

Minutes
BHCS Governing Board
November 15, 2012
4:00 pm
St. Joseph Parish Hall

Members Present: Brad Culbert, Denice Hirt, Anne Marquis, Patrick Militello, Elaine Rosengarten, Fr. Mike Zacharias, Kathy Stierwalt, Roy Wilhelm

Also present: Tim Cullen, Bob Dulaney, Cathy Krupp

Members Absent: Mary Yeager, Fr. Ken Lill

The meeting was called to order at 4:00 p.m by Patrick. Father Mike led the prayer.

The board welcomed new member Roy Wilhelm and the BHCS K – 8 principal, Cathy Krupp.

Elaine made a motion to approve the minutes of the October 18, 2012 meeting. Anne seconded the motion. All approved.

Cathy Krupp presented a year to date summary on the events of both the Sacred Heart and St. Joseph Campuses. The following are some highlights

- Classrooms and teaching assignments were rearranged at SJC and excess desks and materials were removed.
- Lead teachers receiving life skills training. Will bring these tools to staff at each campus.
- Accreditation process is moving forward with survey compilations. Will soon be ready to present results to the board.
- Diocese is implementing a new teacher evaluation process and BHCS is currently in the initial stages of implementation.
- Two new teachers have been hired for the 4th and 7th grades.
- Student Council and classroom leadership has changed to be more inclusive.
- Two new students have recently started at both the SHC and SJC

Tim and the board congratulated Mrs. Krupp for winning the 2012 John A. Thomas Leadership Award.

Pat mentioned that a parishioner asked recently what kind of follow-up the school is doing with students who have left the school system. Tim confirmed that cards were recently sent as a way to stay in touch.

Reports:

Executive

- The report was distributed.

Finance – Brad and Bob

- The finance committee held their first meeting. Minutes were distributed at the meeting.
 - Future meeting dates were finalized.
 - Need to decide on additional membership. One suggestion was made to include a person without a lot of accounting or finance experience. This person may better represent the average person.
 - Agreed to the timeline set forth in the calendar with respect to initial release of budget and targets for completion.
 - Brad will schedule additional meetings as necessary.
 - A suggestion was made that the finance committee should audit financial processes during the non-budget months.
- Bob relayed that the Diocese is moving towards a cloud based accounting system which will be hosted at multiple off-site locations. Diocese is currently in the process of finalizing the chart of accounts. Full implementation by 7/1/13.
- Bob will look at various payroll options.

Marketing - Denice

- The 10/24/12 minutes were distributed before the meeting. The committee met again on 11/7/12.
- TJ Wurzel is the newest member to the committee.
- The next meeting is a four hour meeting and will be facilitated by an outside marketing company.

Catholic Identity – Anne

- The report had been distributed

Facilities – Mary

- The report had been distributed

Governance - Elaine

- Board Members who were present signed the BHCS Board Member Job Description and the Confidentiality Policy
 - Since the board policies being developed will become system wide policies, a suggestion was made that Cathy Krupp be added to the committee to help finalize an updated Faculty & Staff Handbook
 - The Confidentiality Policy should also be signed by committee members. This is the responsibility of the committee chairs.

Superintendent

- Tim presented an updated BHCS Mission Statement, belief statements, and pillars of success.
- A motion was made by Brad to approve the following mission statement, “To Reach and teach the mind, body, heart, and soul of each child to bring them closer to God.” It was seconded by Kathy and it was approved.
- Tim distributed worksheets and examples that can be used in the strategic planning process.

Discussion took place regarding accreditation and strategic planning. The board has decided to contact a few companies that are skilled in leading strategic planning sessions. Denice, Tim, and Pat will contact these companies for proposals.

Faculty and staff parties are planned for November 30th and December 14th. Board members and spouses are invited to attend.

After a brief discussion, it was decided that the next meeting would remain unchanged. It is scheduled for December 20, 2012 at 6:00 pm.

A motion to adjourn was made by Kathy and seconded by Brad. The meeting was adjourned at 5:55 p.m.

Submitted by: Patrick Militello