

Minutes
BHCS Governing Board
August 22, 2013
6:00 p.m.
SJCC Media Room

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

Absent: Brad Culbert

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

- I. The meeting was called to order at 6:02 p.m. by Pat.
 - A. The meeting started with "The Catholic School Board Member's Prayer."
 - B. Continuity Binders were distributed as a work in progress.
 - a. Pat collected the completed contact information sheets, signed confidentiality and conflict of interest policies and board member job descriptions.
 - C. **A motion was made by Mark to accept the minutes of the June meeting. Motion seconded by Fr. Mike. Motion approved.**
- II. Committees / Reports
 - A. Finance
 - a. Bob introduced the new Diocesan accounting system.
 1. Does not allow historical data to be entered into the new system so all comparative statements will be compiled in a separate program.
 - b. Board would like smaller, summarized reports with the ability to see detail as necessary. Finance Committee to work with Bob in developing statements.
 - c. Faculty Endowment – Tim, Bob, and Brad will convene the required personnel and make a proposal for the Diocese to formally approve.
 - d. **Anne nominated Judy to chair the finance committee. Nomination seconded by Denice and the nomination was approved.**
 - e. Brad will continue to serve on the committee.
 - B. Executive
 - a. Report was emailed.
 - b. **Denice nominated Pat to serve as the Chair of the governing board. Fr. Ken seconded the nomination and it was approved.**
 - c. **Mark nominated Kay to serve as the Vice-chair of the governing board. Judy seconded the motion and it was approved.**
 - d. The executive meeting time will need to be moved.
 - e. Fr. Ken and Fr. Mike will continue to serve on the committee
 - C. Catholic Identity
 - a. Report was emailed.
 - b. Anne handed out a school calendar of events.
 - c. Discussion regarding the job description of the Chaplain.
 1. Pat will forward the latest version to Anne to take to the next meeting.
 2. Tim, Fr. Mike, and Fr. Ken to meet and discuss further.

- d. **Kay nominated Anne to serve as the chair of the Catholic identity committee. It was seconded by Mark and approved.**
 - 1. Mark will serve on this committee.
- D. Marketing
 - a. Report was emailed.
 - b. 200 people RSVP'd for the picnic at Misty Meadows
 - c. Have volunteers to work the booth at the fair.
 - d. **Mark nominated Denice to serve as the chair of the marketing committee. It was seconded by Kay and approved.**
 - 1. Roy and Fr. Mike will serve on this committee.
- E. Facilities
 - a. No Report
 - b. **Kay nominated Roy to serve as the chair of the facilities committee. It was seconded by Todd and approved.**
- F. Governance
 - a. **Kay nominated Todd to chair the governance committee. It was seconded by Judy and approved.**
 - b. Pat will also serve on this committee and Pat will contact Mary Yeager.
- G. Superintendent
 - a. Enrollment – 448 total students
 - 1. 24 students did not re-register
 - a. All families were contacted and Tim gave detail on the reasons these students were not returning. Dissatisfaction was not given as a reason.
 - 2. 14 new students (3-5 qualify for the 1st quarter initiative)
 - b. Two fourth grade teachers were kept with 23 total students. A discussion took place about the extra cost. The decision was made due to the uncertainty of enrollment and the intent of maintaining low student to teacher ratios.
 - c. Open houses at all three campuses are scheduled.
 - d. Accreditation review will take place in the spring.
 - e. Moving forward with the Academic Excellence area of the strategic plan.
 - f. Curriculum alignment was the main topic in the afternoon of the staff retreat. This was led by Mary Yeager who will continue helping BHCS through the year.
 - g. Staff handbook is finished and will be sent to the Diocese for review.

III. Decision/Discussion Items

- A. Strategic plan – Finance and Marketing sections of the plan are not finalized.
 - a. Pat will send the finance worksheets to Judy the information for finance.
 - b. Denice will forward the completed marketing sheets to Pat and Sara Best.
- B. Secretary for Board – Pat will ask Mary Yeager if she will record the minutes for future meetings.

Motion to adjourn made by Roy and seconded by Denice. Meeting was adjourned at 8:15 p.m.

The board went into an executive session until 8:30 p.m.

Next meeting: September 19, 2013; SJCC media room

Submitted by Patrick Militello