

CSGK BOARD MEETING MINUTES
November 20, 2009

Attendees: *Pastors:* Frs. Derda, Farrell, and Schmidt; *Lay Members:* S. Benoit, S. Bradshaw, K. VanderMolen; *LAC Reps:* S. Clark, J. Simonds, A. Wickham; *Principals:* T. Eastman, B. Reits; *Staff:* R. Dykstra

Call to order: 3:08pm

Opening Prayer: Fr. Derda

Consent Agenda Items (Vote Required)*:

1. Agenda: November 20, 2009
2. Minutes: October 23, 2009 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports

Motion: VanderMolen moves to approve Consent Agenda and Simonds seconds. Motion passed.

Report Discussion (highlights and questions):

- 1) Financial Review (Rich Dykstra)—report attached
 - a) The *Statement of Revenue and Expenses* and *General Operating Fund Statement* (both for the period ending October 31, 2009) were reviewed. Nothing was off-target.
 - b) The Delinquent Tuition Policy was reviewed. Delinquent tuition letters will go out at the end of November.
 - c) A list was presented of CSGK Capital Improvements for all three schools. The list has not yet been prioritized and will be done so by the committee. VanderMolen reported that developing a reserve account for capital improvements would involve adding a line item expense in the budget. Because the CSGK does not have funds for this added expense, no reserve account is expected to be set up. Capital expenditures must be funded through Advancement (e.g., fund raising). If a prior years' fund balance shows a surplus, then that surplus (or a percentage of it) can be used for capital improvements. VanderMolen reported that no policy is needed for this.
 - d) It was determined that the Finance Committee would work with Jackie Lincoln in developing an Advancement Strategy, part of which would be to first prioritize the items on the capital expenditures list.
 - e) The *CSGK Enrollment Forecast (2009/10 – 2015/16)* report was reviewed under a “flat role” tuition scenario (see Tuition Policy Review Committee discussion below). In light of the fact that a flat tuition model does not appear feasible at present, absent the changes in operating costs or additional financial support referenced below, Benoit noted the current funding model (tuition + parish support) is likely to be problematic, similar to that which has been forecast in past financial reviews dating as far back as 1999. Benoit requested that further review and analysis will be undertaken by the R. Dykstra, working with the principals in preparation for an informational presentation/discussion with Bishop Bradley in December.

- 2) Hackett Catholic Central (Tim Eastman)—report reviewed
 - a) Eastman reported that over 200 people attended the HCC Open House. Post cards will be sent to all attendees as follow-up. They are also planning an Open House for CCD students.
 - b) An alumni survey was sent to all 2009 alumni. They are tracking acceptance rates for college. 72% was reported for the 2008 graduates and 80% for the 2009 graduates.
 - c) The cafeteria will be reserved on February 15 for the CSGK's annual parent meeting.
- 3) St. Augustine Cathedral School (Andra Zommers)—report reviewed.
- 4) St. Monica School (Becky Reits)—report reviewed.
- 5) Local Advisory Committees (Steve Clark, J. Simonds, A. Wickham)—reports reviewed.
 - a) Simonds reported that the HCC LAC is looking into book leasing as an option for students.
- 6) Enhancing Community Committee (S. Bradshaw)—report reviewed.
- 7) Advancement (J. Lincoln and K. Weishaar)—report reviewed.
 - a) Lincoln requested that the *Explanation of Major Campaigns* be added to parish bulletins. A copy of this was distributed to all board members.
- 8) Tuition Policy Review Committee (VanderMolen)—report reviewed.
 - a) VanderMolen reviewed the findings of using a “flat rate” tuition model; \$3,000 (for K-8) and \$6,000 (for 9-12). For this model to “work”, enrollment of 1,300 is estimated to be needed; otherwise, at current enrollment levels, a \$1.2 million dollar budget deficit would be projected necessitating CSGK to either (1) decrease expenses by \$1.2 million/year or (2) seek financial assistance from the Diocese of roughly the same amount. Given the above analysis, it was determined that a “flat rate” model is not feasible unless one of the aforementioned compensatory changes in expenses or diocesan support (or both). This analysis will be discussed at the Annual Parent Meeting and Mid-Year Review scheduled for Monday, February 15, 7pm, in HCC's cafeteria.
- 9) Joint Fundraising (New Business)—report reviewed.
- 10) *Motion: Benoit moved to adjourn and Bradshaw seconded. Motion passed. The meeting was adjourned at 3:58pm*