

Minutes  
BHCS Governing Board  
May 15, 2014  
6:00 p.m.  
SJCC Media Room

In Attendance: Todd Drusback, Denice Hirt, Father Ken Lill, Anne Marquis, Pat Militello, Kay Reiter, (7:48 p.m.), Roy Wilhelm, Father Mike Zacharias, Judy Zavela

Absent: Brad Culbert, Mark Hoelzle

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

I. The meeting was called to order at 6:00 p.m. by Pat.

- A. The meeting began with a prayer led by Fr. Mike.
- B. **A motion was made by Roy Wilhelm to accept the minutes of the April 24, 2014 meeting. Motion seconded by Anne Marquis. Motion approved.**

II. Committees / Reports

- A. Governance
  - a. The report was emailed
  - b. Todd addressed the following:
    - i. clarifying duties of the committee as the charter for the committee is broad
    - ii. sharing board meeting minutes to the public which might serve to recruit quality board members
    - iii. inviting a teacher and/or student to share information at the beginning of board meetings
    - iv. the possibility of the company, Aly Sterling, assisting with governance
- B. Pat stated that two board members will be leaving the board at the end of their term this year.
  - i. The governance committee will work with the transition.
  - ii. Committee membership can be moved around next year.
  - iii. Discussion took place about the importance of the finance committee, the chair and membership on the committee.
- C. Executive
  - a. The report was emailed.
- D. Marketing
  - a. Denice stated that the committee met last night and the minutes will be emailed.
    - i. They developed a priority list for next year.
    - ii. The committee will be represented at PTO meetings.
    - iii. A bulletin insert from St. Wendelin was discussed. The committee is interested in creating 3-4 full page information pieces to become a part of the summer bulletins. The pastors were in agreement with the idea.
- E. Catholic Identity
  - a. The report was emailed
- F. Facilities
  - a. The committee has conducted walk-throughs of all campuses. Their findings were shared with Pat.

- b. Roy shared that there has been concerns reported about the current janitorial services at each campus. Tim mentioned that he would follow-up with the specific issues and contact the company supplying the services.
- G. Superintendent
  - a. Tim distributed his report. This is the report that was given at the Monday, May 12, 2014 meeting
- H. Finance
  - a. Discussion was held regarding the teacher salary schedule.
    - i. The Board reviewed the revised teacher salary. Tim stated that the Board approved salary schedule will be given to teachers at time their contract is given.
    - ii. Tim suggested the Board consider a stipend for the preschool director as she is currently on the teacher schedule with no additional money for the director position. The Board agreed and recommended that the director be given a stipend beginning with the 2014-15 school-year.
    - iii. Tim asked the Board to consider the development of a salary scale for nonteaching and administrative staff and also consider an increase for the next budget year.
    - iv. It was suggested that the finance committee address the starting teacher salary and the overall teacher scale next year; it was further suggested that the committee review salary schedules from other schools.
    - v. **Denice Hirt made a motion to approve the revised salary schedule reflecting an overall 2.50% increase at each step. Judy Zavela seconded. Motion approved.**
  - b. Financial statements were distributed by Jeff.
    - i. He anticipates several large receipts in May, (i.e. auction, CEDF, Annual Fund...)
    - ii. Jeff shared information about the collectibles still due in tuition
    - iii. Jeff shared information regarding the payroll that was processed erroneously

### III. Decision/Discussion Items

- A. Business Manager Search Update
  - a. Second interviews will be May 20. Fr. Mike shared Diocesan information regarding salaries as a business manager.
- B. Chaplain Job description
  - a. This was discussed at the Executive Committee meeting. The job description will be reviewed with Fr. Eric Mueller and then will be presented at the August meeting for approval
- C. Strategic plan update
  - a. The Executive Committee recommended that, for the June 19 meeting, the Board hold its meeting at The Pines.
    - i. The main focus of the meeting will be to review the strategic plan and update it to present for approval in August.
    - ii. The Board will invite Lisa Swaisgood to meeting. (Tim will take care of the invitation).
    - iii. Sara Best is available to facilitate at no cost to BHCS.
    - iv. Meeting will begin at 5:30 p.m. with dinner.

- D. Facility study
  - a. The board recognizes that a facilities usage study must be started at the beginning of the 2014-15 school year.
  - b. The Executive Committee discussed the following with regard to the formation of an ad hoc committee:
    - i. An ad-hoc committee of the board will be formed at the August meeting.
    - ii. Membership should include approximately 10 – 12 members and could contain the following expertise:
      - 1. Teacher
      - 2. Retired Principal
      - 3. Background in facilities
      - 4. HFFT Member(s)
      - 5. Communication/PR Background
      - 6. Board Member(s)
      - 7. Curriculum
      - 8. Finance
      - 9. Project Manager
      - 10. Diocesan Representative
      - 11. Demographics
    - iii. Information to be used by the committee could include:
      - 1. Cropper Report
      - 2. Facilities Walk-Through
      - 3. Demographics of the region including Baptismal rates
      - 4. Academic and Programming
      - 5. Additional information as determined by the board and committee
    - iv. Decision timeline (January 1, 2015)
    - v. Possibly select an individual with no ties to the system or to an individual parish to act as the committee facilitator. Kay to contact Chris Knight.
- E. Finalize minutes from public meeting on May 12, 2014
  - a. Questions/answers were reviewed by the Board
  - b. Information will be sent to the members to review and shared on the website and via the newsletter/bulletin.

**A motion to adjourn made by Roy Wilhelm and seconded by Fr. Mike. The meeting was adjourned at 7:58 p.m.**

The Board moved into Executive Session for the purpose of reviewing the superintendent evaluation.

Next meeting: Strategic Plan Retreat, June 19, 2014

Submitted by Mary Yeager