



Catholic Schools of Greater Kalamazoo

Faith-Filled Education For Life!

CSGK BOARD MEETING MINUTES

September 26, 2008
Hackett Library, 3:00pm

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

Call to order: 3:12 p.m.

Opening Prayer: Fr. Schmidt

Consent Agenda Items (Vote Required)*:

1. Agenda: September 26, 2008
2. Minutes: August 22, 2008 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

Motion: Fr. Schmidt moves to approve Consent Agenda and Fr. Hazard seconds. Motion passed.

Report Discussion (highlights and questions):

1. Financial Review (Rich Dykstra)
 - 1.1. The committee is continuing to revise the enrollment process for the 2009-2010 school year. It was agreed that a stronger statement is needed on the enrollment forms for paperwork not turned in on time. This will be added to the next year's paperwork.
 - 1.2. Enrollment data as of September 26, 2008, show a decline of 56 students for the CSGK (15 from St. Augustine, 30 from St. Monica, and 11 from Hackett). This decline will affect the overall budget and will be reflected in the CSGK budget data presented at the October meeting. It was noted by Eastman that other private schools in the Greater Kalamazoo area are showing similar deficits.
 - 1.3. The committee agreed to a budget process which would be complete by January so as to align itself with registration deadlines for the next school year. This process will allow families enough time to respond to any changing tuition demands.
 - 1.4. The committee noted that even with the decrease in expected enrollment, the 2007-2008 Statement of Revenues showed a surplus of revenue over expenses in the amount of \$120,738. That surplus was used to offset the deficit in the operating fund from prior years. The deficit from prior years (\$179,841) was decreased to \$59,430 once the fund balance for the current year (\$120,738) was applied.
2. Hackett Catholic Central (Tim Eastman)
 - 1.1. Eastman noted that Fr. Geordani, the liaison in Haiti, will be presented with a check for \$16,000 at the Friday, October 3, HCC football game. The money comes from the Walk-a-thon and other monies donated for Hackett's annual Haiti Project. A press release on this presentation, describing the background of the Haiti Project, will be posted.
 - 1.2. There was some discussion on ways to increase the number of parents providing e-mail addresses at Hackett to increase communications between the parents and the school. St. Augustine and St. Monica currently use this method of communication with parents and have found it to be useful.
 - 1.3. Three individuals were interested in becoming members of Hackett's LAC—John Kavanaugh, Jim Simonds, and Jim Stephanak. *Motion: Fr. Schmidt moved to approve those individuals as*

members of the LAC Board at Hackett and Niesen seconded the motion. Motion passed.

- 1.4. There was some discussion about the approval process for LAC members at each of the schools. Benoit noted that the process is outlined in each of the LAC's by-laws. Fr. Hazard pointed to the necessity of making sure that all LAC Boards provide an equal opportunity for members to be representative of all parishes providing subsidizing for the CSGK schools. It was suggested that next year's LAC members get input from the Pastors in making sure all parishes are represented on the LAC Boards.
3. St. Augustine Cathedral School (Andra Zommers).
 - 1.1. Zommers presented the pastors with a list of children preparing for sacraments.
4. St. Monica School (Becky Reits).
 - 1.1. It was noted that St. Monica's school is celebrating its 50th year anniversary of opening its doors to the public and that many of the school's activities will revolve around that celebration. Press coverage was given to the celebration in the Monday CityLife section of the *Kalamazoo Gazette*.
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.
 - 1.1. It was noted that Weishaar is working on a reception for the Chicago area Alumni in January.
9. Marketing (S. Clark)
 - 1.1. A *Marketing and Communication Plan* was drafted and presented to the Board.
 - 1.2. There was some discussion on how to use the specific marketing materials done by Lam & Associates (e.g., should the materials be used in direct mail, websites, and welcome kits?). Benoit noted that however the materials are used, consistency in marketing pursuits made by the CSGK Board and each of the LAC's is needed. It was suggested that each of the LAC's draft a *Marketing and Communication Plan* for their own schools so that its message would be consistent with the CSGK message while allowing for each school to maintain its own identity.
 - 1.3. Benoit indicated that he would put together starter kits for the LACs to use.
10. Personnel (J. Niesen)—report reviewed.
11. Motion: Fr. Hazard moved to adjourn and VanderMolen seconded. Motion passed and meeting was adjourned at 4:01 p.m.