

Sandusky Central Catholic School
Board of Directors
Regular Meeting/Orientation for New Board Members
July 15th, 2015

Present: Duff Milkie, David Harrison, Rob Kaftan, Mary Murphy, Julie Youskievicz, Carla Pelz, Chris Kolar, Julia Colavincenzo and Jen Lippus

The evening began at 6:00PM in the Distance Learning Lab. Only elected and appointed Board members were in attendance to provide an orientation for the new Board members.

New Board members were welcomed and introductions made by the group.

The regular meeting was called to order at 6:10 by Duff Milkie and he led us in prayer to begin our meeting.

Each Board member was presented with a binder that contained resource material to support the topics presented during this orientation session.

Orientation to the Board:

The first item of business was Board orientation. The following topics were discussed and reviewed with the Board:

Board statutes and responsibilities (highlighting recent changes made by the Diocese this past year). Highlights included:

- Governance model for parish school and importance of communication between Diocese and SCCS, Reserved powers of the Bishop
- Composition of the Board and its relationship with the Foundation
- Leadership model and outlined duties of the President
- Review of Board meetings for 2015-2016 calendar, overview of typical meeting format and the importance of open discussion at Board meetings

Review of Committees:

Each committee chair presented an overview of their committee initiatives, their membership and their primary responsibilities.

Next the Board reviewed the important elements of the fiduciary responsibility of Board members in relation to decision-making for our school and stakeholders.

Election of Officers:

Nominations were made for officers for the 2015-2016 executive committee.

Duff Milkie was nominated for the office of president. This motion was seconded and unanimously approved.

David Harrison was nominated for the office of vice president. This motion was seconded and unanimously approved.

Mary Murphy was nominated for the office of secretary. This motion was seconded and unanimously approved.

The executive committee will work together to set the agenda for Board meetings (all agenda items outside the realm of committee work are to be submitted to the Board one week before the scheduled meeting).

Committee Appointments:

Current Board members requested to continue their appointments as chairs for the following committees:

Governance chair is Rob Kaftan
Finance chair is David Harrison
Programs chair is Julie Youskievicz
Catholic Identity chair is Mary Murphy
Human Resource chair is Carla Pelz

New Appointments:

Chris Kolar accepted and was appointed the chair for the Facilities committee.
Jen Lippus accepted and was appointed the chair for the Advancement and Development committee
Julia Colavincenzo agreed to be the liaison to the Board for the Ad Hoc tuition review committee

Board members were asked to submit names to Chris Kolar of those individuals who may wish to serve on an Ad Hoc Facilities Long Range Planning committee.

Next the Board reviewed the highlights of the 2014-2015 End of Year Summary reports from the Administrative Team for SCCS. These reports include an introduction, review of the year, current projects, their personal goals and goals for the school and upcoming school year.

It was noted that the Board has requested that the Administrative Team make a formal presentation of the goals for the upcoming school year at the August Board meeting.

Old Business:

The final draft of the Athletic Handbook was emailed to the Board prior to our meeting. Carla presented a summary of the edits that were made from the previous Athletic Handbook (2009 edition). Information targeted specifically to coaches was removed and will be included in a handbook for coaches. Athletic policies that apply to all sports are included in this handbook. Coach/sport specific expectations are conveyed by coach

initiated communication with the approval of the Athletic Director. A motion was made, and seconded and the Board unanimously approved the Athletic Handbook.

The committee will send this draft to the Diocese for diocesan approval.

New Business:

Board members discussed current and planned areas of focus for this year. Upon the conclusion of the discussion, it was decided that a list of the areas of focus would be circulated to the Board in advance of the August meeting. The Board will continue the discussion at the August meeting in an effort to reach a consensus on the areas of focus for the upcoming year.

Board members reviewed and signed copies of expectations for the Board of Directors and personal commitment/confidentiality statement. These were submitted to the secretary.

We closed our meeting in prayer led by Julie Y. at 9:30PM.

Respectfully submitted by,

Mary Murphy
Secretary, SCCS Board of Directors