



**Catholic Schools of Greater Kalamazoo**  
**Faith-Filled Education For Life!**

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**CSGK BOARD MEETING MINUTES**

August 22, 2008

Hackett Library, 3:00pm

**Attendees:** *Pastors:* Fathers Derda, Farrell, Schmidt; *Principals:* T. Eastman, B. Reits, A. Zommers; *Lay Members:* S. Benoit, S. Bradshaw, K. VanderMolen; *LAC Reps:* K. McKinney, S. Clark; *CSGK Staff:* R. Dykstra, K. Weishaar.

**Call to order:** 3:05 p.m.

**Opening Prayer:** Fr. Schmidt

**Consent Agenda Items (Vote Required)\*:**

1. Agenda: August 22, 2008
2. Minutes: June 27, 2008 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

*Motion: Fr. Schmidt moves to approve Consent Agenda. McKinney seconds. Motion passed.*

**Report Discussion (highlights and questions):**

1. Financial Review (Rich Dykstra)
  - 1.1 The Business Manager and Finance Committee recommend that CSGK prepare its Financial Statements for the year ended on June 30, 2008, using the cash basis method. *No vote required.*
  - 1.2 Since 2003, the start of CSGK, through the fiscal year ended June 30, 2007, a net deficit of \$179,841 has been incurred. For the current fiscal year ended June 30, 2008, a surplus of \$132,585 was realized. *Motion: Fr. Schmidt moved that the current year's surplus be applied against the prior years' accumulated deficit. Motion seconded by Fr. Farrell. Motion passed.*
  - 1.3 Current enrollment for each of the schools was reviewed. All 3 schools are under target, with the total number under target coming to 43. Enrollment may change during September, so adjustments to the numbers will be made at the next meeting.
  - 1.4 The Committee recommends that the budget for 2008/2009 be approved as presented, and the budget will be adjusted as necessary as new information arises. The approved budget will then be submitted to the Diocese. *Motion: Benoit moved that the 2008/2009 budget be approved. The motion was seconded by McKinney. Motion passed.*
  - 1.5 The Committee recommends the following policy for non-sufficient funds (NSF) in the case of ACH payments of tuition: that (a) the Business Office charge families for bank fees related to the NSF, (b) the Business Office call families first before resubmitting the ACH debit, requesting an alternative form of payment (e.g. cash, cashier's check, etc.) in lieu of the current period's ACH payment, and (c) the Business Office will require families to switch to a coupon payment method if

the ACH NSF problem continues. *Motion: Fr. Schmidt moved to accept the Finance Committee's recommendation for bounced ACH policy and Benoit seconded the motion. Motion passed.*

- 1.6 Some delays were encountered in the onset of some ACH payments. For families who experienced the delay (a situation beyond their control), payments will be deducted for 10 months over a period from Sept. 2008 – June 2009. Other families who experienced delays (situations that were under their control) will have their payments spread over the months remaining through May 2009.
- 1.7 For past due accounts, statements were mailed to those families noting that a student could not start school if balances were not paid or payment arrangements had not been made. Principals will call parents who have not responded to advise them of this policy.
- 1.8 The Committee is revising the enrollment process for the 2009/2010 school year and will draft a written policy for the Board to review at the September meeting. As part of this revision process, Dykstra will review the need for additional staff in the business office and make recommendations at the next meeting.
- 1.9 An employee tuition discount for employees with children in pre-school was discussed. It was agreed that this program should be folded into the existing K-12 qualified employee tuition discount program.
- 1.10 The Business Office will perform a review of the Athletic Program.
- 1.11 The Committee presented a list of policies/procedures needed for non-teaching CSGK employees. Benoit recommended that Niesen, as the appointed Personnel Chair, draft the needed policies and procedures.
- 1.12 Regarding the TRIP, the Committee recommends that the Board formalize that TRIP credits are to be applied only to tuition obligations. Other news from the program is that it is adding Great Lakes Scrip "Presto Pay."
2. Hackett Catholic Central (Tim Eastman) – report reviewed.
3. St. Augustine Cathedral School (Andra Zommers) – report reviewed.
4. St. Monica School (Becky Reits) – report reviewed.
5. Office of Schools (Margaret Erich) – no update.
6. Local Advisory Committees (Steve Clark, Kerry McKinney, Jim Simmonds) – reports reviewed.
7. Policy Committee – CSGK Policy Manual (S. Bradshaw) – report reviewed.
8. Development (K. Weishaar)  
Weishaar reported that no additional applications have been received for the position of the Development Director. Although the search Development Director will continue, Weishaar has agreed to plan out the year in the interim.

## **New Business:**

1. Strategic Plan for Catholic Schools
  - 1.1 Benoit gave a brief overview of the strategic plan, highlighting those section of the plan directly related to CSGK functioning and management.
2. Noah's Appeal
  - 2.1 Benoit provided a brief overview; more details forthcoming as program is rolled-out across the Diocese.
3. Board goals/objectives for the year; to be finalized.
  - 3.1 Goals for September by each LAC should be sent to Margaret Erich.
4. Marketing campaign concept  
Benoit briefly reviewed a marketing campaign that could be pursued by the Catholic schools in the Diocese. There was overwhelming support from the Board to pursue the campaign. Benoit pursuing refinements with Lam & Associates.
5. Calendar of future meeting dates.  
Friday, September 26, 2008  
Friday, October 24, 2008  
Friday, November 21, 2008  
Friday, December 19, 2008  
Friday, January 23, 2009  
Friday, February 27, 2009  
Friday, March 27, 2009  
Friday, April 24, 2009  
Friday, May 22, 2009  
Friday, June 26, 2009.
6. Letter from Concerned Family  
Benoit shared with the Board a draft response to be sent to one of our CSGK families in a letter they had written to the Board in June. Pending receipt of any comments from the Board, Benoit will send the response by August 25, 2008.
7. Bradshaw will send approved minutes to each of the school principals each month.
8. Motion: Fr. Ken move to adjourn and Benoit seconded. Motion passed and meeting was adjourned at 4:51 p.m.