

Minutes
BHCS Governing Board
February 20, 2014
6:00 p.m.
SJCC Media Room

In Attendance: Todd Drusback, Denice Hirt, Mark Hoelzle, Anne Marquis, Pat Militello, Kay Reiter, Father Mike Zacharias, Judy Zavela

Absent: Brad Culbert, Father Ken Lill, Roy Wilhelm

Also in attendance: Superintendent Tim Cullen, Interim Business Manager Jeff Sprague, Mary Yeager

I. The meeting was called to order at 6:04 p.m. by Pat.

- A. An opening prayer was led by Tim Cullen
- B. **A motion was made by Mark Hoelzle to accept the January 16, 2014 minutes as amended at the February 13, 2014 meeting. Motion seconded by Todd Drusback. The motion was approved.**
- C. **A motion was made by Kay Reiter to accept the minutes of the February 2, 2014 meeting. Motion seconded by Ann Marquis. Motion approved.**
- D. **A motion was made by Mark Hoelzle to accept the minutes of the February 13, 2014 meeting. Motion seconded by Denice Hirt. Motion approved.**

II. Committees / Reports

- A. Governance
 - 1. Todd has information regarding workshops for Boards that take place during the week. He will email the Board and share with Pat.
 - 2. He and Angie Halbeisen have updated the BHCS website governing Board page. The approved strategic plan, minutes and other relevant information are included on the site. The Board is asked to review.
- B. Executive
 - 1. Report emailed
- C. Marketing
 - 1. Report emailed
 - 2. Angie Halbeisen and Denice have met to put together additional ideas for the committee. Denice shared some of their thoughts regarding communicating information about BHCS with area families involved with other school districts.
- D. Catholic Identity
 - 1. Report emailed
 - 2. The Melendez concert was very successful, netting \$6297.89 for tuition assistance. The teachers are to be thanked for their service and donations.
 - 3. Discussion took place regarding a reporting structure for the Catholic Christ-Centered Community strategic plan committee to the Catholic Identity Committee. Ann will ask Lisa Swaisgood, chair of the Catholic Christ-Centered Community strategic plan committee, to come to next Catholic Identity meeting to share ideas that will help with communication and collaboration.

4. Pat will send the Campus minister job description to Board members prior to next meeting in order to have discussion at March meeting.

E. Facilities

1. No report
2. A concern was raised that there is a school boiler issue at Sacred Heart. This has not been reported to Mr. Cullen. The board discussed that the policy for this type of repair was described in the consolidation proposal which was approved by parish leadership before being approved by Bishop Blair. (\$10,000 is the responsibility of the school and the remainder would be negotiated with the parish.)

F. Finance

1. The BHCS Financial Results report containing a three year summary was emailed for review.
 - a. The "other assets" line on the report will be renamed to "Land and Building" on the balance sheet.
 - b. A question was raised about what is driving up the cost of student services
 - c. Pat will work on the format of the report.

A motion to approve the BHCS Financial Results report was made by Kay Reiter. Motion was seconded by Mark Hoelzle. The motion was approved.
2. Jeff Sprague distributed the financial statement.
 - a. He highlighted YTD actual vs. YTD budget.
 - b. Discussion took place regarding the subsidy payments and the Sacred Heart deductions.
 - c. Judy shared information regarding some payroll problems. Tim will send a request to Holland Accounting that prior to payroll processing, Tim must approve the payroll for that period. The Board agreed that BHCS should explore alternate payroll processing options. Jeff will explore.
 - d. Current enrollment figures were shared.
 - e. After following proper Diocesan guidelines, the faculty endowment is ready to be closed.
 - f. Jeff presented a first draft of the 2014-15 budget based upon an enrollment of 454. The finance committee will review the draft, Jeff's assumptions and budget history and formulate questions.

G. Superintendent

1. Tim distributed his report.
2. He is working closely with FCS about the handling of calamity days.
3. Three new families expressed interest in EdChoice.
4. An Open House is being planned by the Marketing Committee on March 27.
5. A fund for windows for SJCC was established and a bid has been received. The lower level windows will be finished. Tim asked the Board for support to move forward with this project. The Board supported moving forward with the lower level windows.

6. He is asking to continue with First Quarter Initiative which brought in 16 students this year. All but one student remained.

Denice Hirt made a motion to continue the First Quarter Initiative in the 2014-15 school year. Todd Drusback seconded. The motion was approved.

III. Decision/Discussion Items

- A. A discussion took place about the Cropper report and how it can be used as part of a further facility usage discussion. It is anticipated that an ad hoc committee may be needed to analyze usage of the facilities.
- B. The April Board meeting will be April 24.

A motion to adjourn was made by Denice Hirt and seconded by Mark Hoelzle. The meeting was adjourned at 9:07 p.m.

Next meeting: March 20, 2014; SJCC media room, 6:00 p.m.

Submitted by Mary Yeager