

Minutes of February 25, 2011 CSGK Board Meeting

Attendees: Msgr. Hazard; Frs. Derda, Farrell, Fleckenstein (as represented by A. Garcia), and Schmidt; *Lay Members:* J. Biever, S. Bradshaw, S. Clark; *LAC Reps:* J. Cavanaugh, L. Toweson (as represented by Paul Bridenstine); *Principals:* A. Zommers; *Staff:* R. Dykstra, S. Harding

Call to order: 3:35pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: February 25, 2011

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

Approval of Consent Agenda:

1. Minutes: January 28, 2010
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 the HCC had also reviewed the LAC's and Principal's yearly goals.
 - 3.2. St. Augustine Cathedral School (L. Toweson)
 - 3.3. St. Monica School (J. Cavanaugh)
4. Committee Reports
 - 4.1. Enhancing Community (S. Bradshaw)
 - 4.2. Advancement (S. Harding)
 - 4.2.1. **Annual Fund:** Of the Annual Fund letters delivered to the 1650 constituents who have given in the past 5 years, approximately 315 have given, for a total of about \$97,000. Of the 4400 who have either never given or have not given in the past 5 years, about 20 have given, for a total of about \$2,700. The next mailing is planned to immediately follow the phonathon. The phonathon was originally planned for Sunday, February 27th, but due to the power outage etc... we felt that March 6th would be a better date. Additionally, the Annual Report was mailed about 2 weeks ago.
 - 4.2.2. **Shamrock Auction:** Planning for the Shamrock Auction 2011 is well underway. If you have any items to donate, please feel free to contact me. The date of the event is March 12.
 - 4.2.3. **Alumni Relations:** The Distinguished Alumni presentation was successful. It was held between the women's and men's games against G-A on Friday, February 18th to honor Katie Caldwell Hudson and Sr. Marilyn Sullivan. It was an excellent opportunity to focus on the mission and results of Catholic Education. Based on some of the feedback we received, many in our crowd picked up on the message. Our Hackett family did a wonderful job of behaving in a respectful was at the event. Understanding the significance of a presentation like this and acting accordingly seems to be one way that our school differs from other schools. It is something that I would like to capitalize on in the future. Also, Irish Pride is in development. Our plan is to send it to the printer as soon as possible after the Shamrock Auction. If you have any ideas for the Alumni magazine or suggestions for future Distinguished Alumni, it is never too early to pass those on to me.

4.2.4. **Kalamazoo Regional Catholic Schools Foundation:** Contributions from KRCSF have been determined. There will be \$92,416 generated from the pre-campaign funds, which I believe will be used this year. There will be \$10,998 available from the funds raised through the campaign. The foundation board is looking for increased reporting on the use/effect of the distributions.

4.2.5. **Joint Fundraising Committee:** This committee met in January. It was decided that we should develop a consistent message for efforts at all 3 schools for the coming year. The major decision to be made in the next few months is how far and how fast we proceed with the fund raising consolidation effort.

4.3. Community Questionnaire (J. Beaver)

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

Financial Review: Finance Committee (K. VanderMolen)

1. The *Financial Statements* for the period ending January 31, 2011 were reviewed.
2. The amended and approved Capital Expenditures Policy which is now consistent with Diocesan policy was reviewed. The policy will be added to the *CSGK Policy Manual*.
3. The approved Tuition Advance Payment Policy was reviewed. The policy will be added to the *CSGK Policy Manual*.
4. The Committee reviewed the Capital Expenditure needs of the schools and the Principals are continuing to work on completing and prioritizing the lists. The total amounted to approximately \$1.3 million.

Motion: Clark moved to designate PNC Bank as a holder of depository accounts and provide treasury management services for CSGK. Steve Clark is authorized to open and close accounts, obtain treasury management services, and delegate check signing authority. Check signing authority will be delegated to Timothy Eastman, Rebecca Reits, Andra Zommers, and Fr. Lawrence M. Farrell for the following CSGK bank accounts: General, Development, Payroll, and Athletic; Bridenstine seconds. Motion passed

Motion: Fr. Schmidt moved to approve the Financial Statements for the period ending January 31, 2011; Bradshaw seconds. Motion passed.

Other Business:

1. Board members reported positive feedback from the Parent Meeting. Bradshaw requested that the Teacher Meeting continue to be held back-to-back with the Parent Meeting, and that all Board members reporting for the Parent Meeting also report for the Teacher Meeting.
2. Clark reminded the Board's representatives for each of the LAC's of the following LAC bylaws: Section 3.2 Appointment. Members of the LAC shall be elected by vote of the parents and guardians of students attending [Hackett, St. Augustine School, S. Monica School], **after nomination by the Principal. Nominations by the Principal shall be subject to approval of the Board of Directors of the Association of Catholic Schools of Greater Kalamazoo ("CSKG").**
3. We discussed current enrollment numbers at the current time. Continued efforts at each school office are being taken to contact those not yet registered and continuing to market.

4. Fr. Derda inquired as to whether the individual parish subsidies had been determined for the 2011-2012 year. There was some discussion regarding the formula for determining these subsidies. Fr. Farrell suggested that at some future time, the Pastors might want to review and update the formula.

Motion: There being no other business before the Board, Fr. Schmidt moved to adjourn; Clark seconded. Motion passed. The meeting was adjourned at 4:04pm.