

Minutes of January 25, 2013 CSGK Board Meeting

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

Call to order: 3:34pm

Opening Prayer: Fr. Creagan

Approval of Agenda: January 25, 2013

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

Approval of Consent Agenda:

1. Minutes: December 14, 2012
 - 1.1. A correction was made to the minutes from December 14, 2012. The wording on a motion was corrected. Instead of Portage National Bank, it should have said PNC.
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)
 - 3.1.1. Simonds indicated that there would be public notification regarding the position opening on the HCC LAC.
 - 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; Simonds seconds. Motion passed.

Financial Review: Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed the December 31, 2012 financial statements and expenditures are at 47.7% which is below 50% which is where we are at in our fiscal year.
2. The committee reviewed Melissa's analysis of the registration fees and recommends approval of an increase in registration fees and a change to a system fee instead of one fee for elementary and one for high school.
3. The committee reviewed Melissa's analysis regarding Preschool Tuition and recommends approval of the Tuition rates for the 2013-2014 school year.
 - a. Reits requested Melissa 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).
4. During the Christmas break, both St. Monica and St. A's had emergency replacement needs, office heater for St. Monica for \$5600 and heater coils for St. A's for \$5500 that finance approved and if needed will use funds designated for capital improvements for future years.

5. The committee reviewed all schools needs to increase security controls and recommends using capital improvements designated for future to meet these needs.
6. The committee reviewed a policy governing exempt employees that needs to be added to the policies. The committee recommends approval of the new policy [Policy 9: POLICIES GOVERNING EXEMPT EMPLOYEES, 9.1 Exempt Employees: It would read: Salaried employees who are not under contract will be paid every other week through the pay period end date immediately preceding the payroll date. The employee's pay rate will be the employee's stated annual salary divided by 26.// If such an employee starts work during a pay period, the percentage of pay for the period will be determined by dividing by ten the number of the employee's scheduled workdays and paid holidays, from and including start day, to the end of the pay period. A comparable computation will be made if employee leaves during a pay period.// In the years in which there are 27 pay dates, such employees will be paid 27 times at the same rates as if there were 26 pay periods.
7. The new buses will be arriving January 25th.
8. 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 principals will meet with Steve Clark and Melissa Anderegg to determine what the job description will be for this position.
9. The committee discussed technology ideas, the 1:1 Initiative and will continue to review options.
10. The committee recommends approval of the 2013-2014 budget (to be posted on CSGK website). Budget assumptions: (a) enrollment of 888 students (vs. 910 current), (b) Tuition Scale Increase; revenues estimated to remain relatively flat due primarily to lower enrollment, (c) health insurance increase of 6%, (d) capital improvements, (e) other expense increase of 4%, (f) salary increases of 2%, and (g) total additional cost reductions needed, pending outcome of enrollment numbers.

Motion: Fr. Schmidt moves to approve the Financial Statements for the six months ended December 31, 2012; Farrell seconds. Motion passes.

Motion: Fr. Schmidt moves to approve to increase the registration fee early discount from \$125 to \$150 for one student and \$250 to \$275 for multiple students, and the full fee will stay the same at \$200 and \$400; Simonds seconds. Motion passes.

Motion: Fr. Schmidt moves to approve Preschool tuition for the 2013-2014 school year; Simonds seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the emergency replacement needs for St. Monica, \$5600 office heater and St. A's \$5500 for heater coils; Simonds seconds. Motion passes.

Motion: Fr. Schmidt moves to amend the CSGK Personnel Manual to include an explanation of our pay practices for non-contract salaried exempt employees (see Financial Review # 6 above); Fr. Farrell seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the 2013-2014 school year budget with the intent to make adjustments as enrollment numbers become known; Bradshaw seconds. Motion passes.

Other Business:

1. An Open House at St. Catherine of Siena is scheduled for February 27th. Plans for this are being arranged by the principals and various staff. The organizer of this event is Nicky Aiello
2. The Presence is scheduled for February 15th-17^t. Fr. Derda said that scholarships are available to cover the weekend costs for students, if needed.

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