

BHCS GOVERNING BOARD MINUTES

Thursday, April 16th, 2015, 6:00 – 7:40 p.m.

Sacred Heart Parish - Meeting Room B

IN ATTENDANCE: Father John Blazer, Brad Culbert, Bob Gabel, Denice Hirt, Dr. Mark Hoelzle, Patrick Militello, Kay E. Reiter, Roy Wilhelm

ALSO IN ATTENDANCE: Superintendent Mr. Cullen, Business Manager Pam Snell, Meeting Recorder Mary Yeager

EXCUSED: Todd Drusback, Father Ken Lill, Father Mike Zacharias

The meeting was called to order at 6:00 p.m. by Mrs. Reiter, BHCS Board Chair.

I. Opening Group Prayer

II. Welcome and Introductions - Mrs. Reiter

- a. Fr. John Blazer, Temporary Administrator/Pastor, Sacred Heart was introduced.
- b. A motion was made by Brad Culbert to approve the minutes of the March 19, 2015 Board Meeting. Pat Militello seconded the motion. The minutes were approved.**

III. Standing Board Committees Reports

a. Catholic Christian Community & Identity - Dr. Hoelzle, Chair

The committee did not meet.

b. Executive – Mrs. Reiter, Chair

The committee discussed the State of BHCS meeting and set May 18th, as the meeting date. The meeting will be 6:00 p.m. in the SJCC gym – committee chairs were asked to be prepared to give their committee reports.

c. Facilities – Roy Wilhelm, Chair

The report was emailed.

d. Finance – Patrick Militello, Chair

The report was emailed. Mr. Militello discussed the following: possible savings in the budget; cost of the reconfiguration move; families that are not paying tuition. The committee is questioning why families are not discussing their tuition issues with appropriate school personnel as well as why students are registered without payment of the registration fee. Nancy Patterson, Pam Snell and Mr. Cullen are asked to meet monthly to review and monitor the list of those families who are past due in their tuition payments. At the next Board meeting, Mr. Cullen will present a plan to address the past due registration/tuition issue. Also at the next meeting, the current policy for tuition payments will be reviewed by the board. The immediate issue is what to do with families who register without payment. The committee discussed the registration money which is not currently part of the budget. Based upon discussion, the future registration fees will be added as a line item on the budget. Mrs. Snell distributed the 2015-16 proposed budget summary. It reflects the tuition increase, the parish subsidy requests, and the tiered tuition structure as discussed at the March governing board meeting.

Pat Militello made a motion to approve the 2015-16 budget with the contingency to add the registration fee to the budget. Denice Hirt seconded. Motion approved.

Mrs. Snell stated that CEDF will be contributing \$88,645 to this year's budget. She gave an update on amended W2 forms that were received two weeks ago. She has contacted via email employees who are impacted by this and she is working with Holland and PayCor to address the issue.

d. Governance – Mrs. Reiter for Todd Drusback, Chair

Mrs. Reiter provided a quick update for Mr. Drusback in his absence. The committee has made recommendations to the pastors regarding potential Board candidates. There is one (1) board seat from the St. Ann's parish that remains open and there will be two (2) open board seats at the end of this school from St. Joseph and Sacred Heart Parishes. Mrs. Reiter, Mr. Drusback, Mr. Militello, and Dr. Hoelzle have a meeting planned for Saturday morning, April 18th, to discuss possible next steps.

f. Marketing – Denice Hirt, Chair

The committee did not meet. No report.

IV. Reconfiguration Action Plan – Mr. Cullen, Superintendent

- a. BHCS website a reconfiguration tab has been added – this tab will house all public documents connected to the reconfiguration.
- b. Facility meeting with Sacred Heart Parish officials - Mrs. Reiter and Mr. Cullen met with Sacred Heart individuals to discuss the transition to the building.
- c. Mr. Cullen will meet with the Junior High academy teachers to talk about what the academy will look like and map out their ideas.
- d. 5th grade parent meetings - Three (3) opportunities were given to the parents to meet with him to discuss next school's year plans.
- e. Campus room assignments - Cathy Krupp and Mr. Cullen have reviewed the assignments and will be sharing these with the teachers.
- f. Mr. Cullen addressed Open House. On May 18th, at the meeting of the State of BHCS, he is planning to set up display boards showing each campus layout. Additionally, he plans to display a board with bullet points detailing specifics.
- g. The possible cost of moving classrooms was discussed. Mr. Cullen anticipates most of the move will be in August. The tentative opening date for school is September 1, pending approval by Fremont City School Board. Mr. Cullen will be working with FCS regarding school starting times and transportation.

V. Open Business Items – Mrs. Reiter

- a. **Diocese of Toledo meeting with school boards – August 24, 2015, 4:00 – 6:00 p.m.**
Members are asked to consider attending.
- b. **Diocese wages information for faculty and staff.** Mrs. Reiter has recently asked Christopher Knight, Toledo Diocese School Superintendent, if the diocese has information on wages for faculty and staff. This data doesn't exist. Mr. Knight is interested in collecting this information. Mrs. Reiter has agreed to assist by putting together a draft for Mr. Knight which he will use to follow-up with all the schools within the Diocese of Toledo.
- c. **Superintendent's annual evaluation process.** Mrs. Reiter reviewed with the board the superintendent's annual evaluation process. A copy of the evaluation document was provided to the board for final review and comments. The random draw for parents and campus representatives were made on Sunday, April 12th by Father Zacharias and

Mrs. Reiter. Mrs. Reiter has put together an opening description that will accompany the evaluation. SurveyMonkey.com is the tool that will be used. The Board will review the results once all the information is received, after the April 30 deadline. Subsequently, the evaluation will be reviewed with Mr. Cullen. The results are confidential, including who has been selected to complete the tool.

- d. **Board self-evaluation process.** This will be an electronic document to be completed in the month of May and reviewed at the June board meeting.

(Mrs. Reiter had to step away from the meeting - the meeting was turned over to Mr. Militello)

VI. **Superintendent's Report** - *Mr. Cullen, Superintendent*

- a. 2015 Golden Apple Award Recipient – Terri Giebel. The award will be given to first grade teacher, Mrs. Giebel, on May 21. Congratulations to Mrs. Giebel for this honor.
- b. BHCS staff retirements - One (1) high school teacher has submitted retirement information. This position will not be filled.
- c. Mr. Cullen distributed a list of Important BHCS dates.

VII. **Meeting wrap-up and closing** – *Mr. Militello*

Roy Wilhelm made a motion to adjourn. Dr. Mark Hoelzle seconded the motion. The meeting was adjourned at 7:24 p.m.

NEXT BHCS BOARD MEETING:

**No May Governing Board Meeting due to the State of BHCS Meeting
Monday, May 18th, 2015, 6:00 PM, Location: SJCC Gym**