

## Minutes of October 28, 2011 CSGK Board Meeting

**Attendees:** Msgr. Hazard; Frs. Creagan, Farrell, O'Leary, Schmidt; J. Biever, S. Bradshaw, S. Clark; *LAC Reps:* J. Cavanaugh, J. Simonds; *Principals:* T. Eastman, B. Reits, A. Zommers; *Staff:* R. Dykstra, S. Harding; *Guest:* A. Garcia from St. Catherine of Siena

**Call to order:** 3:34pm

**Opening Prayer:** Msgr. Hazard

**Approval of Agenda:** October 28, 2011

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

**Approval of Consent Agenda:**

1. Minutes: September 23, 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)
4. Committee Reports
  - 4.1. Enhancing Community (S. Bradshaw)
    - 4.1.1. Bradshaw asked for support from the Board for refining the selection process for content chosen for the Tweets. Support was given. Ideas for the *Tweets* will now come from two sources: (1) information available on the school website and (2) information which is received from the Principals and their staff. Topics chosen for the *Tweets* must show our *Partners in Mission* the depth and breadth of what we do at the Catholic schools and must be inclusive of information on academics, moral/character development, safety, access to next level of education, after-school programs, and Catholic faith. None of these facets of information will be ignored.
  - 4.2. Advancement (S. Harding)
  - 4.3. Finance (K. VanderMolen)

*Motion: Clark moves to approve the Consent Agenda; Biever seconds. Motion passed.*

**Financial Review:** Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed and approved the financial statements for the three months ended September 30, 2011 which are right on track with the budget with expenses at 25%.
2. The Finance 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.

3. The Committee discussed the need for a new school bus due to the increase in repairs and maintenance. Time will research pricing and financing options.
4. The Committee discussed the \$1.1 million donation and that a committee has been formed to discuss investment and spending options.
5. The Committee reviewed the Enrollment Projection based on current enrollment. Projections for the elementary schools are stable at this time. The projections for the high school enrollment show a downward trend starting in the year 2012-2013 which is due to the fact that the number of incoming freshman students enrolling each year is significantly lower than the number of outgoing senior students graduating.
6. The Committee reviewed the AGI Analysis for the current school year.

*Motion: Fr. Schmidt moved to approve the Financial Statements for the three months ended September 30, 2011; Simonds seconds. Motion passed.*

**Other Business:**

1. The Meeting for November has been moved to November 18.
2. The Enrollment Plans presented by each of the Principals were reviewed.
  - a. For Hackett, Eastman indicated that enrollment plans would address the prognosis of the downward trend. For new enrollment, he is working to make connections with other schools besides our two elementary schools and to approach the confirmation students in our diocese not currently enrolled at Hackett. An example of an outcome of some of those plans is the recent Open House at Hackett offering three \$1,000 scholarships for incoming middle schoolers. For enrollment retention, Eastman will continue to emphasize and grow communication to the constituencies of the school community (e.g., Monday Morning Updates to faculty and staff, Monday Mailings to families registered on the website, contacting each and every family).
  - b. For St. Augustine and St. Monica Schools, Zommers and Reits will continue with the plans they have been following for enrollment and retention.
3. The Board was given a board evaluation to complete and return to the Principals. The evaluation is published by the National Catholic Education Association.
4. No updates were available on the search for a new Business Manager.
5. No Roundtable topics were addressed.

*Motion: There being no other business before the Board, Fr. Schmidt moved to adjourn; Bradshaw seconded. Motion passed. The meeting was adjourned at 4:20pm.*