

Bishop Hoffman Catholic School  
Governing Board  
Minutes

May 19, 2011, 6:30 p.m.  
SJCC Campus Gym

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

Meeting was called to order at 6:30 p.m.; Pat Militello began with a prayer.

**Board Chair Opening Comments**

- Thanked the governing board for their time and contribution to BHCS.
- Thanked the BHCS faculty and staff for their dedication to the children.
- Main duty of the governing board is to ensure financial stability of the school system.
- Income Sources
  - Student Receipts – Tuition and Fees 47% of total income
  - Subsidy 25% of total income 2011-2012 – St. Joseph and St. Ann \$1,400 per student, Sacred Heart \$1,277- (St. Joseph Parish \$334,400, St. Ann Parish \$106,400, and Sacred Heart Parish \$300,000)
  - Gifts – 7%
- There is a \$155,650 (17%) reduction in subsidy from last year to the 2011-2012 year
- Areas of concern at SJCC
  - \$250,000 of 2010-2011 prepaid tuition receipts used for the 2009-2010 expenses
  - No balanced budget for past two years
  - Over five years taken three loans with a current principal balance of \$816,000

**Committee Reports**

**Catholic Identity**-Fr. Tom Extejt and Kathy Stierwalt

- Our chaplain and all pastors take turns celebrating school masses and visiting classrooms
- High School students visited a Jewish temple, took part in the March for Life, and carried out ministries in two televised masses for shut-ins
- Each high school class had a retreat experience
- Grades 4-8 had an in-school retreat day on Holy Thursday
- Future plans include
  - Work with parents so they can help children understand their parish identity, i.e. the school is not their parish and the school mass is not the Lord's day mass
  - Assist with implementation of new diocesan curriculum for grade nine
  - Inform faculty about the new translation of the Mass, so that they can in turn present it to their students

**Marketing/Advancement**-Denice Hirt and Amy Salazar

- BHCS logo has been established and board adopted
- System website in operation
- Students participating in witness weekends at most local parishes
- All newly baptized members of local parishes are welcomed by our BHCS system and its students
- Future plans include
  - BHCS brochure to promote and advertise our system
  - Long term plan to establish strategy to continue to strengthen membership of BHCS

**Facilities**-Vince Militello and Mary Yeager

- Initial activity was to coordinate and conduct the moving of the elementary classrooms last June
- The convent will be taken down over the summer
- The room usage at St. Joseph campus is maximized; Sacred Heart has some possible classroom space that is currently used for storage
- Future plans include
  - Usage study of the SJCC media center will be recommended

**Nominations-Sue Barbour**

- This committee is responsible for finding replacements for board members when their term expires. At this time there are no members to be replaced. Sue, along with Kathy Stierwalt, are also members of the search committee for superintendent, principals, and business manager. The committee also includes Rick Wonderly-Chairman, Chad Collins, Marcie Reineck, John Lauer, Fr. Ken Lill, and Fr. Mike Zacharias
- Job postings have resulted in quality candidates for superintendent, principals, and business manager positions
- Interviews for the superintendent have been complete and a recommendation will soon be made to the Governing Board
- Future work
  - Positions will be filled as we move through the process

**Finance-Fr. Ken Lill and Elaine Rosengarten**

- The BHCS budget for 2011 – 2012 is in the final stages of preparation, when complete it will be sent to the Diocese
- Currently reviewing revenue and subsidy projections
- Examining entire budget looking for all opportunities to reduce expenses
  - Unified salary schedule
  - Consolidation of positions

**Other Business**

Mary Yeager

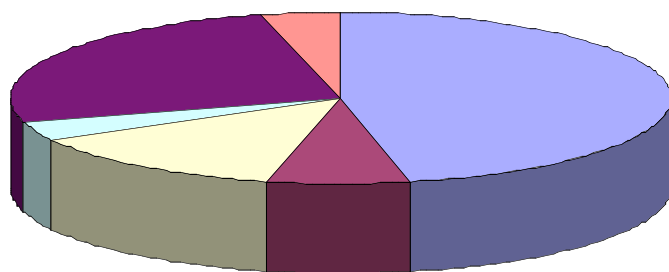
- *BHCS Mission Statement- Bishop Hoffman Catholic School System is an innovative educational community committed to providing preK-12<sup>th</sup> grade students with exceptional spiritual, academic, physical, emotional and social experiences that will enable them to live their faith and lead productive and meaningful lives.*
- Classes available to 8<sup>th</sup> grade students for 2011-2012 at SJCC for high school credit are Algebra, Spanish I, Art I, and Science Topics.

**Tuition Assistance Donations**

- Mr. Rick Arquette of the St. Casimir Foundation presented a check for \$12,449.44
- St. Joseph Parish Endowment Committee donated \$40,000
- Fr. Tom said the St. Ann finance council is meeting to decide what they could give to tuition assistance.

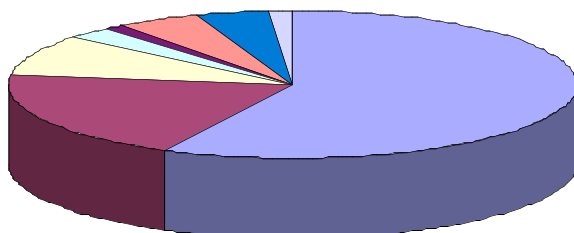
Respectfully submitted,  
Susan Berryman

**Bishop Hoffman Catholic School**  
 Unaudited Major Income Sources Y/E 2011 Est. from March 31,  
 2011 Actual



■ Student Receipts      ■ Gifts, Donations & Grants  
 ■ Student Services      ■ Mandated Services  
 ■ Parish Subsidy      ■ Restricted Donations

**Bishop Hoffman Catholic School**  
 Unaudited Major Expenses for Y/E 2011 Est. from March 31, 2011  
 Actual



■ Salaries      ■ Taxes and Fringes  
 ■ Student Services      ■ Office  
 ■ Instructional      ■ Utilities  
 ■ Building Repairs & Other      ■ Diocese Debt

E/Y 2011 Est. from March 31, 2011 Actual

**Major Income Sources**

Student Receipts	47%
Parish Subsidy	25%
Student Services	13%
Gifts, Donations & Grants	7%
Restricted Donations	4%
Mandated Services	4%
<b>Total Major Sources of Income</b>	<b>100%</b>

**Major Expenses**

Salaries	58%
Taxes and Fringes	19%
Student Services	9%
Utilities	5%
Building Repairs & Other	4%
Office	3%
Diocese Debt	1%
Instructional	1%
<b>Total Major Expenses</b>	<b>100%</b>