



Catholic Schools of Greater Kalamazoo

Faith-Filled Education For Life!

CSGK Board Meeting Agenda

December 19, 2008

Telephonic (due to weather), 3:00 pm

Attendees: *Pastors:* Fr. Farrell, Fr. O’Leary, Fr. Derda; *Lay Members:* S. Benoit, S. Bradshaw, K. VanderMolen; *LAC Reps:* S. Clark, J. Simonds ; *Principals:* T. Eastman, A. Zommers; *Staff:* R. Dykstra, K. Weishaar

Call to order: 3:05 p.m.

Opening Prayer: Fr. Derda

Consent Agenda Items (Vote Required)*:

1. Agenda: December 19, 2008
2. Minutes: November 21, 2008 Meeting (no meeting)
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

Motion: Simonds moves to approve Consent Agenda and VanderMolen seconds. Motion passed.

Report Discussion (highlights and questions):

1. Financial Review (Rich Dykstra)—report attached
 - 1.1. The *Delinquent Tuition Letter*, which will be sent to parents behind on tuition, was reviewed; the letter will be used starting in January, 2009.
 - 1.2. The *Statement of Revenue and Expenses* financial report (November ending) was reviewed. Nothing out of the ordinary was noted except that the parish subsidies revenue was below budget (timing difference); Dykstra following up with parishes.
 - 1.3. The *CSGK Budget Assumptions for 2009-2010* were presented and are as follows: (a) a 6% tuition increase, (b) enrollment of 985 students is assumed—a decline of 35 students, (c) salary increase of 2%, (d) medical insurance increase of 10%, (e) *other* expense increase of 7%, and (f) a full-time Development Director position. Given these assumptions, budgeted revenues over expenditures for 2009-2010 are estimated at approximately \$7500. It was noted that each of the CSGK Principals worked closely with R. Dykstra in the preparation of these budget projections. A question was raised by Fr. Derda about the parish subsidies and whether or not the \$1.566 million for the upcoming year was realistic. Fr. Farrell indicated that the amount should remain as budgeted, and that the Pastors will consult with one another regarding how to make the number work. Both Frs. O’Leary and Derda noted that they have not determined what their parishes can do at this time as their respective parish finance committees have not yet begun budget for fiscal 2010. The Pastors agreed to work to convene a meeting to discuss this issue before the next school board meeting (January 23, 2009). Fr. Derda agreed to organize the meeting with the other pastors.
 - 1.4. A note was made about Noah’s Appeal. The money raised from with the Diocese will provide financial support for about 900 Catholic students; the money generated from this Appeal is about five times more than that which was generated by the previous Bishop’s Fund, which has been discontinued.
 - 1.5. A discussion was held regarding the appropriateness of the historic practice of including approximately \$150,000 in the annual operating budget for Hackett Catholic Central, the source of which has been and continues to be the CSGK Annual Appeal. It was agreed that this practice should be discontinued; thus,

beginning with the 2009-2010 HCC annual operating budget, and concluding with the 2011-2012 HCC annual operating budget, these funds will be phased out (i.e. eliminations of ~\$50,000/year for three consecutive years) and no longer included.

- 1.6. R. Dykstra prepared a *CSGK Budget Projection Summary* report. This report showed the budget projections for upcoming academic years through 2011/2012. It was noted that in previous years, the CSGK Board did not have access to this kind of information. A note of appreciation from the Board was given to Rich.
2. Hackett Catholic Central (Tim Eastman)
 - 2.1. Tim noted that Catholic Schools Week planning is moving forward and that during this week there are some service opportunities for the CSGK Board/HCC LAC members (please see report).
3. St. Augustine Cathedral School (Andra Zommers)—report reviewed.
4. St. Monica School (Becky Reits)—report reviewed.
5. Office of Schools (Margaret Erich)—no update.
6. Local Advisory Committees (Steve Clark, K. McKinney, J. Simonds)—reports reviewed.
7. Finance Committee (Kristy VanderMolen)—report reviewed.
8. Policy Committee – CSGK Policy Manual (S. Bradshaw)—report reviewed.
9. Development (K. Weishaar)—report reviewed.
10. Marketing (S. Clark)—no report.
11. Personnel (J. Niesen)—report reviewed.
12. Benoit will be meeting in February with Mike Chojnowski, the Diocese’s outside counsel, to discuss the by-laws for the CSGK and the LACs. The goal is to have those documents ratified before the end of this school year. Other attendees will likely include Margaret Erich, Andra Zommers, Tim Eastman, Becky Reits, and Fr. Farrell.
13. It was decided by the Diocese’s outside counsel that the discrimination statement in the CSGK policy manual must agree with statement included in the Diocesan policy manual. A copy of the completed CSGK policy manual will be sent to Mike Chojnowski for review.
14. *Motion: VanderMolen moved to adjourn and Bradshaw seconded. Motion passed and meeting was adjourned at 4:00 p.m.*

Catholic Schools of Greater Kalamazoo
Unaudited Balance Sheet
General Operating Fund
December 31, 2008

ASSETS

Cash - General fund	\$	711,123
Cash - Custodial fund		53,698
Accounts Receivable		153
Inventory - at cost		5,497
Investment in Property		<u>101,775</u>
TOTAL ASSETS	\$	<u><u>872,246</u></u>

LIABILITIES AND FUND BALANCE

Accounts payable - General fund	\$	790
Accounts payable - Custodial fund		53,698
Deferred revenue		23,772
Note Payable - St. Ann		<u>86,374</u>
TOTAL LIABILITIES	\$	<u>164,634</u>
Fund Balance (Deficit) Prior Years	\$	(59,103)
Fund Balance (Deficit) Current Year		<u>766,715</u>
TOTAL FUND BALANCE	\$	<u>707,612</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u><u>872,246</u></u>



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Statement of Revenues and Expenditures
For The Six Months Ended December 31, 2008

	<u>Amount</u>	<u>Annual Budget</u>	<u>% Budget</u>
Revenues			
Total Tuition, Fees and Subsidy	\$ 3,195,960	\$ 5,543,700	57.7%
Total Extra Curricular/Ancillary	<u>141,171</u>	<u>253,215</u>	55.8%
Total Revenues	<u>\$ 3,337,131</u>	<u>\$ 5,796,915</u>	57.6%
Expenditures			
Total Instructional	\$ 1,122,786	\$ 2,550,921	44.0%
Total Support Service	734,186	1,622,648	45.2%
Total Fixed Charges	513,972	1,157,807	44.4%
Total Extra Curricular/Ancillary	<u>199,472</u>	<u>462,805</u>	43.1%
Total Expenditures	<u>\$ 2,570,416</u>	<u>\$ 5,794,181</u>	44.4%
Revenues over Expenses	<u>\$ 766,715</u>	<u>\$ 2,734</u>	