

## 2011-2012 Summary of Board of Directors Meetings

### August 24, 2011 Meeting

**Agenda: Attached**

#### Summary of Key Agenda Items

##### **Nick Rossi, President of the Board**

- The direction was given several weeks ago to Committee Chairs of the Board to review goals and objectives within their plans and the overall strategic plan for the school.
- The Strategic Plan Task Force/Committee Chairs articulated their goals and objectives for the 2011-12 School Year. Each committee chair shared his or her goals with the Board. The goals will be positioned as part of that area of the strategic plan. Key goals for each committee are listed below.
  - Finance
    - Completion of 2010-2011 Audit
    - Preparation of 2012-2013 Budget to include a 3-5 year projection
    - Complete a Business Office Policies handbook
    - Debt retirement strategy
  - Facilities
    - Convince Board to establish a Capital/Reserve Fund
    - Update reserve study to include FF& E as well as the new lighting projects
  - Advancement Development and Enrollment/Marketing
    - Recommend separating into two distinct committees going forward
    - Move forward to review new Advancement Plan and new Admission/Retention Plan and implement
  - Nominating Committee
    - Submit slate of Officers and Committee Chairs annually
    - Recruit new members
  - Policy Committee
    - Garner additional members
    - Review and approve all school and board policies
    - Institute timelines for systematic review of By-laws

In addition to the declaration of goals for the year the chairs also discussed the need to expand or build committee membership to include parents and members of the faculty. There was also a bit more discussion with respect to the need to separate the Advancement/Development and enrollment /Marketing Committee in to two distinct groups. That committee will work to make that happen and to recommend chairs and committee composition. Jim Zaccaro is taking the lead on this issue.

The next step in the area of the strategic plan will be to establish a calendar of meetings for the Committee Chairs and the President to formally review the plan. These meeting are where changes to the plan will be made, a review process will be established and meeting schedule for tracking and updating the document regularly will be put in place.

## **GUEST PRESENTATION**

- Mrs. Bridgid Pierce and Mrs. Jana Wettig, President of the Parent Association addressed the board and requested they consider placing a parent and a faculty representative on the Board. Their point was that this should be considered as a step to improve communications and offer parent and faculty perspective to the meetings. It was determined that the Executive Committee take the request as an agenda item for the next meeting of that group.

## **PRESIDENTS REPORT**

- The President's Report took the form of a BMCHS State of School Overview.
  - The presentation focused on the current state of the school, its areas of strength and the opportunities for improvement. It included a recommendation to present a "dash board" of data and information, at least quarterly, for Board review. Items presented as examples to include were enrollment figures, budget analysis, academic achievement measures and activity participation numbers.
  - The two key elements of the presentation were the introduction of the basis for a new Advancement Plan and a new Admissions and Retention plan for enrollment. The former will be presented for comments and discussion at the September meeting.

## **CALENDAR**

A "Meet and Greet" with Faculty and Staff will occur before the next meeting begins. It will be held at 3:00pm in the Student Activity Center at BMCHS.

Next Meeting; September 28<sup>th</sup> at 4pm following the "Meet and Greet".