



# Catholic Schools of Greater Kalamazoo

## Faith-Filled Education For Life!

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### CSGK BOARD MEETING MINUTES

October 24, 2008

Hackett Library, 3:00pm

**Attendees:** *Pastors:* Msgr. Hazard and Fr. Derda; *Principals:* T. Eastman, A. Zommers; *Lay Members:* S. Benoit, S. Bradshaw, J. Niesen, K. VanderMolen; *LAC Reps:* S. Clark; *CSGK Staff:* R. Dykstra.

**Call to order:** 3:10 p.m.

**Opening Prayer:** Msgr. Hazard

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

1. Agenda: October 24, 2008
2. Minutes: September 26, 2008 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

*Motion: Niesen moves to approve Consent Agenda and Msgr. Hazard seconds. Motion passed.*

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

1. Financial Review (Rich Dykstra)
  - 1.1. The Statement of Revenues and Expenses report was reviewed. The budgeted revenues over expenses was \$41,233; however, with the decreased enrollment, that figure has been reduced to \$2,734.
  - 1.2. It was reported that the budgeting process for the next school year has been started.
  - 1.3. It was reported that 44% of tuition has already been collected. If any cash flow problems are to occur, it could be during the month of July. However, it was reported that registration fees for the upcoming school year would be used to cover any cash flow problems which could occur in July.
  - 1.4. A discussion was held regarding the bank in which CSGK cash is held and CSGK's overall cash management practices. It was noted that CSGK's bank has been acquired and that the Finance Committee will want to watch how the new bank's fees are applied to CSGK accounts.
  - 1.5. The Finance Committee is tracking tuition scale data to look for patterns which may assist in decision-making regarding tuition setting for the 2009-10 school year.
2. Hackett Catholic Central (Tim Eastman)
  - 1.1. Eastman reported that all CSGK pastors will be sent letters regarding service hours for HCC students. He indicated that students would not be contacting pastors directly about the service hours. It was hoped that pastors would recommend projects at the parish. The letter is meant to strengthen ties between students and parishes and not to burden pastors.
3. St. Augustine Cathedral School (Andra Zommers)
  - 1.1. Zommers asked for prayers for St. Augustine because the school was due for a site visit from the Michigan Non-Public School Accrediting Association.
4. St. Monica School (Becky Reits)—report attached.
5. Office of Schools (Margaret Erich)—no update.
6. Local Advisory Committees (Steve Clark, Kerry McKinney, Jim Simonds)—reports reviewed

7. Policy Committee – CSGK Policy Manual (S. Bradshaw)—report reviewed.
8. Development (K. Weishaar)—report reviewed.
9. Marketing (S. Clark)—no update.
10. Personnel (J. Niesen)—no update.
11. Timing for school-specific marketing plans
  - 11.1. Benoit requested that school-specific marketing plans be completed prior to year end so that they may be implemented concurrent with registration commitments for the 2009-10 school year to begin in March 2009.
12. Draft communication to parents
  - 12.1. Benoit reported that pieces have been assembled for a marketing communication letter for parents. It will first be reviewed by Principals and then sent out in late November.
13. Noah's Appeal
  - 1.1 It was reported that \$140,000 has been raised so far. This amount is three times larger than that raised under The Bishops Fund (Noah's Appeal is meant to replace The Bishop's Fund).
14. Motion: Bradshaw moved to adjourn and Clark seconded. Motion passed and meeting was adjourned at 3:50 p.m.