

Bishop Hoffman Catholic School
Governing Board
Minutes

August 18, 2011, 6:00 p.m.
Sacred Heart Parish

Members Present: Mary Yeager, Pat Militello, Tim Cullen, Amy Salazar, Anne Marquis, Vince Militello, Elaine Rosengarten, and Denice Hirt.

Members Absent: Kathy Stierwalt, Fr. Ken Lill, and Fr. Mike Zacharias

Meeting was called to order and Tim Cullen began with a prayer.

Bob Dulaney, BHCS Business Manager was introduced. Members of the Finance Committee present were Dick Holland, Rick Holland, Mark Boukissen, Nancy Patterson, and Chad Collins.

Bob Dulaney presented the following information:

- 2010-2011 numbers are not final, major accounts are reconciled, still working on receivables
- We have a 2011-2012 Athletic Department Plan working with the Athletic Director detailed by income and expenses focused on each sport
- Instituted a inter-campus communication process for accounting documents
- Group purchasing contract with HPS
- Purchase order process is being refined
- All departments will have budget
- Business office is located at SJCC next to the media center
- Point of contact list for classified staff is being developed
- Holland CPA will be the payroll processor and will maintain the server for BHCS QuickBooks account
- Nancy Patterson will handle all tuition

Finance Committee members were excused.

Old Business

- No word on a new board member from Sacred Heart Parish
- Statute changes have not been submitted to the Diocese
- There will be no board meeting in July 2012

New Business

Cathy Krupp, Principal of Sacred Heart and St. Joseph Campuses, was introduced and reported the following

- Hired teachers for kindergarten, second, and fifth grades
- Discussed eliminating morning extended day care at St. Joseph Campus due to lack of use, will revisit the decision if the need arises
- Reviewed the extended day handbook
- Working on student handbooks

Denice Hirt made a motion to accept the extended day handbook as presented by Cathy Krupp, Vince seconded and all approved.

Superintendent Report-Tim Cullen presented the following:

- Spanish teacher has been hired
- Reviewed custodial services that are used at the three campuses
- SJCC will pilot a new Exchange Club high school youth program
- Convent corner has to sit as is for one year
- SJCC schedules were prepared by hand
- In process of contracting with a technology person
- A comprehensive technology plan needs to be established

- Working with diocese to obtain administrative passwords
- SJCC weekly mass will be on Wednesdays
- An interview by the News-Messenger will be in a future issue
- Invited board members to the faculty/staff retreat on 8/24

A motion to adjourn was made by Mary Yeager at 8:35 p.m.; Anne Marquis seconded it, all approved.

Respectfully submitted,
Susan Berryman