

Bishop Hoffman Catholic School
Governing Board Minutes

June 16, 2011, 6:00 p.m.
SH Meeting Room B

Members Present: Elaine Rosengarten, Mary Yeager, Pat Militello, Tim Cullen, Amy Salazar, Fr. Tom Extejt, Kathy Stierwalt, Fr. Ken Lill, Vince Militello
Members Absent: Denice Hirt, Fr. Dave Bruning

Meeting was called to order at 6:05 p.m.; Kathy Stierwalt began with a prayer.

Minutes from 5/19/11 Public Meeting: Minutes were approved via e-mail and posted on the website after the meeting.

Future minutes will be written and e-mailed to board members after meeting for informal approval. Minutes to be posted on the website one week after meeting. Formal approval will occur at following meeting. Any changes will be made and posted minutes will be amended.

Statute Changes: Due to the changes at St. Ann and St. Joseph's Parishes, Article IV (Composition of Board) and Article IX (Standing Committees) will be amended and submitted to the Diocese of Toledo.

Fr. Dave offered changes to the statute prior to the meeting. Vince made a motion to accept the changes as presented. Fr. Tom seconded the motion and it was approved.

Pat will amend the statutes and forward to Fr. Mike Billian for Diocesan approval.

Board/Standing Committee Restructuring: The board discussed changing the membership of the various committees as a result of the required statute changes. Specifically, the board agreed that the finance committee should include members from each parish finance council. This would facilitate the flow of finance information to and from both school and parishes. It was decided that no formal decision would be made until Fr. Mike Zacharias was present. Members asked to think about possible changes to the executive and finance committees.

Two board members will be replaced.

- Tim Cullen will offer his resignation to the board before June 30, 2011. Fr. Dave has contacted an individual from St. Joseph's Parish who will fill the remainder of Tim's term. Tim was appointed to the board.
- Sue Barbour submitted her resignation on June 14, 2011. Fr. Ken will search for a representative from Sacred Heart who will fill the remainder of Sue's term. Sue was elected to the board.

Business Manager Recommendation: The search committee interviewed five individuals. A recommendation was made for a full-time business manager who would assume the responsibilities for all financial functions of the school and assume those responsibilities currently performed by the parish business managers.

Tim was asked to meet with the recommended candidate. If the candidate accepts the position, a formal approval will be made at the next meeting.

Superintendent Contract: A formal motion was made by Vince to offer Mr. Tim

Cullen a contract for Superintendent of Bishop Hoffman Catholic School from July 1, 2011 through June 30, 2012. Elaine seconded the motion and it passed unanimously.

Superintendent Report:

Principal Update: Tim has had multiple discussions with the two principals recommended by the administrative search committee.

- The board has recommended that Tim continue his discussions with each candidate and offer salary ranges that are consistent with the budgeted amounts.

Tuition Assistance: Initial awards were made to families. Tim, Elaine, and Nancy Patterson met earlier today to discuss additional assistance to families who requested it. Additional awards were made.

- Tim mentioned that the process will be refined for the 2012 – 2013 school year.
- Tim has asked Angie Ritzman to communicate the amount of assistance that was awarded and how many children were helped.

Technology: Tim stated a formal, long-term plan must be developed and implemented. He is in the process of reviewing the current state and will have recommendations as early as the end of June.

Staffing: Tim is working with high school staff to determine accurate levels.

- The board discussed the number of registered students and specifically the second grade. The board supported two teachers for each grade in the elementary school.

Marketing: Amy has attempted to contact each of the families who have not registered for next year. She will forward comments and concerns to Tim and he will follow up with the families.

Finances: 2011 – 2012 budgets have been prepared and forwarded by Elaine. Year to date financials have also been forwarded. The budget for next school year continues to show a deficit of approximately \$118,000. The board noted a few changes to income that should be made to income from the annual fund and auction. Changes will be made and the budget will be forwarded to the Diocese. Additional adjustments will be required to balance the budget.

Facilities: Various repairs are needed at all three campuses. A request was made by the board to have a cost and priority assigned to each task. These can be completed as needed throughout the summer.

Next meeting will be July 21, 2011 at 6:00. The location is to be determined.

A motion to adjourn was made at 8:27 by Amy. It was seconded by Mary and it passed.

Respectfully submitted,
Patrick Militello