

Minutes of January 28, 2011 CSGK Board Meeting

Attendees: Frs. Farrell, Fleckenstein, and Schmidt; *Lay Members:* J. Biever, S. Bradshaw, S. Clark; *LAC Reps:* J. Simonds, L. Toweson; *Principals:* T. Eastman, B. Reits; *Staff:* R. Dykstra

Call to order: 3:34pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: January 28, 2011

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

Approval of Consent Agenda:

1. Minutes: December 17, 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. A motion was requested by Harding regarding the HCC Auction.
 - 4.3. Community Questionnaire (J. Biever)

Motion: Bradshaw moves to allow the Hackett Auction Committee to make application to the MLCC for a Special License for the sale of Beer and Wine, or Beer, Wine and Spirits, for consumption on the premises to be in effect on the following day, March 12, 2011; Fr. Schmidt seconds. Motion passed.

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

Financial Review: Finance Committee (K. VanderMolen)

1. The *Financial Statements* for the period ending December 31, 2010 were reviewed. VanderMolen indicated that we are on track with the budget.

Motion: Clark moved to approve the Financial Statements for the period ending December 31, 2010; Fr. Schmidt seconds. Motion passed.

2. The finance committee reviewed and approved the budget for the 2011-2012 fiscal year. The budget assumes a 2% increase in salaries and a 5% increase in the tuition scale. For the current year, there were no salary or tuition increases. The budget also assumes a 6% increase in medical insurance and a 4% increase in other expenses. The budget assumes enrollment will be 932 students and that total

budget adjustments in the amount of \$90,000 will be needed. No material capital improvements were budgeted. And last, the budget assumes an increase in preschool tuition of 2%.

Motion: Fr. Schmidt moved to approve the Financial 2011-2012 fiscal year budget; Simonds seconds.

Motion passed.

3. The Committee reviewed the 2011/2012 Enrollment forms including a letter that is ready to be mailed out on January 31, 2011. The parent meeting will be Wednesday, February 16, 2011 at 7:00 PM.

4. The Committee reviewed and approved the revised Capital Expenditures Policy and Regulation which is now consistent with Diocesan policy.

Motion: Simonds moved to approve the amended Capital Expenditures Policy; Biever seconds. Motion passed.

5. The Committee reviewed and approved the new Tuition Advance Payment Policy. Upon approval of the new policy, the committee will submit the final text of the policy at the next meeting. There were some wording changes to be made to the final policy.

Motion: Fr. Schmidt moved to approve the Tuition Advancement Policy; Fr. Farrell seconds. Motion passed.

6. The Committee researched, reviewed and discussed the use of an outside service to determine the ability to pay with regards to determining tuition assistance and concluded CSGK needs to significantly increase financial assistance funds and have a centralized process before using this option.

7. 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.

8. The Committee discussed collection issues regarding families with children no longer in the school system and the possible use of a collection agency to assist with these collections. The committee agreed to contracting with Green Flag Profit Recovery for this service.

9. The Committee discussed the use of Nuns from Ann Arbor to assist with teaching and it was determined that it is not cost effective.

Other Business:

1. The 140 Day Proposal responses were tallied and analyzed and then prioritized according to the tallies. The results were given to each board member and to the Principals of each school. Clark requested that all parties concerned with the results use them as guides in going forward with their plans for action in family retention, family attraction, and marketing.

2. Clark reminded the Board of the CSGK Parent Meeting on Wednesday, February 16, at 7pm in HCC's Cafeteria. Clark will be sending out a draft of the report to all Board members and asking for updates regarding the report.

3. TRIP program is going well and orders have been steady. The volume is down some but that is also due to the time of year. The volunteers have been working through the transition and have been very positive and willing to increase hours in the near future. The increased percentage for families is great and they will see an increase in credits.

Motion: There being no other business before the Board, Clark moved to adjourn; Simonds seconded.

Motion passed. The meeting was adjourned at 4:35pm.