

Bishop Hoffman Catholic School
Governing Board
Minutes August 16, 2012 Meeting

Members Present: Patrick Militello, Mary Yeager, Fr. Ken Lill, Fr. Mike Zacharias, Vince Militello, Denice Hirt, Amy Salazar, Anne Marquis, Elaine Rosengarten, and Tim Cullen

Members Absent: Kathy Stierwalt and Brad Culbert

Meeting called to order at 7:05. Tim Cullen started the meeting with a prayer.

Pat distributed BHCS Governing Board Schedule of Work to the board.

- He added the dates for the board meetings, executive meetings, and catholic identity meetings.
- Asked all members to submit meeting dates so they can be added to the master calendar.
- Asked all members of existing committees to consider adding specific reminders to the board meeting dates (ie. first budget review, tuition approval, etc...)

Board member commitment to the board and the mission of BHCS.

- Pat briefly discussed the conversation at the last executive meeting (minutes shared prior to the meeting).
- He asked each board member to read the BHCS mission statement.
- He discussed the need to create a more robust structure for the board and the committees of the board. Elaine and Pat have been taking part in the Board Development training series.
- Elaine handed out the Calvert Catholic Schools job description for review. The BHCS governance committee is working on a similar document which will eventually need to be reviewed and approved by the board. She also distributed the NCEA Code of Ethics to each member.
- Pat asked each member to consider whether they were committed to the board and the schedule of work.
- Elaine suggested that each board member complete a board architecture profile. She also suggested that each member list two committees he/she would like to participate and any committees that he/she would not feel comfortable serving.
 - Denice suggested a distribution date by 8/21/12 of the document. All board members should reply by 8/28/12. The executive committee will review on 9/13/12 and present to the board on 9/20/12.
- Mary asked Pat to forward the board member list with the term dates.

Committee Membership

- Each committee chair submitted a list of current members. Pat will update the list of committees.
- The board will evaluate committee membership to make sure each committee is well-rounded and will determine specific people inside the school or parishes that are required to serve on a committee (ie. business managers or the parishes on finance council and custodians).

Superintendent Report

- Tim presented thoughts and comments from the leadership conferences he attended throughout the summer.
- Must re-animate the zeal that was evident at the beginning of our existence.
- Specific suggestions and ideas that will challenge the board and each other to move things forward.
- Making decisions and implementations that may not always be popular. We need to cater to the different generations, cultures, etc...
- Tim invited all board members to attend the staff retreat at the Pines from 8:30 – 12:30. If attending the morning is not possible, lunch will be served at 12:00. Afternoon sessions are exclusive to staff.

Facilities Information

- Vince distributed a quote from Capital Aluminum and Glass to replace the remaining windows in at SJCC
 - This will be a project that will be listed amongst all of the capital projects for the entire system prioritized by need for the system and by campus.