

BHCS GOVERNING BOARD - MINUTES

Thursday, March 20th, 2014 | 6:00 PM | SJCC Media Room

BOARD ATTENDEES: Todd Drusback, Mark Hoelzle, Father Ken Lill, Anne Marquis, Kay E. Reiter, Roy Wilhelm, Father Mike Zacharias, Judy Zavela

EXCUSED: Brad Culbert, Denice Hirt, Patrick Militello, Meeting Recorder Mary Yeager

OTHER ATTENDEES: Superintendent Tim Cullen, Interim Business Manager Jeff Sprague

(*Action Items)

I. Meeting was called to order at 6:00 pm by Kay E. Reiter – Board V-Chair

- A. Opening prayer by Mr. Cullen.
- B. *Meeting minutes from February 20, 2014 BHCS Board Meeting reviewed with a Motion to approve by Mark Hoelzle, 2nd to the Motion by Anne Marquis, the Motion was approved.

II. Committees/Reports

A. Governance – Todd Drusback, Chr.

- Mr. Drusback had recently sent an email to the board with a sample board newsletter there was a brief discuss on newsletter.
- Mr. Drusback had asked the board members if they had taken the time to review the BHCS website since the last board meeting and board members had a discussed on the website and the recent changes.
- Angie Halbeisen has been asked to add language for the church bulletins inviting parishioners to visit BHCS's website to view meeting minutes this will assist in board transparency.

B. Executive – Kay E. Reiter, Vice Chr. (2.25.14 Committee report was emailed to the board)

- Mrs. Reiter shared with the board that many items discussed at the last Executive Committee meeting will be discussed throughout committee updates during this board meeting.

C. Marketing – Denice Hirt, Chr. (3.17.14 Committee report was emailed to the board)

- Mr. Cullen provided the Marketing Committee update – Mrs. Hirt was unable to attend.
- The BHCS Open House is set for 3.27.14 5-7 pm on each campus. The board discussed the open house flyer being published in English and Spanish.
- WSOS also has an information night during tonight's board that Principal Cathy Krupp is attending for BHCS.
- The current voucher system used by BHCS was discussed by the board.
- As part of the marketing actions steps testimonials from BHCS parents will be used.
- The board asked that Marketing Committee to look at possible signage at the schools that would identify the schools as part of BHCS system.
- The board discussed ED-Choice – the deadline for applications is rapidly approaching, April 18th. Mr. Cullen informed the board that current families utilizing the program have been contacted about the deadline. Fr. Zacharias shared with the board that he is planning to put together a letter that will go out to his parish families about the program.

D. Catholic Identity – Anne Marquis, Chr. (3.3.14 Committee report was emailed to the board.)

- Mrs. Marquis provided the board with an update on the committee meeting that Lisa Swaisgood recently attended, along with details connected to the collaboration with Catholic Christ-Centered Community and Catholic Identity.
- *Action item for Executive Committee - The committee has asked the wording on the Strategic Plan's Circle Chart should read Catholic Christ-Centered Community – currently it does not reflect how the initiative worksheets read.
- *Action item for Executive Committee - The board has asked the Executive Committee to review the Campus Minister Job Description and report back to the board at the April 2014 board

Catholic Identity Cont'd

meeting. *(The committee did look at Lima and Sandusky School Campus Minister Job Descriptions.)*

- The committee, at their last meeting, reviewed their Strategic Plan Tactics – they reported that some tactics BHCS does not have the current funding source to address such as Spanish a second language.
- E. Facilities** – Roy Wilhelm, Chr. *(3.19.14 Committee report was emailed to the board.)*
- The committee plans to do a building walk thru Tuesday 3/25/14, 2:00 pm, at the middle school.
 - The committee plans to look at input received from the teachers about the building that Mrs. Krupp has provided for the committee.
- F. Finance** – Judy Zavela, Chr. *(2.20.14 Committee report was emailed to the board.)*
- Mr. Sprague reviewed the current BHCS financials. The board discussed how to address uncollectable tuition from prior school years along with how BHCS needs to address it in the future.
 - *Action Item for Superintendent, Business Manager & Finance Committee – development of a policy that addresses tuition collection at BHCS with a report back to the board prior to the end of the current school year.
 - Mr. Sprague reviewed the draft 2014-2015 BHCS Budget, after board discussion it was determined the board would meet in a special session scheduled for Thursday, March 27th, 7:00 pm to continue the budget discussion.
 - As chair of Finance Committee Ms. Zavela was asked at a prior board meeting to review the subsidy documents provided by Sacred Heart - she reviewed the details connected to the written report she had provided recently to the Executive Committee. Action Item for Superintendent - After a board discussion Mr. Cullen was asked to set up a meeting with Sacred Heart officials and Mr. Sprague to review details Sacred Heart has provide prior to the March 27th budget meeting.
 - *Action Item for Superintendent & Business Manager – after a board discussion Mr. Cullen said he planned to work with Mr. Sprague in reviewing the current endowment funds and how they are invested and the level of funding that is generated for future BHCS Scholarships.
- G. Superintendent Report** – Tim Cullen
- Calamity days update - 4 additional days will be granted. We are still waiting on final guidance from the Diocese. Planning on 2 make-up days which would be June 2nd and 3rd with Teacher Work Day on June 4th. Any additional calamity days would follow after June 3rd. April 11th Professional Development Day will now be a student instructional day but this day cannot be used as a make-up day per Dept. of Education guidelines. Parents will be notified by email with a follow-up note sent home with report cards.
 - Accreditation went very well. The report will be shared with the board when report is received.
 - Letter of Intent is going out to all teaching staff on 4/21/14 with return to their building principal by Friday, 3/28/14.
 - The board needs to look at the long standing grading scale. Research is currently underway with details to be shared with the board.
 - *Action Item for the Executive Committee - The annual board evaluation and the Superintendent's annual evaluation will be addressed at the next Executive committee meeting.

III. Decisions/Discussion Items

- A.** Strategic Planning Update – Mrs. Reiter shared with the board that the Executive Committee is planning for a strategic plan review as soon as the board works through the budget process and the new Business Manager is hired. The goal is to invite stakeholders back to participate in the review with the board.
- B.** Business Manager Search Update – Mrs. Reiter reported to the board that the Finance Committee has been asked to address the 1st round of interviews with the finalists interviewed by the Executive

Decisions/Discussion Items Cont'd

Committee. The interviews are projected to start right after the Easter holiday. Ms. Zavela reported that four (4) candidates have applied.

IV. Meeting Wrap Up

- Mrs. Reiter reminded the board the following meetings: Special Board Meeting – Thursday, March 27th, 7:00 PM, Location: SJCC Media Room & the Regular Board Meeting – Thursday, April 24th, 6:00 PM, Location: SJCC Media Room
- Motion to adjourn: Mark Hoelzle, 2nd to Motion: Todd Drusback, the Motion was approved. The meeting adjourned at 9:04 pm.