

CSGK BOARD MEETING MINUTES

September 25, 2009

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

Call to order: 3:11pm

Opening Prayer: Fr. Fleckenstein

Consent Agenda Items (Vote Required)*:

1. Agenda: September 25, 2009
2. Minutes: August 28, 2009 Meeting
3. Financial Statements
4. Principals Reports
5. Local Advisory Committee Reports
6. Committee Reports
7. CSGK Personnel Manual
8. Reconfirm Bylaws Acceptance/Adoption

Motion: Fr. Schmidt moves to approve Consent Agenda and Msgr. Hazard 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 August 31, 2009) were reviewed.
 - b) A revised 2009-2010 operating budget was reviewed. VanderMolen indicated that the revised budget reflects a planned "loss" (i.e. excess of expenses over revenues) for the 2009-2010 budget year due to the repairs approved for the St. Monica School gymnasium. The source of funds for these repairs is the 2008-09 "surplus" (i.e. excess of revenues over expenses); hence, the planned deficit budget is attributable simply to timing differences in revenue and expense recognition.
Motion: Fr. Schmidt moved to approve the revised CSGK Budget for 2009-2010. Simonds seconded the motion. Motion passed.
 - c) The 2009-2010 enrollment data were reviewed (as of September 24). The CSGK schools are under target by 31 students (13 students for Hackett; 19 students for St. Augustine; St. Monica is up by 1 student).
 - d) There was a discussion regarding developing a policy to provide a funded reserve for future planned and unplanned capital improvements. The Finance Committee will recommend a policy for the Board's consideration at its October meeting.
- 2) **Hackett Catholic Central High School** (Tim Eastman)—report reviewed
Eastman reported that Hackett Catholic Central High School's MME scores for all core subjects (Math, Reading, Science, Social Studies, Writing, and ELA) remained in the top 10%-15% for non-public schools throughout most of the State of Michigan and outperformed most area public schools.
- 3) **St. Augustine Cathedral School** (Andra Zommers)—report reviewed

Zommers reported that St. Augustine arranged to have shared time services with Comstock schools enabling the school to retain part-time P.E., Music, and Spanish teachers.

- 4) **St. Monica School** (Becky Reits)—report reviewed.
- 5) **Local Advisory Committees** (Steve Clark, J. Simonds, A. Wickham)—reports reviewed.
 - a) Bylaws from each school have been approved, signed, and sent to the Diocese
 - b) The St. Monica LAC is developing a 5-7 year Strategic Plan consistent with the 2008 Diocesan Strategic Plan for Schools. The strategic planning framework will be shared with the HCC LAC and the same facilitator will be utilized by the HCC LAC as it completes its strategic plan.
- 6) **Enhancing Community Committee** (S. Bradshaw)

Bradshaw reported that she will be interviewing Pastors, Principals, LAC members, and other individuals in our CSGK system to determine the nature of the relationship between the schools and the eight supporting parishes (St. Ambrose, St. Ann, St. Augustine, St. Catherine of Siena, St. Joseph, St. Mary, St. Monica, and St. Thomas More Catholics Student Parish). A report on that *Community* relationship will be presented at the October board meeting.
- 7) **Advancement** (J. Lincoln and K. Weishaar)—report reviewed
Weishaar reported that the Catholic School Advancement Workshop on September 17 and 18 was well represented by Administrators, Development Directors, Principals, and Pastors and/or those responsible for Parish Advancement programs. One outcome of the workshop was that there was recognition of the importance of officially acknowledging the significant financial contribution made by the eight supporting parishes in sustaining CSGK. Weishaar and Lincoln will develop draft language for review and consideration in the upcoming Advancement Annual Report.
- 8) **Tuition Policy Review Committee** (VanderMolen)—report reviewed
- 9) Benoit presented a summary of the 2008-2009 Board Year and tentative objectives for the 2009-2010 Board Year. The summary was reviewed by Weishaar, Lincoln, Bradshaw, and VanderMolen and will be included in the Advancement Annual Report. Objectives for the 2009-2010 Board Year were reviewed and agreed by the Board; said Objectives are:
 - Meet or exceed budget for the fiscal year ended June 30, 2010.
 - Complete strategic plans for each school, including a formal marketing plan.
 - Identify and evaluate alternative models for funding CSGK operations.
 - Develop and implement a reserve policy for future planned/unplanned capital expenditures.
 - Assess the current status of, and identify opportunities to strengthen the relationships between parishes providing financial support to CSGK and CSGK's schools.
- 10) Benoit suggested that all future Board Reports incorporate headings consistent with the 2008 Diocesan Strategic Plan for Schools (i.e., Mission and Catholic Identity, Academic Excellence, School Ownership and Governance, School Funding). This will help us to ensure that our tasks and activities are aligned with the Strategic Plan. This suggestion was adopted as practice going forward.
- 11) *Motion: Benoit moved to adjourn and Bradshaw seconded. Motion passed. The meeting was adjourned at 4:10pm*