

Minutes
BHCS Governing Board
December 19, 2013
6:00 p.m.
SJCC Media Room

In Attendance: Todd Drusback, Mark Hoelzle, Anne Marquis, Pat Militello, Roy Wilhelm, Judy Zavela

Absent: Brad Culbert, Denice Hirt, Father Mike Zacharias, Father Ken Lill

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

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

A. The meeting began with a prayer led by Tim.

B. **A motion was made by Mark Hoezle to accept the minutes of the November meeting. Motion seconded by Anne Marquis. Motion approved.**

II. Committees / Reports

A. Governance

- a. Toledo Foundation providing workshop for grant writing and governance workshop.
- b. Could someone in BHCS also be trained in grant writing?

B. Executive

- a. Report was emailed. No comments or questions.

C. Marketing

- a. Report was emailed.
- b. Tony Melendez accommodations and concert costs are being paid for by donors and BHCS PTO. BHCS PTO does a very good job of raising funds and funding requests.
 - i. All funds raised from the concert and meal will be placed in the tuition assistance fund.

D. Catholic Identity

- a. Report was emailed.
 - i. Working on the campus minister job description to be completed by the beginning of February.
 - ii. Representatives from Notre Dame visited our campus and spoke with staff and children to help evaluate strength of our Catholic Identity. Will provide a report that will be shared with the committee and the board possibly before the next board meeting.

E. Facilities

- a. No meeting.

F. Finance

- a. Jeff Sprague is the interim business manager and is in his second week.
- b. Tim will work with Jeff to compile and distribute the 2012-13 school financial summary.
 - i. Make this requirement part of the job description.
- c. Kairos retreat expenses were to be built in the budget and these expenses are never fully covered by student fees.
- d. Permission from the Diocese was given to close the endowment. Signatures have been obtained from the necessary individuals and will be forwarded to the Diocese.
- e. Request that new notes are highlighted each month on the financials.

G. Superintendent

- a. Reach out program collected enough food and money to feed 100 families.
- b. Preschool
 - i. Lisa is working on obtaining quotes and writing requests to be sent to local businesses.
 - ii. Tim is waiting on information from Fr. Ken. Will send a follow-up to Dick Holland.

- iii. Pat has talked to the head of the festival committee and will meet early next year.
- iv. Tim read a letter from a concerned supporter of BHCS.

III. Decision/Discussion Items

- A. Strategic Planning update
 - a. Should Catholic Christian Community be part of Catholic Identity? Anne and Mark to discuss at with Catholic Identity Committee.
- B. Business Manager
 - a. Will complete the job description and create a posting for after the first of the year. Will evaluate a next step when resumes are evaluated.

Motion to adjourn made by Kay and seconded by Mark. Meeting was adjourned at 7:48 p.m.

Next meeting: January 16, 2014; SJCC media room, 6:00 p.m.

Submitted by Patrick Militello