

## **Minutes of September 21, 2012 CSGK Board Meeting**

**Attendees:** Pastors: Fr. Creagan, Fr. Farrell, and Fr. Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: J. Farrell, M. Romstadt, J. Simonds; CSGK Staff: M. Anderegg, S. Harding; Guest: Fr. Adams

**Call to order:** 3:31pm

**Opening Prayer:** Fr. Creagan

**Approval of Agenda:** September 21, 2012

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

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

1. Minutes: August 24, 2012
2. Principal Reports
  - 2.1. Hackett Catholic Central (T. Eastman)
    - 2.1.1. Eastman indicated that he would be meeting with the Presidents of the various school organizations to discuss website parameters.
  - 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)
    - 3.2.1. Farrell asked that the Board send out a letter of thanks/recognition from the CSGK to each of the teacher/staff at St. Augustine School for the achievement of School of Distinction 2012. The letter would be signed by Steve Clark. Clark indicated that this was a reasonable request and that something like this was in the process of being completed.
    - 3.2.2. Farrell requested clarification of the Role Efficiency Committee. Clark indicated that the role of the committee, chaired by Cavanaugh, is to look at the CSGK staff positions and look for efficiency.
    - 3.2.3. Farrell requested clarification of the TEP Committee. The TEP Committee will be reviewing the Teacher Evaluation process. The committee will first review the teacher evaluation tool used by the Diocese (as required per Diocesan policy) and add to that tool so that it meets the CSGK's particular needs.
  - 3.3. St. Monica School (M. Romstadt)
    - 3.3.1. *Motion: Romstadt moved to approve Lori Babb as the new LAC member for the St. Monica School Local Advisory Council; Schmidt seconds. Motion passed.*
4. Committee Reports
  - 4.1. Enhancing Community (S. Bradshaw)
  - 4.2. Advancement (S. Harding)

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

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

1. The Finance Committee reviewed and approved the financial statements for the year ended June 30, 2012. CSGK ended up with revenues over expenditures of approximately \$59,500 due to a job

well done in spending less than the budget. We discussed the fund balance designations and added to the designation categories. See spreadsheet attached.

2. The Committee continues to review the Capital Expenditure needs of the schools. St. Augustine received donations of \$18,000 during the Legacy Celebration to assist with the purchase of three rooms of windows. The total cost is approximately \$24,000. The ARK building is in need of a new roof. Tim will work on getting bids. The Principals are updating and prioritizing their capital improvement lists. The Finance Committee approved adding \$37,000 to 2012/2013 capital expenditure spending for the wireless technology project, which will be paid out of the designated fund balance.
3. The Finance Committee reviewed and approved the 2012-2013 budget. The \$37,278 budgeted loss is due to the approved capital expenditures for the 2012-2013 fiscal year to be paid out of fund balance.
4. The Committee discussed enrollment numbers. Enrollment is 11 students under budget (-10 at St. Augustine, -14 at St. Monica, and +13 at Hackett) and 30 students under last year's enrollment as of September 17, 2012.
5. The Finance Committee discussed the bus lease, which was approved by the Please Advise Committee. The buses will be ordered and should arrive in approximately 90 days. We are leasing two 71 passenger 2014 buses for two years.
6. Deb Pfeffer, Tuition/Enrollment Manager, announced she will be retiring next year. She plans on working through the summer and will retire at the end of September 2013. Melissa and Rich are reviewing options for outsourcing tuition billing/collecting with vendors or hiring someone to replace Deb.

*Motion: Bradshaw moves to approve the Financial Statements for the twelve months ended June 30, 2012; Fr. Schmidt seconds. Motion passed.*

*Motion: Fr. Schmidt moves to approve the CSGK's 2012-2013 budget; Romstadt seconds. Motion passed.*

**Other Business:**

1. Clark reminded all committees to review and propose their 2012-2013 goals
2. Harding announced the donor recognition event to be held October 4<sup>th</sup>. The event is for those who donate \$1000 and up to the Annual Fund or the Foundation.
3. MORE Update: They will be launching a website in December.
4. The Distribution list for the CSGK Board Reports was revised to include Fr. James Adams, Fr. Grondz, and possibly others. Categories will be revised to include a category for Other Parish Staff. At the bottom of the reports, a Confidentiality Clause will be added.

*Motion: There being no other business before the Board, Fr. Schmidt moved to adjourn; Romstadt seconds. Motion passed. The meeting was adjourned at 4:15pm.*