

## **Minutes of September 23, 2011 CSGK Board Meeting**

**Attendees:** Msgr. Hazard; Frs. Creagan, Farrell, O'Leary; J. Biever, S. Bradshaw, S. Clark, K. VanderMolen;  
*LAC Reps:* J. Cavanaugh, J. Simonds; *Principals:* T. Eastman, A. Zommers; *Staff:* R. Dykstra, S. Harding

**Call to order:** 3:35pm

**Opening Prayer:** Fr. O'Leary

**Approval of Agenda:** September 23, 2011

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

### **Approval of Consent Agenda:**

1. Minutes: August 26, 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)
  - 4.2. Advancement (S. Harding)
  - 4.3. Finance (K. VanderMolen)

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

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

1. The Finance Committee reviewed and approved the financial statements for the two months ended August 31, 2011.
2. The Finance Committee reviewed and approved the 2011-2012 budget. The \$62,903 budgeted loss is due to the approved capital expenditures for the 2011-2012 fiscal year to be paid out of fund balance (see below).
3. The Committee discussed enrollment numbers. Enrollment data show that we are 8 students over budget and 2 students under last year's enrollment.
4. 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. It is also a requirement to obtain 3 bids for capital expenditures over \$10,000. The Finance Committee approved adding \$30,000 to 2011/2012 capital expenditure spending dividing it up as \$10,000 per each school plus \$40,000 for the new fire alarm system at St. Monica School for a total of \$70,000 to be paid out of the designated fund balance (see above).

5. The Finance Committee discussed fund raisers of the CSGK schools and will work on providing consistent guidelines and reporting for all clubs and activities.

*Motion: VanderMolen moved to approve the Financial Statements for the Unrestricted Fund Balance for the period ending June 30, 2011; Clark seconds. Motion passed.*

*Motion: VanderMolen moved to approve the Financial Statements for the two months ended August 31, 2011; Bieber seconds. Motion passed.*

*Motion: VanderMolen moved to approve the CSGK 2011-2012 budget; Bradshaw seconds. Motion passed.*

**Other Business:**

1. Rich Dykstra, current CSGK Business Manager, has notified the Board of his impending retirement as of December 31, 2011. The Board has accepted his notice and will be making plans to find a replacement for him.
2. Clark reminded Board members that they are required to attend the Diocesan LAC/Board training session for new and past members on Thursday, October 20<sup>th</sup>, starting at 7pm. A reminder notice will be sent to all Board members.
3. The CSGK Committees have been formed and Chair and members are still being determined. To date, committees are:
  - a. Advancement--*Chair*, Sarah Harding; *Members*, Jeff Cavanaugh and Fr. Ken Schmidt
  - b. Board Search--*Chair*, Steve Clark
  - c. Enhancing Community--*Chair*, Susan Bradshaw; *Members*, Jennifer Farrell, Sandro Filiputti, and Kathy Howard
  - d. Faith Focus--*Chair*, TBD; *Members*, John Bieber
  - e. Finance--*Chair*, Kristy VanderMolen; *Members*, Steve Clark, Rich Dykstra, Tim Eastman, Sarah Harding, Michael Ogrin, Becky Reits, and Andra Zommers
  - f. Marketing/Enrollment Mgt.--*Chair*, TBD; *Members*, Craig Stull
  - g. Policy--*Chair*, Susan Bradshaw; *Members*, Fr. Ken Schmidt and Jim Simonds
  - h. Technology--*Chair*, Rich Remyse; *Members*, Jeff Cavanaugh, Steve Clark, Tim Eastman, and Jim Simonds

Clark indicated that all Board and LAC members should be a member of at least one committee.

*Motion: There being no other business before the Board, Bradshaw moved to adjourn; Clark seconded. Motion passed. The meeting was adjourned at 4:05pm.*