

**BHCS GOVERNING BOARD MINUTES**  
**THURSDAY, SEPTEMBER 18<sup>TH</sup>, 2014 | 6:00 P.M.**  
**SJCC MEDIA ROOM**

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

**ALSO IN ATTENDANCE:** Superintendent Tim Cullen, Interim Business Manager Jose Mendez, Father Eric Mueller, Meeting Recorder Mary Yeager

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

**Welcome and Introductions** - Kay introduced Father Eric Mueller, Chaplain. Kay will be contacting all Board Members to update their contact information.

**Minutes** - A motion was made by Brad Culbert to approve the minutes of the August 21, 2014 Board Meeting. Patrick Militello seconded the motion. The minutes were approved.

**Strategic Plan Action Steps** – Kay E Reiter, Chair - Kay has developed a plan for reviewing and updating the strategic plan at future board meetings – the plan was shared with the Board. Kay has asked Board Members to submit dates that would be good for them to present reports related to their strategic plan work.

**Standing Board Committees Reports:**

- **Catholic Christian Community & Identity** - Dr. Mark Hoelzle, Chair The committee report of September 8<sup>th</sup>, 2014 was emailed to the Board. Mark shared the following: the committee discussed the strategic plan and Catholic School's Week. A focus for the committee is increasing student attendance at Mass. The committee has discussed the possibility of conducting a survey of the K-12 students regarding mass attendance. The data would be compiled and compared to enrollment information. Tim suggested using Survey Monkey and have families complete together. Mark will share the Board's discussion with the committee.
- **Executive** – Kay E. Reiter, Chair The committee report of September 11<sup>th</sup>, 2014 was emailed to the Board.
- **Facilities** – Roy Wilhelm, Chair The committee report of September 10<sup>th</sup>, 2014 was emailed to the Board. Roy discussed issues with broken windows at Share Center and the needed roof repairs on the Sacred Heart School. There still are facility questions about large projects and the responsibility for completing them. He stressed the need for improving communication and the process for completing needed projects. Kay requested a meeting be held with herself, Roy Wilhelm, Principal Cathy Krupp, Superintendent Tim Cullen, and all campus custodians to address the policy/procedures needed campus repairs.
- **Finance** – Patrick Militello, Chair The committee report of September 16<sup>th</sup>, 2014 and the draft August 31<sup>st</sup>, 2014 financials were emailed. Patrick posed a question to the Board regarding whether or not the 2013-2014 Year-end Financial details should be published or should the Board wait for the Diocese to complete their Annual Review. Patrick shared that the committee felt it is important to publish the financial sometime soon. The Board asked Patrick to contact the Diocese asking them to put together a letter indicating that the delay in Year-end Financials is not the fault of BHCS but rather the Diocesan's review of issues with the new accounting system. Patrick agreed to contact the Diocese. Additional Discussion Item: Tim stated that 3 applications have been received for the Business Manager position
- **Governance** – Todd Drusback, Chair The committee is scheduled to meet September 22<sup>nd</sup>, 2014. The committee will work with Father Mike to identify a St. Ann's candidate to fill the current open board seat. Kay and Todd also shared with the Board that the Governance Committee will assist in identifying future board members.
- **Marketing** – Denice Hirt, Chair The committee report of September 4<sup>th</sup>, 2014 was emailed to the Board. In Denice's absence, Roy shared some of the Marketing report including information/discussion on family events, newsletter, mission statement, and what's being done when a family leaves the system. The committee can address some retention issues. One item for the committee to address is perceived issues that don't exist.

**Ad Hoc Committee Reports:**

- **Buildings and Grounds Utilization** – Brad Culbert, Board Representative Kay reminded the Board that Brad Culbert is the Board's representative to the committee. The committee has already had 2 meetings with their

next meeting scheduled for next week. The committee has established working teams and selected their committee assignments.

**Superintendent's Report - *Tim Cullen, Superintendent*** Tim distributed his written report. Angie Halbeisen and Tim met to discuss the need to get school information to families at mid-quarter. Tim asked the Board to contact him if there is a desire for school committees, such as the newly formed Technology Committee, to make a brief report at a Board meeting. Tim provided the Board with a handout regarding the Catholic School Identity inventory – a consultant will work with BHCS. The high school will not be in session on October 14<sup>th</sup> as the staff will meet with other high schools who are participating in the inventory. This date will be communicated with parents once Diocesan approval has been gained. The inventory information is aligned with the accreditation plan.

**Dr. Mark Hoelzle made a motion to adjourn to Executive Session for the purpose of discussing the Superintendent's contract. Brad Culbert seconded. The motion was approved and the regular Board meeting moved into executive session. The Board moved out of executive session with a motion by Dr. Mark Hoelzle. Roy Wilhelm seconded. The motion was approved and the Board moved out of executive session.**

**Patrick Militello made a motion to approve the Superintendent's contract with no changes to the contract. Dr. Mark Hoelzle seconded. A roll call vote was taken - Brad Culbert - yes, Todd Drusback - yes, Bob Gabel – yes, Dr. Mark Hoelzle - yes, Father Ken Lill - yes, Patrick Militello – yes, Roy Wilhelm - yes, and Father Mike Zacharias – yes, St. Joseph & yes, St. Ann.**

**Patrick Militello made a motion to adjourn at 8:55 p.m. Brad Culbert seconded. The motion was approved.**

**NEXT BHCS BOARD MEETING: THURSDAY, OCTOBER 16<sup>TH</sup>, 2014 | 6:00 P.M.**