

Minutes of May 20, 2011 CSGK Board Meeting

Attendees: Frs. Farrell and Fleckenstein; *Lay Members:* J. Biever, S. Bradshaw, S. Clark, K. VanderMolen; *LAC Reps:* J. Cavanaugh, J. Simonds, J. Farrell (sitting in for L. Toweson); *Principals:* T. Eastman, B. Reits; *Staff:* R. Dykstra

Call to order: 3:38pm

Opening Prayer: Fr. Farrell

Approval of Agenda: May 20, 2011

Motion: Clark moves to approve Agenda; Simonds seconds. Motion passed.

Approval of Consent Agenda:

1. Minutes: April 29, 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)
 - 3.3.1. *Motion: Cavanaugh moved to amend the St. Monica LAC's bylaws to reflect their approved change in reducing the maximum number of board members in the LAC membership from 12 to 9; Bradshaw seconds. Motion passed.*
4. Committee Reports
 - 4.1. Enhancing Community (S. Bradshaw)
 - 4.2. Advancement (S. Harding)
 - 4.2.1. Harding's report regarding the Joint Fundraising Committee indicated that the committee was established last year to look at ways to enhance fundraising efforts within and among the three schools for the purpose of eliminating many of the smaller fundraising activities. Harding concluded that it is very difficult to enhance fundraising efforts to eliminate "smaller fundraisers" that cover costs that are unknown, under-represented, or unrepresented. Harding indicated that this Committee does not have the authority to mandate changes that are necessary to implement the concept (as previously reported). It was concluded that the budgeting process needs to include all the costs that are funded by fundraisers other than the Annual Fund.
 - 4.2.1.1. Bradshaw initiated a lengthy conversation on this topic addressing (1) the need for general financial and operational information from the groups engaging in the "fundraisers" and (2) the need for a way to communicate this general financial and operational information so that those directly impacted by the "fundraisers" (e.g., donors) are confident in the fundraising process.
 - 4.2.1.2. The Board agreed that we need to start seeking the financial and operational information from the larger-type fundraising groups (e.g., the various HCC Boosters). Eastman has already been seeking bylaws from these various groups. He will also ask

for these groups to submit a summary of their general purpose so this kind of information can be posted on the school website.

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

Financial Review: Finance Committee (K. VanderMolen)

1. The *Financial Statements* for the nine months ended April 30, 2011 were reviewed. VanderMolen reported we are 83% through our fiscal year and expenses are at 81.3% of budget, therefore right on track with budget.
2. Enrollment data as of May 19, 2011 show that we are under budget by 23 students (6 at St. Augustine, 4 at St. Monica, and 13 at HCC). However, enrollment numbers (as of May 19, 2011) are ahead of last year's enrollment numbers (at this time last year).
3. 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 amounted to approximately \$1.3 million. We also discussed the establishment of a "Capital Expenditures" committee consisting of appropriate expertise to help review and prioritize the projects.
4. The Committee reviewed detail regarding purchasing a new fire alarm system at St. Monica in order to be up to code. The cost will be approximately \$50,000 and the committee approved submitting the required expenditure to the Board for approval. This capital expense would come from the \$75,000 set aside for Capital Improvements. The Board will seek Diocesan approval as required by Diocesan policy
Motion: Simonds moved to approve the purchase of a new fire alarm system for \$50,000 for St. Monica School; Biever seconds. Motion passed.
5. The Committee reviewed details regarding the Immaculate Conception arrangements. A sliding scale will be used for tuition rates for these students and financial assistance will be provided from Father Mark and he will be paying for the bus costs as well.
6. Sarah Harding discussed a proposal from a CSGK family to use yourschoolbucks.com as a fundraising tool. There were several questions raised. Sarah will inform the person that it would be the 12/13 school year before we would want to participate and then only after our due diligence.

Motion: VanderMolen moved to approve the Financial Statements for the period ending April 30, 2011; Simonds seconds. Motion passed.

Other Business:

1. The MHSAA Membership Resolution was discussed for the high school and for both of the elementary schools. Eastman suggested that as long as Hackett was updating their membership that the elementary schools should consider becoming members as well. Both Principals of the elementary schools will review and determine the actions they want to take on the membership.
Motion: Simonds moved to allow Hackett to update its MHSAA membership and allow the elementary schools to determine their membership status as well; Clark seconds. Motion passed.

Motion: There being no other business before the Board, Clark moved to adjourn; Bradshaw seconded. Motion passed. The meeting was adjourned at 4:26pm.