

Minutes of August 26, 2011 CSGK Board Meeting

Attendees: Msgr. Hazard; Frs. Farrell, O'Leary; J. Biever, S. Bradshaw, S. Clark, K. VanderMolen; *LAC Reps:* J. Cavanaugh, J. Simonds, L. Toweson); *Principals:* T. Eastman, B. Reits, A. Zommers; *Staff:* R. Dykstra, S. Harding; *Guest:* A. Garcia (sitting in for Fr. Ankley)

Call to order: 3:45pm

Opening Prayer: None (During the Commissioning of Members of the CSGK Board of Directors, a group prayer was said by all members)

Approval of Agenda: August 26, 2011

Motion: Bradshaw moves to approve Agenda; VanderMolen seconds. Motion passed.

Approval of Consent Agenda:

1. Minutes: June 17, 2011
2. Principal Reports - 2011-2012 Goals (brief summary)
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. To continue to enhance Catholic identity (e.g., have added weekly Mass for all students, new curriculum/text for Theology class, teach religion throughout the school and school day)
 - 2.1.2. To enhance Academic goals by increasing the ACT score school average (now around 24)
 - 2.1.3. To better the school technology needs with the public wireless system for faculty, staff, and students
 - 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. Two more pillars must be reached to be credited with the School Distinction Accreditation. The first is to continue with the Catholic social teaching for all and the second is to better the total language/grammar and writing skills of the students.
 - 2.3. St. Monica School (B. Reits)
 - 2.3.1. To teach "mental prayer" as routine for the 4th-7th graders.
 - 2.3.2. To offer the Catechesis of the Good Sheppard to 1st graders.
 - 2.3.3. To continue pursuing the virtual classes offered by Gull Lake Community Schools (writing as a focus).
3. Local Advisory Council Reports - 2011-2012 Goals (brief summary)
 - 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 - 2011-2012 Goals (brief summary)
 - 4.1. Enhancing Community (S. Bradshaw)
 - 4.1.1. To refine the marketing ability of the *Tweets* by offering two special two-page editions of the *Tweets* in addition to the usual August-May editions. One of those two-page editions will incorporate a message of gratitude towards our supporting parishes and this will coincide with Catholic Schools Week.
 - 4.1.2. To refine the inter-communications between our committee and the school group leaders carrying out the Mass Attendance Initiative.
 - 4.1.3. To more closely align our goals with the goals of the Advancement Committee (e.g., added the *Partners in Mission* term to every issue of the *Tweets*).

- 4.2. Advancement (S. Harding)
 - 4.2.1. Using and growing the message of *Partners in Mission*.
 - 4.2.2. Donor recognition for our leadership.
 - 4.2.3. Alumni involvement through technology (e.g., utilizing Facebook)
 - 4.2.4. Alumni involvement in Annual Fund.
- 4.3. Finance (K. VanderMolen)
 - 4.3.1. Fiscally sound management of finances.
 - 4.3.2. Timeline and budget met.
 - 4.3.3. Enhancing tuition assistance process.

Motion: Bradshaw moves to approve the Consent Agenda; VanderMolen seconds. Motion passed.

Financial Review: Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed and approved the financial statements for the year ended June 30, 2011. CSGK ended up with revenues over expenditures of approximately \$89,000 due to a job well done in spending less than the budget. We discussed the fund balance designations and added to the designation categories.
2. We discussed budget assumptions for the 2011/2012 fiscal year and we will present a final budget at the September board meeting once we have final tuition and registration information in.
3. The Committee discussed enrollment numbers. Enrollment data as of August 25, 2011 show that we are under budget by 5 students (-9 at St. Augustine, +4 at St. Monica, and even at HCC). Enrollment numbers for 2010-2011 (this time last year) were 938. Enrollment numbers for 2011-2012 (now) are 927 although we budgeted for 932 students.
4. The Committee continues to review the Capital Expenditure needs of the schools and the Principals are continuing to work on completing and prioritizing the lists. The total amounted to approximately \$1.3 million. We also discussed the establishment of a "Capital Expenditures" committee consisting of appropriate expertise to help review and prioritize the projects. It is also a requirement to obtain 3 bids for capital expenditures over \$10,000. The Finance Committee approved adding \$30,000 to 2011/2012 capital expenditure spending dividing it up as \$10,000 per each school.
5. The Finance Committee discussed goals for the committee for the 2011/2012 fiscal year and agreed on to: (1) continue to enhance the tuition assistance process and (2) to provide assistance to the committee working on the fund raisers of the CSGK schools.

Motion: Msgr. Hazard moved to approve the Financial Statements for the period ending June 30, 2011; Cavanaugh seconds. Motion passed.

Other Business:

1. Board Goals and Expectations (see above)
2. Ad Hoc Committee's needed - Technology, Marketing, Advancement. Clark indicated that all Board members (unless already working on another Board committee) must make a commitment to the Technology, Marketing, or Advancement Committee. Communication will be sent out prior to our next Board meeting with more details.

Motion: There being no other business before the Board, Clark moved to adjourn; Bradshaw seconded. Motion passed. The meeting was adjourned at 4:45pm.

E-Mail Motion: Clark moved to approve an Exit Questionnaire (see below) to be used in conjunction with CSGK Policy 6.16 – Exit Interviews; Bradshaw seconds. Motion passed.

Exit Interview Questionnaire

In accordance with CSGK policy we request feedback from you regarding our school(s). Please take a few moments to share your thoughts so that we can use that information to improve our schools.

1. What are the strengths of our school(s) and or system?
2. What are the weak areas within our school(s) or system?
3. What things would you change or what suggestions could you offer us to help improve our school(s) or system?

Would you like to be contacted to discuss any of this information provided above? Yes ____ No ____

Contact Information:

Name _____
Phone #: _____ Email: _____
Signature: _____

We value your feedback and input and would ask that you return this form to:
CSGK Business Manager 1000 West Kilgore Road
Kalamazoo, MI 49008

Name _____
Phone #: _____ Email: _____
Signature: _____

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