

BHCS Governing Board Minutes
August 21, 2014
6:00 p.m.
SJCC Media Room

In Attendance: Todd Drusback, Bob Gabel, Denice Hirt, Father Ken Lill, Pat Militello, Kay Reiter, Father Mike Zacharias

Absent: Brad Culbert, Mark Hoelzle, Roy Wilhelm

Also in attendance: Superintendent Tim Cullen, Interim Business Manager Jose Mendez, Mary Yeager

I. The meeting was called to order at 6:02 p.m. by Pat.

- A. The meeting began with a prayer led by Father Ken.
- B. **A motion was made by Father Mike Zacharias to accept the minutes of the May 25, 2014 meeting. Motion seconded by Todd Drusback. Motion approved, 5 yes, 1 abstention.**
- C. **A motion was made by Kay Reiter to approve the minutes of the July 17, 2014 meeting. Father Mike Zacharias seconded. Motion approved, 5 yes, 1 abstention.**

II. Committees / Reports

- A. Governance
 - a. The report was emailed
 - b. A Continuity Binder will be given to newly appointed Board Member, Bob Gabel.
- B. Executive
 - a. The report was emailed
- C. Marketing
 - a. Denice distributed her report.
 - b. She highlighted the following:
 - i. The committee established their meeting dates
 - ii. The family picnic will take place on Sunday, August 24 at Misty Meadows. Father Eric Mueller, BHCS Chaplain, will preside at Mass.
 - iii. Marketing materials will be available at a booth at the Sandusky County Fair. Father Mike mentioned that he would like to see school representatives such as parents and students at the booth next year.
 - iv. The Big Sibs program is currently under review, it is anticipated that there will be changes to the program.
 - c. Pat drew attention to an issue raised by a grandparent regarding the Board's communication with all stakeholders. Pat asked the Board to consider whether or not the minutes should highlight more committee work. Denice stated that the Marketing Committee has been strategic and thoughtful in how to approach families as well as with spending money on activities. It appears, though, that communication to enhance awareness of Board activities to all stakeholders is still an area in need of improvement. Access to the Board's webpage on the BHCS website needs to be reviewed. It was suggested that both the Marketing and Governance Committees should address this continuing concern.

- D. Catholic Identity
 - a. The report was emailed
 - b. Linkage between the Strategic Plan's Catholic-Christian Community Committee and the Catholic Identity Committee was discussed and the joining of the two groups is now in place.
- E. Facilities
 - a. Roy emailed his report with no activity to report at this time.
- F. Finance
 - a. Jose and Pat shared that the Diocese is conducting a review of the balance sheet and loan schedule. Jose was asked to find out from the diocese if other schools are under a similar review.
 - b. When the review is complete, the Finance Committee will receive a report. This will then be shared on the webpage, in "The Voice", and church bulletins.
 - c. As a note to the Board 5th version of the 2014-2015 School Year Budget, that Jeff Sprague completed, is the final budget.
 - d. Fr. Mike noted that the money committed from the St. Joseph Endowment is a 3 year commitment with 2016 being that last year.
- G. Superintendent
 - a. Tim verbally presented his report.
 - b. He discussed highlights of the staff retreat: overviews of the Notre Dame initiatives in which BHCS is involved, RISE which is focused on Catholic Identity, and Curriculum Development focused on English/Language Arts; new diocese adopted assessment, MAP, for English/Language Arts, Math and Science; accreditation approval and plan; the Strategic Plan; and the work of the new Technology Committee
 - c. He thanked Kay Reiter for attending and sharing information on the strategic plan and ad hoc committee and Mary Yeager for curriculum work with staff at the recent facility and staff meeting held on Terra Community College's campus.
 - d. Current enrollment is 440; 35 Peterson applications are in place; 23 Ed Choice applications for K-1 have been made. He will review data about the First Quarter Initiative and make a report to the Board.
 - e. A \$10,000 donation to BHCS has been made and is earmarked for the K-8 fine arts program
 - f. PTO has again provided new PRIDE shirts to the staff.
 - g. The cleaning crew is back at work. He has addressed issues with the company.
 - h. August 26 is the first day of school for students.

III. Decision/Discussion Items

- A. Board and Committee Leadership
 - a. **Pat Militello made a motion nominating Kay Reiter as Board Chairperson. Todd Drusback seconded. Motion approved.**
 - b. **Todd Drusback made a motion nominating Pat Militello as Board Vice Chairperson. Denice Hirt seconded. Motion approved.**
 - c. Board Committee membership is as follows: Mark Hoelzle, Catholic Identity; Father Mike Zacharias, Marketing; Denice Hirt, Marketing; Todd Drusback, Governance; Father Ken Lill, Executive; Bob Gabel, Finance; Pat Militello, Finance; Roy Wilhelm, Facilities; Brad Culbert, Buildings and Grounds Utilization Ad Hoc Committee
- B. Building and Grounds Utilization Committee Update

- a. **Pat Militello made a motion to create the ad hoc Building and Grounds Utilization Committee. Todd Drusback seconded. Motion approved.**
 - b. A list of committee members was distributed. Their first meeting will be Thursday, August 28. Tom Irmen will act as facilitator. He has experience with diocesan projects and strategic planning.
 - c. Tim will contact Christopher Knight to see if there is any Diocese grant money available to help offset any mileage costs occurred by the committee's facilitator.
 - d. Information about the committee and the focus of their work will be distributed through the church bulletins and on the school website immediately following the kick-off of the committee.
 - e. The committee has been given a December deadline for a report back to the Board with recommendations.
- C. Business Manager Search Update
- a. The search is starting over immediately.
 - b. The posting will be submitted to the diocese for distribution.
- D. Chaplain Job Description Update
- a. Father Mike and Father Ken will share the job description with Father Eric Mueller to get his input and bring their recommended changes.
- E. Strategic Plan Update
- a. Kay is anxious to keep the work of the strategic plan in front of the Board. She will create a schedule that will consist of segments of the strategic plan and with the assistances of committee leadership updates will be provided to the Board every other month.
- F. Father Mike thanked Pat for his 4 years of leadership as the BHCS Board's first Chairperson

The meeting was adjourned at 7:40 p.m. by Pat.

Next meeting: September 18, 2014

Submitted by Mary Yeager