

**BHCS GOVERNING BOARD MINUTES**  
**Thursday, October 16, 2014, 6:00 p.m.**  
**Sacred Heart Rectory, 550 Smith Road, Fremont, Ohio**

**IN ATTENDANCE:** Todd Drusback, Bob Gabel, Denice Hirt , Dr. Mark Hoelzle, Father Ken Lill, Patrick Militello, Kay E. Reiter, Roy Wilhelm, Father Mike Zacharias

**ALSO IN ATTENDANCE:** Superintendent Tim Cullen, Meeting Recorder Mary Yeager

**EXCUSED:** Brad Culbert

The meeting was called to order at 6:00 p.m. by Kay E. Reiter, BHCS Board Chair.

- I. **Opening Prayer** - *Father Ken Lill*
- II. **Welcome and Introductions** - *Kay Reiter*

**A motion was made by Dr. Mark Hoelzle to approve the minutes of the September 18, 2014 Board Meeting. Bob Gabel seconded the motion. The minutes were approved.**

- III. **Strategic Plan Action Steps** – *Kay E Reiter, Chair*  
Mark distributed the Catholic Christian Community and Identity committee’s strategic plan which includes the committee’s initiatives, tactics and updates. The committee’s update will be added to the strategic plan. A template of Dr. Hoelzle’s report format will be sent to the strategic plan committee chairs.
- IV. **Standing Board Committees Reports**
  - a. **Catholic Christian Community & Identity** - *Dr. Mark Hoelzle, Chair*  
The committee report of October 6, 2014 was emailed to the Board.  
Survey Monkey will be used to survey parents sometime before Christmas on Mass participation.
  - b. **Executive** – *Kay E. Reiter, Chair*  
The committee report of October 9, 2014 was emailed to the Board.  
Kay is attending committee meetings in order to become more familiar with the committee memberships and to help with Board continuity.
  - c. **Facilities** – *Roy Wilhelm, Chair*  
The committee report of October 8, 2014 was emailed to the Board.  
The Board has been made aware of absences of a student with asthma who attends 4<sup>th</sup> grade at the St. Joseph Campus. Roy has talked with Cathy Krupp and Jeff Blohm to try to determine what the issue is (i.e. mold). The county health department has inspected the school which passed the inspection. Roy is continuing to follow-up on the issue. The family has been made aware of the steps that are being taken.
  - d. **Finance** – *Patrick Militello, Chair*  
The committee report of October 14, 2014 was emailed was emailed to the Board. Pat distributed the current September statement and the draft financials.  
Pat addressed three questions that were raised at the last meeting Board meeting regarding the August financial report. He stated that the “increase in wages” was corrected; the “other income” question was a timing issue dealing with Peterson money; he gave information that explained why the special subsidy budget line looked high, (information was in the wrong cell and this has been corrected).  
Pat gave an explanation about prepaid tuition and its impact on the budget. He stated that it should not be listed in the asset section but rather the liability section. He also talked about an “operational” budget and how subsidies and fund-raisers are reflected.  
The budget is ready to be published with a narrative penned by Pat explaining the diocesan review.

**e. Governance – Todd Drusback, Chair**

The committee report of September 22, 2014 was emailed to the Board.

The focus of the meeting has been the compilation of names of possible Board candidates to give to the Executive Committee.

**f. Marketing – Denice Hirt, Chair**

The committee report of October 2, 2014 was emailed to the Board.

Denice provided an update regarding the poster boards highlighting school topics that will be placed on easels and rotated through the parishes. At this point Sacred Heart Parish is not going to be participating in the rotation process.

**V. Ad Hoc Committee Reports**

**a. Buildings and Grounds Utilization – Mrs. Reiter for Brad Culbert, Board Representative**

The committee's conference call details were emailed to the Board with their board packets. Tom Irmen, the committee facilitator, has expressed three concerns to the Board: confidentiality, identifying the stakeholders, and consideration of the stakeholders' comments/feedback/input. The Board was asked to provide direction concerning the involvement of stakeholders. The board discussed suggested actions steps prior to the conference call with Mr. Irmen.

A 6:30 p.m. conference call with Mr. Irmen was held. Kay presented the Board's comments regarding stakeholder involvement. This includes having two informational meetings at which time the committee will share their work and stakeholders will have an opportunity to express their comments, ideas, and questions. The stakeholder input will be reviewed subsequently by the committee. The first meeting tentatively will be scheduled between November 5-12; the second will take place after the committee has made its presentation to the Board. Additionally, a written summary of the comments made at the meeting will be distributed to those unable to attend the meeting(s) through BHCS's website.

**VI. Superintendent's Report - Tim Cullen, Superintendent**

Tim shared the following:

- Angie Halbeisen has reached out to teachers for classroom/student updates that can be placed in bulletins; a quarterly report from Tim will be in the bulletins.
- Tim is participating in a hometown community grant project. He will go to Columbus two days for this and will lead the youth component.
- Tony Melendez is returning to Fremont for a school concert tentatively scheduled for November 24. The Guadalupe Society is teaming with BHCS with proceeds to be shared.
- Tim previously shared a Catholic Schools Inventory with the Board. A workshop for participating schools was held on Tuesday, October 14, as a follow-up to the inventory. Support will be provided to the schools directly.
- Kay and Tim have met with Mrs. Krupp and building maintenance supervisors to improve issues with procedures for repairs

**VII. Other Discussion Items**

**a. Business manager search – Pat Militello**

Pat stated that seven applications were received. Four candidates were interviewed. Second interviews will be conducted on the tentative date of October 28.

**b. School Chaplain Job Description – Kay Reiter**

The Chaplain Job description was reviewed at the Executive Meeting. Kay will share the description with Fr. Eric seeking his input.

**c. November Board Presentation by Cathy Krupp, K-8 Principal – Tim Cullen**

Tim has asked Cathy Krupp to share information she has regarding families whose student(s) didn't return to BHCS, and give a summary of activities taking place at the two campuses as well as upcoming

events. Kay asked that Cathy or Tim provide a report on students within the Peterson scholarship program. Fr. Mike asked that the use of the Peterson money be more fully explained, (how is it being used, are all the identified students receiving services...). Tim will provide a summary of both Peterson and Ed Choice programs.

**d. Superintendent's Annual Contract – Kay Reiter**

Kay stated that the Superintendent's contract has been completed and filed with Toledo Diocese.

**VIII. Meeting Wrap Up – Kay Reiter**

**IX. Closing Prayer - Father Mike Zacharias**

**Denice Hirt made a motion to adjourn. Pat Militello seconded. The meeting was adjourned at 7:55 p.m.**

**NEXT BHCS BOARD MEETING: November 20, 2014, 6:00 p.m.**