

Minutes of April 26, 2013 CSGK Board Meeting

Attendees: Pastors: Fr. Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: J. Farrell, M. Romstadt, J. Simonds; Principals: T. Eastman, B. Reits, and A. Zommers; CSGK Staff: M. Anderegg, S. Harding

Call to order: 3:38pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: April 26, 2013

Motion: Fr. Schmidt moves to approve Agenda; Bradshaw seconds. Motion passes.

Approval of Consent Agenda:

1. Minutes: March 26, 2013
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)

Motion: Simonds moves to approve Tim Harding as a member of the LAC at Hackett; Bradshaw seconds. Motion passes.

- 3.2. St. Augustine Cathedral School (J. Farrell)
 - 3.3. St. Monica School (M. Romstadt)
4. Committee Reports
 - 4.1. Enhancing Community (S. Bradshaw)
 - 4.2. Advancement (S. Harding)

Motion: Bradshaw moves to approve the Consent Agenda; Fr. Schmidt seconds. Motion passes.

Financial Review: Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed the March 31, 2013 financial statements and expenditures are at 71.1% which is below 75% which is where we are at in our fiscal year.
2. The 2013-2014 budgeted expenditures were reduced by \$23,000 as MCC notified Melissa that the medical insurance costs will remain the same as last year.
3. The committee reviewed the need for funding of a communications position to be responsible for retention and enrollment of all three schools. The committee determined that \$10,000 could be funded from the reserve for shared services, which has a balance of \$135,000 for the current school year. The committee is still working on the details of this.
4. Performance evaluation procedures are being reviewed and the non teacher staff evaluations will be due to Human Resources by August 1.
5. The committee discussed the new bank online payment portal which is ready to go and just working on the credit card processing procedures.

Motion: Fr. Schmidt moves to approve the Financial Statements for the nine months ended March 31, 2013; Bradshaw seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the new Donation of Real Estate policy; Bradshaw seconds. Motion passes. [Policy below]

Other Business:

1. Current enrollment for the 2013-2014 school year is 498 which is 393 below the projected budget numbers (-124 for St. Augustine, -124 for St. Monica, and -145 for Hackett). These numbers are lower than last years' numbers, at this point in time, because of the change in the enrollment date which was set to a later date. Next month's numbers should give the Board a better enrollment projection.
2. The structure of the Advancement office is still being formulated.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn; Clark seconds. Motion passes. The meeting was adjourned at 3:45pm.

Catholic Schools of Greater Kalamazoo
Policy and Procedures for Accepting Donations of Real Estate

This policy and related procedures applies to the acceptance of donated (or bequeathed) real estate for the benefit of CSGK.

In reviewing the donation, CSGK will familiarize itself with the donor and identify a use for the property or alternatively verify that there is a market for the property. Absent donation or bequest of property that is contiguous to CSGK's existing campuses, or that is needed for future expansion or relocation of CSGK schools, CSGK will plan on selling the property immediately.

1. CSGK will determine if it desires to accept the donation/bequest and consult with the Diocesan Superintendent, Chancellor, and legal counsel. Approval from the Office of the Bishop will be required prior to accepting donated real estate.
2. CSGK will obtain a simple letter of intent from the donor or a copy of the pertinent section of the will or trust.
3. If there is a house or structure on the site, the donor/estate should complete lead paint and property condition questionnaires as required by state and federal law, and CSGK will have the building professionally inspected.
4. Certain properties may require an environmental assessment and/or screen. The level of due diligence required is to be determined on an *ad hoc* basis by CSGK and the Diocese jointly.
5. CSGK will obtain a copy of the existing deed through the title company (see 7 below) or the donor/executor.
6. The donor must obtain an appraisal that is apropos for the donors' tax purposes and the IRS, and also that the CSGK can use as a benchmark for resale purposes.
7. CSGK and/or the donor must engage a reputable title company to issue a title commitment prior to closing, close the transfer, and issue a title insurance policy. A title insurance commitment must be obtained early in the process to check for clean title, accurate record title, liens (taxes, mortgages, assessments, easements, etc.).
8. CSGK will verify the existence of any residents and/or leases applicable to the property. CSGK will obtain copies of any pertinent leases prior to closing, and will forward the leases to Diocesan counsel for review and assurance of compliance with applicable law.
9. Diocesan counsel will draft the deed and review any and all closing documents.

10. Diocesan counsel will review all title commitments and assist in resolving exceptions.
11. Property that will be held long term and used for CSGK purposes will be titled in the name of the Bishop of the Diocese of Kalamazoo. Property that will be sold immediately will list CSGK as the title holder of record.
12. At the closing for a donated property, an IRS form 8283 must be signed by the appraiser and provided to the donor.
13. CSGK must file an IRS form 8282 if the property is sold within 3 years of the date of the donation (transfer of title).
14. With the exception of the title commitment and the appraisal, CSGK will offer to pay all closing and due diligence costs.
15. CSGK will maintain the property and pay property taxes (unless it can establish a religious or charitable use for the property) and insurance premiums during its period of ownership.