

CSGK BOARD MEETING MINUTES

August 28, 2009

Attendees: *Pastors:* Msgrs. Hazard and Martin, and Frs. Derda, Farrell, Fleckenstein, O'Leary, and Schmidt; *Lay Members:* S. Benoit, S. Bradshaw, K. VanderMolen; *LAC Reps:* S. Clark, J. Simonds, L. Toweson; *Principals:* T. Eastman, B. Reits, A. Zommers; *Staff:* Fr. Richardson, R. Dykstra, J. Lincoln, and K. Weishaar

Call to order: 3:15pm

Opening Prayer: Fr. Richardson

Consent Agenda Items (Vote Required)*:

1. Agenda: August 28, 2009
2. Minutes: June 26, 2009 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

Motion: Fr. Schmidt moves to approve Consent Agenda and Simonds seconds. Motion passed.

Report Discussion (highlights and questions):

- 1) Financial Review (Rich Dykstra)—report attached
 - a) The *Statement of Revenue and Expenses* and *General Operating Fund Statement* (both for the period ending June 30, 2009) were reviewed. VanderMolen reported that the Administration did a nice job controlling costs and collecting prior year revenues owed resulting in a net excess of revenues over expenses of \$162,923. This surplus was applied to the prior years cumulative fund balance deficit of \$59,103, resulting in a preliminary adjusted fund balance of \$103,820 at June 30, 2009.
 - b) The 2009-2010 enrollment data were reviewed (as of August 28). The CSGK schools are under target by 31 students (12 students for Hackett; 18 students for St. Augustine; 1 student for St. Monica).
- 2) Hackett Catholic Central (Tim Eastman)
 - a) 2.1. Eastman reported that 350 students are enrolled. Only 84 students are freshman. The pool of students from the CSGK elementary schools was 88, and 80 of those students enrolled at HCC (meaning we retained more than 90% of the elementary students from CSGK schools).
- 3) St. Augustine Cathedral School (Andra Zommers)—report reviewed.
- 4) St. Monica School (Becky Reits)—report reviewed.
- 5) Local Advisory Committees (Steve Clark, L. Toweson, J. Simonds)
 - a) Simonds reported that the HCC LAC has passed its by-laws.

- 6) Policy Committee (S. Bradshaw)—no report.
- 7) Development (K. Weishaar)
 - a) Jackie Lincoln, the new Advancement coordinator, was introduced.
 - b) Weishaar reported on the upcoming Catholic School Advancement Workshop to be held September 17 and 18. Weishaar wanted to make it clear that this *program is not just for Administrators, Development Directors, and Principals, but that the program is also for Pastors/those responsible for Parish Advancement programs.* The program teaches successful techniques in raising funds for parishes and schools.
- 8) Personnel (J. Niesen)—report reviewed.
- 9) In new business, the LAC by-laws from each CSGK school were reviewed.
Motion: Bradshaw moved to adopt the by-laws presented by the HCC, St. Augustine, and St. Monica LAC and VanderMolen seconded. Motion passed.
- 10) The plan to use the 2008-2009 Surplus of Revenues Over Expenses (net of funds approved for St. Monica gym repair) were reviewed. Benoit requested a formal recommendation from the Finance Committee, as well as a draft policy for the creation and funding of a Capital Expenditures Fund.
- 11) Laura Toweson (St. Augustine LAC member) reported a Liaison from the council for the Board has not yet been determined. An election for a new member to fulfill the remainder of McKinney's position on the LAC does not need board approval.
- 12) Candidates for the new At-Large Board Member position were reviewed. The Board will ask John Biever to serve as the new At-Large Board Member (replacing Jenny Niesen) and Michael Ogrin to serve as a new Finance Committee member.
- 13) Officers for the 2009-2010 CSGK Board were discussed.
Motion: Fr. Schmidt moved to appoint VanderMolen as Vice-President and Treasurer and Bradshaw as Secretary. The motion was seconded by Benoit. Motion passed.
- 14) Objectives for the upcoming year were discussed.
 - a) Strategic Plans
 - i) Strategic plans for each school will be finalized in the next 60 days. Said plans should be consistent with the framework of the Diocese's 2008 Strategic Plan for Schools. All LAC's will finalize their plans and forwarded them to the Board for review and adoption.
 - ii) Formal marketing plans for each school will be developed (as part of the school's Strategic Plan). All LAC's will finalize their plans and forward them to the Board for review and approval.
 - b) Funding Model(s)
Alternatives to the current model for funding operations will be explored; this review will include an evaluation of the current tuition scale system.

*Motion: Benoit moved to form the **Tuition Policy Review Committee** to review alternatives to the current tuition scales. (The nucleus of the committee will include R. Dykstra, Fr. Derda, and Fr. Fleckenstein; other members will be determined by the committee as needed. The committee will provide the Board with a timetable for its activities at the September Board meeting.) Bradshaw seconded the motion and the motion passed.*

c) Enhancing Community

Bradshaw agreed to lead the exploration of (i) the nature of the relationship between the CSGK schools and the eight supporting parishes (St. Ambrose, St. Ann, St. Augustine, St. Catherine of Siena, St. Joseph, St. Mary, St. Monica, and St. Thomas More Catholic Student Parish) and (ii) ways to enhance the existing relationship so as to build a stronger community supporting Catholic school education within the greater Kalamazoo area.

15) *Motion: Fr. Schmidt moved to adjourn and Bradshaw seconded. Motion passed. The meeting was adjourned at 4:35pm.*