. Matthew Frisbee, Cindy Fought, Suzy Jenkins, Ann Wright, Tim Luc, Deacon Tim Walters, Tom Stierwalt, Shawn Tooman and Bill Schell present.

Absent: Everyone was present.

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

Opening Prayer: Fr. Kris.

**Minutes from last meeting:**

August minutes - No changes were suggested. Motion for Approval - 1st: Tom Stierwalt; 2nd:Tim Walters. Motion Approved.

**Principal Reports:**

Loretta Coil, SJCC –

Grandparents’ day is tomorrow October 21st. Meeting is at the Parish Hall followed by Mass and then various activities and honor recognitions.

Heritage Award was held last week. Congratulations to all inductees.

Ohio Safety grant application was submitted but have not heard any updates. Principals will be applying for a second Ohio State grant for security thru OSG (Ohio Security Grant).

Booster meeting to formalize process for funding to cover buses expenses.

Health inspection was a positive one. Cleanest building they have seen.

Two quotes for a new sound system are available $43k and $51k respectively. PTO has already agreed to pay $30k. Finance Committee haven’t approved the purchase since they have requested another quote. Loretta reached out Alumni & Friends, they might help us funding this new sound system.

Staffing Updates - Our new study hall monitor starts Monday October 24th. Our current High School English teacher has resigned with last day November 3rd and looking for a replacement. Loretta placed ads on the Dioceses’ website, Indeed, Ohio Means Jobs and contacted Tiffin University. She presented another option, our school could use Edmentum an online skill development program. This online program offers prerecorded lessons with a cost of about $80/student per month for a total of 100 students. If school decides to go this route, a person must monitor these prerecorded classes.

Finally, we have vacant for the HS Yearbook, Senior Project and Writing coach position.

Karly Cross, SH-

Grandparents day was celebrated last Thursday with about 350 rsvp.

Student Council is back at Sacred Heart and their first event was their participation at Grandparents day.

Garbage disposals are getting replaced in 4 to 6 weeks. Sacred heart Parish is splitting the invoice that will be about $5k.

The front steps are completed at Sacred Heart campus.

Pre-k teacher has resigned. Director of Pre-K stepped on this position and her stipend has been reinstated.

Sacred Heart New Cafeteria tables - Karly and Jenny received the $5k grant award from the Sandusky County Foundation. PTO and Sacred Heart will contribute with the agreed amount. Finance Committee approved the purchase of the new cafeteria tables on their last meeting.

Chris Michael will be in charge of overseeing the installation of these new tables. Deacon Tim will communicate with Chris when installation date comes close. Motion for Approval - 1st: Shawn Tooman; 2nd:Tim Walters. Motion Approved.

Important Staff position might become available. During the finance committee, it was mentioned a possibility to outsource this position, if this position opens up.

Booster Club is available for various athletics’ programs. Sacred Heart has biddy sports and should be able to approach Boosters to request funding if needed. Same as with Alumni & Friends.

Future board meetings might be schedule at Sacred heart campus. Suzy will be checking with Jessica and the calendar for availability per Fr. Kris advise.

Megan Vina, Director of Faith Formation-

Bishop is schedule to visit us next week. Mass at 10 a.m. this upcoming Friday on October 28th.

This Friday will be our first all school mass (2-12th grade) since Covid.

Confirmation of 7th grade retreat w/campfire led by TLC on November 3rd.

Spring retreats for 9th and 10th grade, to attend mass at the Rosary Cathedral.

Advent Elementary half day retreats, one in the fall and one in the spring.

Bible Project – To offer personal hardback bibles to all 6-12th grade students. Total of 228 bibles at $15.97/bible for total cost of $3,641.16. Then offer every year to all incoming 6th grader their personal bible, for a total cost of about $670.80 for 30 bibles. The purpose of this project is to encourage the personal relationship of our students with God. Fr. Kris suggested to ask for donation from St. Ann and Sacred Heart to fund the bible project. Deacon Tim asked to get a quote for personalized bibles with the students’ name.

Megan shared with the board the 6th Grade Science retreat video.

Light of Christ Endowment fund was meant for Staff Retention purposes. This fund was dissolved many years go. Due to a high turnover with staff, Megan highlight the importance of reconsider reestablishing a fund alike.

**Committee Reports:**

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

Annual appeal letters were sent via mail recently. Featuring Monsignor Oxley and a letter from Jenny Freeh explaining what annual fund does.

Alumni & Friends held an event with all the football coaches right after a football game a couple weeks ago.

Weight room Open house before Homecoming. About 120 people attended. For future events, they will have QR codes to make it easy for attendees to donate.

Heritage Awards took place and had a nice outcome which is an Alumni & Friends event.

Alumni & Friends donated $2,500 without a specific restriction. We believe is to cover expenses associated to the help provider by our Development Director on some of their events. Suzy Jenkins will find out more information.

**Catholic Identity, Tom Stierwalt:**

Presentation and Programs – Heart to Heart series. Megan would not be able to put this program together this year without help. This program was held last year with the purpose to bring speakers to educate and inform parents. Last year’s topic was “Anxiety & Depression.” This year, due to resources restrictions, she is looking to do a program in a much smaller scale. One of the possibility is do a video series called the Rescue Project. Megan will do more research about it and decide if this will be appropriate replacement.

A recommendation letter that was giving to coaches in 2017, this letter informed coaches about holidays and obligations. Such not having practices and events on Sundays. Recommendations were made with very specific dates. As a committee, Catholic Identity don’t make policies but are able to recommend. The committee will revise this letter and submit it to the board.

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

Shawn will complete this section: Here are my notes

Lower roof to be replaced $170K

Motion to proceed for Fremont Floor Covering $17k project and $8,800 down payment. Motion for Approval – 1st: Shawn 2nd : Bill motion passes.

Broken window – Melissa will be getting quotes and schedule repair.

Clean up SH room and trailer Saturday morning 8am

Sewer pipe that is smelling.

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

Final draft of the Capital expenditure policy was presented, a line was added in regards the need of two (2) quotes in order to approve and/or fund a project. Motion for Approval: 1st: Tim Luc 2nd: Tom Stierwalt, Motion Approved.

Investment Strategy – Due to how the market is currently performing, the Finance Committee recommended to leave the investments as is.

Melissa went over the Financial Statements with the board. Under our Income Statement - we reported for the Month of September a net loss of $25k. Overall year to date (YTD) we reported a net income of $110K. Out of that net income, $92K was earned revenue from the EdChoice Program recognized in the month of July. We are expecting to receive those funds from EdChoice either late October or early November.

Per Balance Sheet – Our Accounts receivable is $100K which is the Edchoice revenue to be collected and a few delinquent accounts. Pam provided a detail report of delinquent accounts. Under our Other Liabilities, there are $20K that we might have to pay back the EdChoice program due to a billing error reported by Pam Hines.

8:09 pm Loretta, Karly and Megan were dismissed

**Executive/Governance/Nominating committee:**

Fr. Frisbee tried to reach out a possible new board representative from St. Ann, but there were some phone issues. Suzy will get a binder ready for this new member.

Vice Chair for the executive committee - Main role is to cover board meetings when the president is absent and sits at executive meetings. Executive meetings are the second Thursdays of each month. They will be done virtually and tend to run about 30 minutes. Board is to decide who will be the Vice chair.

Administration reviews – Process of doing reviews to get and give feedbacks to Administrative Staff. Such Principals, Business manager, Development Director, Faith and Formation Director and Enrollment Coordinator. Ann will create a score card and add measurable expected data.

8:19 pm Melissa Sensmeier was dismissed.