

Bishop Hoffman Catholic School  
Governing Board  
Minutes

February 16, 2012, 6:00 p.m.  
Sacred Heart Parish

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

Members absent: Kathy Stierwalt

Finance Committee Members Present: Tom Mosser, Judy Zavela, and Nancy Patterson

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

Correction to 1/19/12 minutes: The Preschool fee will be \$5.00 monthly, not \$20.00.

Brad Culbert made a motion to approve the minutes of 1/19/2012, Elaine Rosengarten seconded it; all approved.

### Reports

#### Finance-Elaine Rosengarten

The Finance Committee had the following concerns with the budget that was proposed at the last meeting:

- They felt the 25 student increase in enrollment was high. If this number is used to set the budget, then a reserve needs to be set aside in case enrollment does not increase by 25.
- They tabled discussion on employee tuition discount.
- They can not make a recommendation on extraordinary expenses/capital improvements, they will look at the past few years of each campus budget.
- They want to develop a formula for use of the carryover money and future bequests.
- At this time no recommendation on tuition for 2012-2013, they felt tuition can not be set without first having a balanced budget.

#### Superintendent-Tim Cullen

- Accreditation Process-February 21 will be an in-service day for the BHCS faculty and staff.
- Catholic Schools week was successful at all three campuses. There were eight students that visited the SJCC Campus for "Check Us Out Day"

#### Catholic Identity-Anne Marquis

- Next committee meeting will be 3/13/2012.

#### Facilities-Vince Militello

- Next committee meeting will be 2/27/2012

Bob Dulaney reported that a tuition invoice system is in the process and will tie into the GL. It will show tuition rate, multiple student discount, and parish discount. He is looking at Smart Tuition, a company that will handle the tuition process for anyone who wants to finance tuition or use a payment plan. Bob is going to check the references of three schools in Toledo that are using it.

The following motions were made in an executive session of the board immediately following the regularly scheduled meeting.

1. Motion made by Mary Yeager to reinstate and catch up the coaches' compensation for years of service. It was seconded by Brad Culbert and approved.
2. Motion made by Brad Culbert to increase the K – 8 tuition by \$75 / year and increase the high school tuition by \$50 / year for both parishioner and non-parishioner rates. Seconded by Elaine Rosengarten and approved.
3. Motion to adjourn by Fr. Ken and seconded by Amy Salazar. All approved.

Respectfully submitted,  
Susan Berryman