

Minutes
BHCS Governing Board
September 19, 2013
6:00 p.m.
SJCC Media Room

In Attendance: Brad Culbert, Todd Drusback, Denice Hirt, Mark Hoelzle, Father Ken Lill, Anne Marquis, Pat Militello, Kay Reiter , Roy Wilhelm, Father Mike Zacharias, Judy Zavela

Absent: None

Also in attendance: Superintendent Tim Cullen, Business Manager Bob Dulaney, Mary Yeager

I. The meeting was called to order at 6:02 p.m. by Pat.

- A. The meeting began with a prayer led by Fr. Mike.
- B. **A motion was made by Mark Hoelzle to accept the minutes of the August meeting. Motion seconded by Fr. Mike. Motion approved.**

II. Committees / Reports

- A. Governance
 - a. Pat distributed the Marketing Committee Charter to be added to the Continuity Binder
 - b. Pat circulated a contact information sheet. Members are asked to check their information for accuracy. Members are also asked to check the committee information
 - c. Pat distributed the architectural information sheet
 - d. The Board Calendar was also distributed. Members are asked to send Pat dates for committee meetings as well as other items to be highlighted on the calendar
- B. Executive
 - a. No report
- C. Marketing
 - a. Denice distributed her report.
 - i. She reported that 25 new families are involved in the PAL program. Shelly Foster and Lisa Spader are chairing this program.
 - ii. The committee's primary focus for the year is on preschool and the transition to school-age program. Dan Rose is leading the 8th grade reach-out to preschool program
 - iii. Catholic Schools Week efforts will be coordinated with the schools and Catholic Identity Committee
 - iv. Denice and Tim will work on communications to continue to spread the word about our system
- D. Catholic Identity
 - a. The report was emailed.
 - i. The committee has had discussions regarding the job description of the school chaplain
- E. Facilities
 - a. No report
- F. Superintendent
 - a. Tim distributed his report
 - i. Enrollment is 452
 - ii. Student/parent handbooks are being sent home
 - iii. Cathy Krupp is editing the staff handbooks which will be sent to the diocese for approval. Discussion took place regarding FMLA policy and the handbook.
 - iv. The school chaplain has a general schedule and activities list.

- v. The accreditation plan core committee met today. The two goals concern Catholic Identity and mathematics improvement.
- vi. Three students were approved for the kindergarten voucher.
- vii. Any community organization/group wanting to tour the school should contact Tim to schedule
- viii. The Latino Outreach Committee has been meeting. An individual has been hired by the diocese to work with communities on outreach. Tim and Cathy will invite Latino parents to school.
- ix. Tim gave a brief history of the development of the new athletic league, Sandusky River League
- x. Cathy Krupp will be invited to the next Board meeting to give a K-8 update
- xi. Tim will be absent 1st and 3rd Tuesdays through December for Grand Jury duty
- xii. Tim made a presentation to City Council about our system. He is hoping to meet again this year with the ministerial council.
- xiii. See report for upcoming events
- xiv. Father Ken asked whether or not the students from the first quarter initiative would be included in our October enrollment count should they leave the system. Tim indicated that they would be included. He added that all the 4th quarter initiative students returned. There are currently 18 students taking advantage of the initiative this year.

G. Finance

- a. Bob's financial report was emailed.
 - i. He explained the new financial statement format was created and is required by the diocese
 - ii. Pat requested that the Finance Committee, at its October meeting, review the new format and structure of the reports and provide feedback

III. Decision/Discussion Item

A. Diocesan Retreat

- a. Fr. Ken, Judy, Kay and Anne recently attended the Diocesan retreat. Eight schools participated sending both administrators and board members. Participants met in small groups, sharing things they are proud of and things that could be improved. Our participants indicated that the meeting was a success

B. Strategic Plan

- a. Sara Best has been contacted with a request to provide examples of finance strategic plans to be shared with our strategic plan finance committee.

C. Ad Hoc Committee

- a. Last spring an ad hoc committee was formed for the purpose of fund-raising. The committee tabled its efforts in June. They will work to clarify the financial support needed

D. Board Member concerns

- a. None expressed

A motion to adjourn was made by Brad Culbert and seconded by Roy Wilhelm. Motion approved. The meeting was adjourned at 7:20 p.m.

The Board moved into Executive Session at 7:20

Next meeting: October 17 , 2013; SJCC media room, 6:00 p.m.

Submitted by Mary Yeager