

## Minutes of August 24, 2012 CSGK Board Meeting

**Attendees:** Monsignor Hazard; Pastors: Fr. Adams, Fr. Farrell, Fr. O'Leary, Fr. Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: J. Farrell, M. Romstadt, J. Simonds; Principals: B. Reits, A. Zommers; Diocesan Staff: M. Erich; CSGK Staff: M. Anderegg, S. Harding; Guest: Rich Dykstra

**Call to order:** 3:30pm

**Opening Prayer/Commissioning:** Fr. Farrell, S. Clark, M. Erich, B. Reits, A. Zommers

**Alliance Update:** (R. Dykstra / M. Erich)

1. Dykstra presented a report on the Alliance of Catholic Schools for the Diocese of Kalamazoo which included an update as of August 24, 2012. To view the full report, go to <http://www.dioceseofkalamazoo.org/schools/more.pdf>
  - a. The Alliance of Catholic Schools (Alliance) will initially include CSGK and BCACS.
  - b. All employees of CSGK and BCACS will be employed by the Alliance as of 1/1/13.
  - c. KRESA, the local Intermediate School District, will be used for payroll, payables, and financial reporting according to the dates below. CSGK currently used KRESA for payroll and payables.
  - d. In the near future, Alliance administration and each Principal will have Remote Access to appropriate KRESA financial information.
  - e. A new Chart of Accounts (COA) has been developed.
  - f. CSGK will convert to the new COA as of 1/1/13.
  - g. The CSGK and BCACS 12/13 budgets will be prepared with consideration of new COA.
  - h. We are currently drafting and testing Alliance financial reports. CSGK will use KRESA financial reporting starting with the January 2013 reports.
  - i. BCACS will use its current software for financial reporting through 6/30/13.
  - j. We will have parallel payroll runs for system testing during November and December 2012.
  - k. For BCACS, start using KRESA for payroll 1/1/13 and payable 7/1/13.
  - l. For BCACS, start using KRESA for financial reporting 7/1/13.
  - m. Financial reporting for the Alliance will start with 2013-2014 school year.
2. Dykstra reported the short- and long-term benefits to these changes include:
  - a. The biggest short-term benefit to forming the Alliance, which initially includes CSGK and BCACS, is to demonstrate that collaboration and cooperation can work, and
  - b. Initial cost savings will be invested in establishing the central office staff.
  - c. Long-term benefits are increased enrollment in Catholic schools due to stabilizing, or even reducing, tuition among other factors, and
  - d. Standard policies, procedures, and practices to the extent practical, and
  - e. Allow for a shift in administrative efforts from routine processes to planning and growth opportunities, and
  - f. A common tuition structure and parish subsidy model, and
  - g. Standard employee salary scales and benefit package, and
  - h. Improved image as to professionalism in both instructional and administrative functions, and
  - i. Opportunity for improvement in assessment and capital spending associated with school facilities, and
  - j. Cost savings in the near future will be invested in establishing wider central office functions with Human Resources and Information Technology staff.

**Approval of Agenda:** August 24, 2012

*Motion: Fr. Schmidt moves to approve Agenda; Simonds seconds. Motion passed.*

**Approval of Consent Agenda:**

1. Minutes: No Meeting in July
2. Principal Reports
  - 2.1. Hackett Catholic Central (T. Eastman)
  - 2.2. St. Augustine Cathedral School (A. Zommers)
  - 2.3. St. Monica School (B. Reits)
3. Local Advisory Council Reports
  - 3.1. Hackett Catholic Central (J. Simonds)
  - 3.2. St. Augustine Cathedral School (L. Toweson)
  - 3.3. St. Monica School (J. Cavanaugh)
4. Committee Reports
  - 4.1. Enhancing Community (S. Bradshaw)
  - 4.2. Advancement (S. Harding)

*Motion: Fr. Schmidt moves to approve the Consent Agenda; Simonds seconds. Motion passed.*

**Financial Review:** Finance Committee (K. VanderMolen)

1. VanderMolen reported the Finance Committee reviewed the June 30, 2012 financial statements and recommend \$150,000 to be transferred back to fund development and the remainder balance to be allocated to designated for capital improvements for future years.

*Motion: Fr. Schmidt moves to approve the \$150,000 transfer back to fund development and the remainder balance to be allocated to designated for capital improvements for future years; Simonds seconds. Motion passed.*

2. The committee reviewed the preliminary enrollment numbers. As of August 24, 2012, the enrollment for the schools are under budget by 14 students (-15 for St. Augustine, -11 for St. Monica, and +12 for Hackett).
3. Anderegg received bid information regarding bus replacement and the most feasible option was to lease over 3 years. The bid information has been sent to the Diocesan committee for approval.
4. The committee continues to review the 2012/2013 budget and will present the final budget at the September board meeting. All necessary cuts needed have been made.

*Motion: Fr. Schmidt moved to approve the Financial Statements for the twelve months ended June 30, 2012; Simonds seconds. Motion passed.*

**Other Business:**

1. 2012-2013 goals were discussed. Clark asked that each committee chair or co-chair be ready to present their goals and objectives for review and approval at the September meeting.
2. A calendar of dates and a handout on the agenda content for each month were given to each of the board members. Board members are responsible for attending each of the meetings and reviewing the agenda content for each month.
3. Clark is preparing a letter to be sent to all CSGK families regarding the activities of the board for the 2012-2013 school year.

*Motion: There being no other business before the Board, Fr. Schmidt moved to adjourn; VanderMolen seconds. Motion passed. The meeting was adjourned at 4:40pm.*