

## ***Minutes of February 22, 2013 CSGK Board Meeting***

**Attendees:** Pastors: Msgr. Martin; Frs. Creagan, Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: M. Romstadt, J. Simonds; Principals: B. Reits, and A. Zommers; CSGK Staff: M. Anderegg

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

**Opening Prayer:** Fr. Schmidt

**Approval of Agenda:** February 22, 2013

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

### **Approval of Consent Agenda:**

1. Minutes: January 25, 2013
  - 1.1. A correction was made to the minutes from January 25, 2013 (under Financial Review, Point # 3. Reits requested Anderegg to research preschool tuition options for the next school year, (so we can address the chasm between our current preschool tuition and our K-12 sliding scale). The minutes were changed to reflect the request.
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 (J. Farrell)
  - 3.3. St. Monica School (M. Romstadt)
4. Committee Reports
  - 4.1. Enhancing Community (S. Bradshaw)
  - 4.2. Advancement (S. Harding)

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

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

1. The Finance Committee reviewed the January 31, 2013 financial statements and expenditures are at 54.8% which is below 58.3% which is where we are at in our fiscal year.
2. The committee reviewed all schools needs to increase security controls and the principals are working on getting bids and will have information put together by the March board meeting.
3. The new buses have arrived and are great.
4. 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. Steve Clark and Melissa Anderegg are meeting to determine what the job description will be for this position.
5. The committee discussed the new bank online payment portal which is progressing very well and should be up and running in a month. The goal is April 1<sup>st</sup>.

6. The committee discussed the Parent meeting which was held Monday evening February 11<sup>th</sup>. The attendance was low, 13 attended. The committee discussed other options using different technology possibly for next year instead.

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

**Other Business:**

1. An Open House at St. Catherine of Siena is scheduled for February 27<sup>th</sup>. Clark and Bradshaw will be attending on behalf of the CSGK. Eastman, Reits, and Zommers are attending on behalf of the schools. Many parents and families will also be in attendance. This Open House was organized by Nicky Aiello, a parishioner at St. Catherine's. Aiello stressed in an email the need for all participants to concentrate on the benefits of Catholic schools and to avoid comparisons to public schools.
2. Further discussion on the Communications position advocated by the Finance Committee ensued. Clark and Andergg will be discussing the position with the Principals' and Kathy Doud is being asked to complete a formal assessment of the position. Results of these discussions and the assessment will allow Clark and Andergg to complete the Job Description for the position.
3. A policy change in the CSGK Employee Handbook for Tuition Advance Payment is being recommended. The current policy and changes (see underlined) are written below:

TUITION ADVANCE PAYMENT (Policy)

Upon written request and subsequent agreement, two or more years of K-12 tuition may be paid in advance.

TUITION ADVANCE PAYMENT (Regulation)

1. Requests for advanced payment of tuition will be reviewed and approved by the CSGK Tuition Committee before the transaction is completed.
2. If the request is received by December 15 of the current school year:
  - a. The future tuition will be calculated, without the 3% discount, using the current tuition scale and the income used to compute tuition for the current year, with consideration given to any material variance from prior years' income.
  - b. The tuition paid in advance must be paid in full before January 15 of the current school year.
3. If the request is received after December 15 of the current school year, but before the next school year:
  - a. The future tuition (two or more years after the next year) will be calculated, without the 3% discount, using the next year's tuition scale and the income used to compute tuition for the next year, with consideration given to any material variance from prior years' income.
  - b. The tuition paid in advance must be paid in full before January 15 of the next school year.
4. The tuition paid in advance will be recorded as "Deferred Revenue" and appropriate detail of the transaction will be maintained.
5. Appropriate documentation of the transaction will be provided to the parent/guardian/payer.
6. If the students do not attend a CSGK school for all the years paid in advance, the tuition will be recalculated using the actual tuition scales for the years attended, with a 3% discount, and prorating partial years based on time attended. The remaining tuition will be refunded.

*Motion: Simonds moves to approve the regulation changes for the Tuition Advance Payment as recommended; Fr. Schmidt seconds. Motion passed.*

*Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn; Bradshaw seconds. Motion passes. The meeting was adjourned at 4:30pm.*