

Minutes of December 17, 2010 CSGK Board Meeting

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

Call to order: 3:32pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: December 17, 2010

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

Approval of Consent Agenda:

1. Minutes: November 19, 2010 (Already approved electronically)
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)
 - 4.4.1.1. Bradshaw sought advice from the board regarding requests for printing "media" on the back of the *Tweets*. This practice most directly impacts St. Catherine of Siena and St. Monica since those parishes publish the *Tweets* within their bulletins and not as separate inserts. Fr. Fleckenstein indicated that this practice should not be a problem for St. Catherine's as long as they were given advanced notice when it would occur. It was agreed that printing two sides of the *Tweets* would occur only on special occasions.
 - 4.2. Advancement (S. Harding)
 - 4.3. Community Questionnaire (J. Biever)

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

Financial Review: Finance Committee (K. VanderMolen)

1. The *Financial Statements* for the period ending November 30, 2010 were reviewed. VanderMolen indicated that we are on track with the budget.
2. The committee will review the 2011/2012 Enrollment form drafts and give to Rich any changes needed by the next finance meeting. The committee agreed on having the parent meeting on Wednesday, February 16, 2011. The meeting will be at 7pm in the Hackett cafeteria.
3. The Committee discussed the CSGK's Capital Expenditures Policy (#3400-P and #3400-R). The CSGK's current policy states that expenditures made by a Principal over \$5,000 require board approval. The revised policy will be drafted by the finance committee and made consistent with Diocesan policy that

states that expenditures over \$10,000 require approval of the Diocese. Once this policy is drafted and approved by the board, it will need to be approved by the Diocese.

4. The committee will draft a policy for board approval regarding families wanting to pay tuition one or more years in advance of the current year at current-year tuition rates. The need for this policy derived from a request by a CSGK family who wanted to be able to pay now for tuition, for the next 2 years, at current-year tuition rates.

Motion: Fr. Farrell moved to grant the request of the aforementioned family; Fr. Schmidt seconds. Motion passed.

5. The 90 day past due letters were mailed November 24.
6. The committee reviewed an issue regarding donations and tax implications. After researching the issue, it was decided that it will be our practice that a tuition payment on behalf of another specifying the person who is to benefit, cannot be considered a donation per IRS rules, but is a "Gift" to the beneficiary. The Office of Schools had no objection to this practice.

VanderMolen moved to approve the Financial Statements for the period ending October 31, 2010; Bradshaw seconds. Motion passed.

Other Business:

1. The 140 Day Proposals discussed during the past Focus group meeting held on December 10, 2010 were briefly reviewed. Bradshaw agreed to send out e-mails requesting individuals to prioritize the actions listed under each proposal. From this response, the Board will determine a plan of action for the next 140 days.

Motion: There being no other business before the Board, Fr. Schmidt moved to adjourn; Bradshaw seconded. Motion passed. The meeting was adjourned at 4:30pm.