

## **CSGK BOARD MEETING MINUTES**

**June 26, 2009**

**Hackett Library, 3:00 pm**

**Attendees:** *Pastors:* Msgr. Hazard, Frs. Schmidt and O'Leary; *Lay Members:* S. Benoit, S. Bradshaw, K. VanderMolen; *LAC Reps:* S. Clark, J. Simonds, A. Wickham; *Principals:* T. Eastman, A. Zommers, B. Reits; *Staff:* R. Dykstra, K. Weishaar

**Call to order:** 3:10pm

**Opening Prayer:** Fr. Schmidt

### **Consent Agenda Items (Vote Required)\*:**

8. Agenda: June 26, 2009
9. Minutes: April 2009 Meeting
10. Financial Statements
11. Principals Reports
12. Local Advisory Committee Reports
13. Committee Reports

*Motion: Fr. Schmidt moves to approve Consent Agenda and K. VanderMolen seconds. Motion passed.*

### **Report Discussion (highlights and questions):**

9. Financial Review (Rich Dykstra)—report attached
  - 9.1. The *Statement of Revenue and Expenses* (ending May 31, 2009) was reviewed. VanderMolen reported that revenues may be under budget by \$150,000, but expenditures may be under budget by about the same keeping us at break even for June 30. The revenue shortfall is due to parish subsidies payable and is expected to be resolved by June 30.
  - 9.2. The 2009-2010 enrollment data were reviewed (as of June 25). The CSGK schools are under target by 28 students (24 students for Hackett; 8 students for St. Augustine; St. Monica is over target by 4). This means that the potential shortfall in tuition will be \$198,385. The Principals are prepared to make expenditure cuts if needed. It is possible that medical insurance will come in lower than expected to help decrease the shortfall in expected tuition.
  - 9.3. VanderMolen presented a draft of the letter regarding outstanding fees. The letter will be mailed to those with outstanding fees on June 30.
10. Hackett Catholic Central (Tim Eastman)—report reviewed.
11. St. Augustine Cathedral School (Andra Zommers)—report reviewed.
12. St. Monica School (Becky Reits)—report reviewed.
13. Office of Schools (Margaret Erich)—no update.
14. Local Advisory Committees (Steve Clark, A. Wickham, J. Simonds)—reports reviewed.

15. Policy Committee – CSGK Policy Manual (S. Bradshaw)—report reviewed.
16. Development (K. Weishaar)—report reviewed.
  - 16.1. Weishaar reviewed donations from the annual fund (June ending). To date, \$374,025 has been received. Donations are down by \$51,000 from last year. It is believed that this may be due to the poor economy.
  - 16.2. Weishaar reported that the KRCSF Campaign has currently received \$650,000 in donations. The Foundation’s goal is \$2 million. Bishop Bradley was an attendee at the meeting.
17. Marketing (S. Clark)—no report.
18. Personnel (J. Niesen)—report reviewed.
  - 10.1 A letter of resignation was given to Benoit by Jenny Niesen. The resignation was accepted, with regret. There was a unanimous expression of appreciation for the contributions made by Jenny and all agreed she was a valued member of the Board and will be missed.
19. In new business, the St. Monica LAC adopted its new by-laws on June 11, 2009, as amended. The HCC LAC and St. Augustine LAC by-laws will be adopted electronically. Copies of these by-laws will be sent to Benoit because the CSGK needs to approve them.
20. A plan was discussed for the Officer Succession of the CSGK Board. With the resignation of one of its Board members, CSGK will announce the opening of the position in all of the church bulletins.  
*Motion: Bradshaw moved to maintain Benoit as CSGK President for the 2009/2010 school year and Fr. Schmidt seconded. Motion passed.*
21. *Motion: Fr. Schmidt moved to adjourn and Bradshaw seconded. Motion passed. The meeting was adjourned at 3:45pm to an Executive Session in order to review the performance of the Principals.*

Executive Session

Call to Order: 3:45pm

Pursuant to CSGK policy, the Board considered the performance of each of the Principals during the 2008-2009 school year. Input on each Principal’s performance was received from the respective LAC representative; said input was shared directly with each Principal, respectively, by the LAC Board President and each review was signed by both the Principal and the applicable LAC Board President. Questions were asked and full discussion ensued. Upon full consideration of the Board, the contract for each Principal was agreed to be renewed for the 2009-2010 school year. The Board’s recommendations will be communicated to the Superintendent of Schools.

In the aforementioned discussion, the question was raised as to whether or not the evaluation instrument used to assess the Principals’ performance was linked to the Diocese’s Strategic Plan for Schools; the evaluation instruments are not linked to said Strategic Plan and Benoit was tasked by the Board to raise this issue with the Office of Schools and seek synchronization for the 2009-2010 evaluation period.

Subsequent Events

1. Benoit reviewed the Principals' performance reviews with the Superintendent of Schools in July 2009, including the Board's recommendation to renew the respective contracts for the coming school year. The Superintendent accepted the Board's recommendation and the contracts were duly signed by Benoit and the Superintendent.
2. Following the June 2009 meeting, the Finance Committee of the Board held a meeting in July 2009. At that meeting, a request for funds was made by St. Monica School to repair the gym roof. Pursuant to Policy #3400, the approval of the Board is required on all capital expenditures in excess of \$5,000. Pursuant to Regulation #3400, the St. Monica School Principal presented the request to the Finance Committee which, in turn, forwarded its recommendation to the Board for its approval/disapproval. The policy and regulation are set forth below for reference:

**POLICY #3400-P: CAPITAL EXPENDITURE PRIORITIES.** Capital expenditure decisions need to ensure that the CSGK schools are working on system wide priorities. This policy intends to ensure that both long-term and short-term capital expenditure decisions remain focused on the vision of CSGK community gain. Principals are not to authorize expenditure of capital funds in excess of \$5,000 until the proposed expenditure is presented to and approved by the CSGK Board of Directors.

**REGULATION #3400-R: CAPITAL EXPENDITURE PRIORITIES**

1. Principals will submit every proposed capital expenditure in excess of \$5,000 to the CSGK's Finance Committee for review and to the CSGK Board for approval regardless of project funding sources. The Finance Committee will review proposed capital expenditures in light of overall school system needs.
2. If emergency capital expenditures are required to preserve the health, safety, or security of CSGK students, Principals may authorize such capital expenditures without prior consent of the Board.

In accordance with the aforementioned Policy and Regulation, and upon receipt of the recommendation duly made by the Finance Committee, Benoit made the following motion electronically:

*MOTION: Provided that: (1) the funds necessary for such expenditure will be sourced from the FY2009 Excess of Operating Revenue Over Operating Expense, and (2) the CSGK Business Manager and Principal of St. Monica School will make reasonable and appropriate efforts to assure the fairness and reasonableness of the cost estimate provided by the vendor ultimately selected to perform the subject work; the CSGK Business Manager is authorized to spend between \$45,000 and \$50,000 to repair the St. Monica School gym. Motion passed upon the receipt electronically of an affirmative vote by a simple majority of the Directors.*