

Minutes
BHCS Governing Board
6:00 p.m.
SJCC Media Room

In Attendance: Brad Culbert, Todd Drusback, Denice Hirt, Mark Hoelzle, Father Ken Lill, Anne Marquis, Pat Militello, Roy Wilhelm, Father Mike Zacharias, Judy Zavela

Absent: Kay Reiter, Superintendent Tim Cullen

Also in attendance: Interim Business Manager Jeff Sprague, Mary Yeager

I. The meeting was called to order at 6:05 p.m. by Pat.

- A. Opening prayer was led by Fr. Mike.
- B. Pat led a discussion regarding the minutes of Board meetings. A clarification was made regarding a motion in the November minutes to indicate that a decision to move the preschool had not been made.
- C. **A motion was made by Mark to accept the minutes of the December 19 meeting. Motion seconded by Brad. Motion approved.**

II. Committees / Reports

- A. Governance – no report
- B. Executive
 - a. The committee's report was emailed
- C. Marketing
 - a. The committee's report was emailed
 - b. Discussion took place regarding promoting BHCS and showcasing scholarships offered.
- D. Catholic Identity
 - a. The committee's report was emailed
 - b. Anne reported that the committee has been working on the Melendez concert. The committee has finished the campus minister job description. We will review and discuss at the February meeting. Pat will distribute the job description prior to the meeting.
- E. Facilities
 - a. The committee's report was emailed
 - b. Brief discussion took place regarding the boiler at SJCC. Pat will follow-up with Tim regarding the building's security system and possibly connecting it to the boiler in case of a shut-down of the boiler.
 - c. Roy questioned how the walk-through of the buildings should take place procedurally. It is suggested that the building administrator seek the input of the faculty and staff. The administrator as well as building maintenance person should accompany the committee members.
 - d. Jeff Blohm and Bob Fisher are developing a building needs list for the budget.
- F. Finance
 - a. The committee's report was emailed as was the Business Manager job listing.
 - b. Jeff Sprague answered questions regarding the financial report, including the debit balance and administrative expenses. He is in communication with the diocese regarding financial reporting. He suggests an audit take place especially once a new Business Manager is hired. He will email the December financial report on Monday the 20th.
 - c. 2014-15 budget introduction

- Jeff is in the beginning stage of building next year's budget and working with the spreadsheet that Bob Dulaney created. He has discussed the budget with Tim and will meet with Gary Geller regarding athletics. Items that are currently being reviewed for the budget include staffing, teacher salary, medical insurance, and subsidy. He needs input from the facility committee regarding any capital improvements. Pat asked Jeff to find the BHCS salary scale and salary information from the diocese and send to the board members.
- d. Fr. Mike asked for an update regarding the closing of the endowment.
- G. Superintendent report, shared by Pat
- a. Enrollment update will be provided next week
 - b. Annual fund is currently at \$61,000 with 290 donors
 - c. The kindergarten enrollment cut-off date is to be moved statewide to September 30.
 - d. Tim will present a written summary about testing
 - e. The Diocese is working with Notre Dame ACE program and curriculum transitions

III. Decision/Discussion Items

- A. Strategic Planning Update
 - a. Catholic Christian Community and Catholic Identity – to be discussed in February
- B. Preschool Update
 - a. Discussion took place about the potential for relocating the preschool and information that needs to be shared with parish and parents before a decision (vote) can be made.
- C. Business Manager
 - a. Job listing review and posting discussion took place. The job description will need to be revised.

A motion to adjourn was made by Dee and seconded by Roy. The meeting adjourned at 7:42 pm

Next meeting: February 20, 2014; SJCC media room or SJ Rectory, 6:00 p.m.

Submitted by: Mary Yeager