

Bishop Hoffman Catholic School  
Governing Board  
Minutes

September 14, 2011, 6:00 p.m.  
Sacred Heart Parish

Members Present: Pat Militello, Tim Cullen, Anne Marquis, Vince Militello, Elaine Rosengarten, Kathy Stierwalt, Bob Dulaney, and Denice Hirt.

Members Absent: Mary Yeager, Amy Salazar, Fr. Ken Lill, and Fr. Mike Zacharias

Meeting was called to order at 6:05; Tim Cullen began with a prayer.

Elaine Rosengarten made a motion to approve the minutes of 8/8/2011, Denice Hirt seconded it; all approved.

All future meetings will be held on the third Thursday of the month.

### **Old Business**

- Statute changes have not been submitted to the Diocese.
- No word on a replacement board member from Sacred Heart Parish.
- Committee Membership-

The role of the committees is an advisory one in that each should make recommendations to the governing board for consideration.

Members not present will need to be contacted regarding what committee they will serve.

- Executive Committee – Fr. Ken Lill, Fr. Mike Zacharias, President-Pat Militello, and the yet to be named Vice-President
- Catholic Identity – Anne Marquis and Kathy Stierwalt
- Marketing – Denice Hirt
- Facilities – Vince Militello
- Finance – Elaine Rosengarten
  - Briefly discussed restructuring this committee to decrease the number of members while improving the communication between the school system and all parish stakeholders.

### **New Business**

All board members received a copy of the Community Board Exploration Executive Summary prepared for the Toledo Diocese. The purpose of this exploration was to meet with and interview the community board chairs of each of the consolidated Catholic school communities in the Toledo Diocese to get a sense of what is working effectively for them and what challenges they are facing as governing boards.

### **Reports**

#### **Superintendent-Tim Cullen**

- Cody Zoller has been hired for the Tech Support position.
- Powerschool is working at SJCC and will be utilized at the other two campuses second semester.
- PTO has agreed to financially support the cost of connectivity.
- At the SJCC open house parents could visit any teacher and sign up for parent teacher conferences.
- Grades K-12, faculty, and staff can purchase pride t-shirts to wear on Tuesdays.
- Tim Cullen, Cathy Krupp, Karen Novotny, and Jamie Gilbert attended a meeting at the diocese on the BHCS Accreditation Process, which will begin in the fall of 2011. This process will run in conjunction with Tim's three-year plan for BHCS.
- The BHCS Annual Fund drive will be for the benefit of all of BHCS. Tim will be writing the solicitation letter.

- At the August faculty/staff retreat all faculty members were given the opportunity to request the school owned iPads to be used by students as a tool in their classroom. Tim will be meeting with those faculty members who are interested and will work on a plan for their use.
- Fifth school day report on enrollment was 532 system wide including 166 at SJCC.

#### **Marketing-Denice Hirt**

- A Spirit Club was created for students pre-school through grade three. These students were given a free pass to attend all home junior high and high school athletic events and they gather for a weekly activity.
- Grades 4-12 have the opportunity to purchase an athletic pass to attend all home junior high and high school athletic events for \$60.

#### **Finance-Bob Dulaney**

- June financial numbers are complete.
- Working on best practices.
- Donations for tuition assistance and scholarship will be recorded when received and when they are awarded to the family; therefore financial assistance given will be matched for the year it is used.
- Reviewing the investment of prepaid tuition funds with Croghan Colonial Bank's investment department.
- A check request process is being developed as an alternative to creating a purchase order. This process is to be used for payments when goods are not received (referee payments, calendar winners, etc...)
- Working Croghan Colonial Bank, Lisa Swaisgood, and pre-school families who want to pay tuition with an automatic bank deduction.
- Subsidy payments are current

#### **Catholic Identity-Anne Marquis**

- The committee will meet four times a year, members are: Fr. Chris Bazar, Carol Miller, Kathy Stierwalt, Tonya Caron, Sr. Janice, Sr. Adell, Judy Good, Dan Rose, and Anne Marquis.
- Fr. Chris reported on his role as chaplain for the system. He will have a presence in all three Campuses, some activities he has planned are: opportunity to participate in the Right to Life March in Washington, Y.E.S. program, helping at Cherry Street Mission in Toledo, Heartbeat collection, training for extraordinary ministers, and retreats.

The next meeting will be Thursday, October 20 at 6:00 in the SJCC Media Center.

Kathy Stierwalt made a motion to adjourn at 8:05 p.m.; Elaine Rosengarten seconded it, all approved.

Respectfully submitted,  
Susan Berryman