**Bishop Hoffman Catholic School**

 **Governing Board Meeting**

**Thursday, January 18, 2023 – 6 p.m.**

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

Absent: Bill Schell.

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

Opening Prayer: Deacon Tim Walters.

**Minutes from last meeting:**

Mrs. Jenkins will make the correction and pass it to Pam Hines to post online. Denny Rectenwald made the motion to approve December Minutes, seconded by Shawn Tooman to amend the cost of building. All in favor.

Ms. Jenny Freeh Report – Annual Appeal in comparison to December figures increased. Currently Annual Appeal is $133,200. Received few gifts and Memorials that have been very helpful.

Winter edition of The Voice has been issued.

50th year SJCC Girls’ Basketball celebration had a great outcome.

EdChoice Promotion during Catholic Week.

Tuesday January 30th- Open House, members of the Board will be attending from 6pm-8pm.

Superbowl Pancake Breakfast and Transportation Raffle is coming up on February.

Booster’s Club meeting – Shawn presented the quote for the new building at Naderer. Booster agreed to supplement the raise to $25/hr to all school drivers (using transportation raffle funds). The raise should take effect at the start of Spring Sports beginning March 1st 2024.

Bus#2 – By the end of next week this bus will be sold for about $2,000.

Mrs. Pam Hines Enrollment Report – Two students withdrew from SJCC Campus. One new enrollment at SJCC and two new enrollments at Sacred Heart. Mrs. Hines gave up to date information of EdChoice deposits. Peterson scholarship grants gets invoiced every quarter.

Planning to roll 24-25 Registration during Catholic week. Mrs. Hines is requesting Tuition rates updates and statement of the Board in regards tuition.

**Principal Reports:**

Ms. Cross, SH

* Ms. Cross requested to reduce the Pre-K tuition options to only two options for the upcoming school year. There was no need for Board’s approval on this administrative decision.
* Univents project is done at Sacred Heart. Installation of a thermometer/adapter that connects to an app will follow. First trial will be at Principal’s office. Then if it works, all rooms will have one. The cost is about $25 per adapter.
* Light switch panels were installed and now breaker box is locked.
* Ms. Cross will reach out to PTO in regards a Carpet quote for Sacred Heart.

Mrs. Coil, SJCC:

* Digital empowerment speaker is coming this Sunday January 21st.
* February 20th Tuesday Thrive day. It is a full day for High School and half day for Junior High. Different speakers to discuss various topics such faith, self-defense, manners, mock interviews and LinkedIn, artificial intelligence, YMCA will discuss nutrition, etc.
* Senior Projects presentations are a week from tomorrow.
* Work outside SJCC has no updates as of when water will be cut off.

**Committee Reports:**

**Building & Grounds:**

* New leak in the gym roof. Fred will get ahold of Damschroder Roofing so they can come out and check on it.
* Naderer’s Building quotes – Changes to increase the height from 12 ft to 14 ft and raising the door. Need to get more quotes on prep stone for concrete. Booster will provide the funds directly to cover the construction of this new building project. The School will be responsible for maintenance and utilities related to this new building.
* Received one $32,000 quote for a new Cafeteria cooler at SJCC, we have a $25,000 grant. By the next meeting Mr. Tooman should have three quotes.
* Tyler Boyd’s room had flooding issues last week due to intensive rain. Board suggested to keep a log of wind speed and direction.
* Terra State Community College meeting in regards a sub-leasing between St. Joseph Campus and Terra. The participants were Kathy and Jean from the Naderer family, Shawn Tooman and Christian Moore, the athletic director of Terra Community, Dr. Schumacker and assistant district attorney. They will work all legal aspects and let us know when the sub-leasing agreement is done. The Lease will be for two years and just for soccer events. The Naderer family requested a compensation per event to Terra. Our School will receive no compensation from Terra except for reimbursements such paint, paint machine, etc.
* Meeting minutes need to be documented and sent to Board’s president.

**Marketing:**

* No meeting in January.

**Catholic Identity:**

* Budget for Catholic Identity. Cindy Fought requested a list of contributions made to this account for this school year. Melissa Biro informed about their current balance of about $7,000 and emailed Cindy Fought the up to date statement for her review.
* Haven’t recruit any new members for this committee, but hopefully by the next meeting.

**Finance:**

* 24-25 Tuition - The Finance committee presented options of 7%, 8% and 9% of tuition increases and how would affect the school finances. The committee is recommending a 7% increase – This increase will bring in about $78,128 of additional revenue for the school based on the number of students who are participating in EdChoice, and the number of student that will not be required to pay anything beyond their EdChoice Scholarship due to the 200% FPL threshold. The 7% increase will also cover the need to fill an additional teaching position at Sacred Heart. The tuition rates for 2024-2025 with the 7% increase will be as follows: K-8th grade: $7,274 and 9th – 12th grade: $10,781. Ann Wright made a motion to approve a 7% Tuition increase, seconded by Deacon Tim Walters. All in favor
* The Profit and Loss statement for December showed a Net Loss of $65k. Mainly because there were no EdChoice Deposits made in December. Mrs. Biro reported that in the beginning of January, we deposited $274k of EdChoice monies.
* Enrollment packets for Catholic week. A letter will be passed from the Board to families informing about the Tuition rates increases. Denny Rectenwald suggested to inform our families about our school teachers’ salaries in comparison to other school districts, in order to create awareness of the need to increase teachers’ salaries.
* The budget for school year 24-25 will be discussed next now that the 7% tuition rate has been passed.

**Strategic Plan:**

Denny Rectenwald passed a letter along with a Strategic Plan application form. The application form will help to select members for our “Planning” and “Action” teams.

Marty Willis has already order about (15) “Action” team workbooks. Which are available at the main office.

Chuck Iris is working on the data collection, looking at the organizational structure of the school, by-laws, etc. Description of educational programs.

Testing data – Test results, graduation requirements, graduation rates, etc.

Financial data – Gather annual reports, budgets, financial responsibilities from parishes, etc.

Staff data turnover, current salary schedules in comparison to other schools.

Focus groups are scheduled in April in order to have the data sorted and available for April 25th meeting. Denny suggested to pass our Strategic Planning Nomination forms to people that work in our community, such other parishes, chamber of commerce, major’s office, etc. The goal of the Strategic plan is to help Bishop Hoffman Catholic School not just survive but to thrive.

The Governing Board adjourned and the meeting concluded at 7:50 PM.