

Minutes of December 16, 2011 CSGK Board Meeting

Attendees: *Pastors:* Frs. Creagan, Derda, Farrell, O'Leary, and Schmidt; *Lay Members:* S. Bradshaw, S. Clark, K. VanderMolen; *LAC Reps:* J. Cavanaugh, J. Simonds, L. Toweson; *Principals:* A. Zommers; *Staff:* R. Dykstra, S. Harding; *Guest:* A. Garcia from St. Catherine of Siena and Mrs. Melissa Anderegg.

Call to order: 3:34pm

Opening Prayer: Fr. Farrell

Approval of Agenda: December 16, 2011

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

Approval of Consent Agenda:

1. Minutes: November 18, 2011
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 (L. Toweson)
 - 3.3. St. Monica School (J. Cavanaugh)--no report
4. Committee Reports
 - 4.1. Enhancing Community (S. Bradshaw)
 - 4.2. Advancement (S. Harding)
 - 4.3. Finance (K. VanderMolen)

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

Financial Review: Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed and approved the financial statements for the five months ended November 30, 2011, which are on track with the budget with expenses at 40%.
2. The Committee continues to review the Capital Expenditure needs of the schools and the Principals are continuing to work on completing and prioritizing the lists. The total amounts to approximately \$1.3 million. The Committee reviewed bids for window replacement needs for St. Augustine and approved the bid for \$26,580. If a motion for this bid is given and passed by the Board, the committee will seek approval from the Diocese for the expenditure (as required by CSGK and Diocesan policy).
3. The Committee discussed the need of a new school bus due to the increase in repairs and maintenance. Tim researched pricing and financing options. Leasing would cost \$15,000 a year plus \$250 monthly maintenance costs and limited to 15,000 miles a year. Tim will look into buying used buses. (Buses just coming off of a 3 year lease).
4. We reviewed the second draft of the 2012-2013 budget and are still fine tuning it. We will present it to the Board for approval at the January 2012 meeting.

5. We reviewed drafts of the 2012-2013 Enrollment information, letters and forms. These are all set to go out in 2012.
6. Rich presented new HR forms for new employee orientation and for reporting Employee Status Changes and related benefit changes. The committee will review and come back with any changes at the next meeting.
7. The Committee reviewed preschool enrollment information and ACH will be added as an option to pay tuition.
8. The Committee discussed the Shamrock 5K fund raiser and agreed this event should continue and Sarah will pursue finding a chair person to run it.

Motion: Fr. Schmidt moved to approve the Financial Statements for the five months ended November 31, 2011; Simonds seconds. Motion passed.

Motion: Fr. Schmidt moved to approve capital expenditures in the amount of \$26,580 for the replacement of windows for St. Augustine School; Simonds seconds. Motion passed.

Other Business:

1. An announcement regarding the new CSGK Business Manager was made by Clark. Mrs. Melissa Anderegg, a parishioner from St. Catherine of Siena, will start as the new CSGK Business Manager in January. This announcement will go out today to the appropriate CSGK and Diocesan groups. Anderegg was introduced to and welcomed by Board members earlier in the meeting.
2. It was agreed by Board members that the CSGK Faculty/Staff Yearly Meeting would be scheduled for Monday, February 13, 2012, at 3:30pm. And, the CSGK Parent Yearly Meeting would be scheduled from Monday, February 13, 2012, at 7pm. It was also decided that we would like to have each principal present information regarding the efforts at their schools and if they would like to have representation from the LAC share any information that is up to each Principal. We will also have information shared by Harding regarding Advancement and Bradshaw regarding Enhancing Community.
3. The CSGK Policy Manual is being reviewed and updated by Biever.
4. Fr. Creagan announced that St. Catherine of Siena would be having a Pancake Breakfast on February 5th after the 9am and 11am Masses. This is done in honor of Catholic Schools Week. It will be posted in the February issue of the *CSGK Tweets*.

Motion: There being no other business before the Board, VanderMolen moved to adjourn; Fr. Schmidt seconded. Motion passed. The meeting was adjourned at 4:10pm..