

**Auburn Area Catholic School
School Committee Agenda
February 16th, 2016
7:00pm St. Gabriel Parish**

Attendance:

Excused:

Prayer: Jillian Grzegorzcyk

December Minutes Approval:

Principal's Report:

Pastor's Report:

Finance Report:

PTO Report:

PTO January Minutes Approval:

Marketing Report:

Athletics Report:

Old Business:

-AED Grant Committee: https://www.cpr-savers.com/AED-Grant-Programs_ep_51-1.html

New Business:

-Spreading the Spirit Fund Nomination Form

-2017-18 Tuition

-School Improvement Committee

-Salary Steps

-Incentives for Tuition (flyer from other school)

Other/Questions/Comments/Agenda Suggestions:

Prayer for Next Meeting:

Next Meeting Scheduled: March 16th, 2017

Adjournment:

1st Year

2nd Year

3rd Year

*Jessica Spencer

Chelsea Reder

Jill Maziarz

Elizabeth Hackett

Stephanie Horschig

Sarah Pope

*Jennalee Markel (2nd Term)

*Tracy Bourassa (PTO)

Jillian Grzegorzcyk

Henry Warren (Athletics)

*Renee Suderman

Ashely Bock

Mission Statement:

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

**Auburn Area Catholic School
School Committee Meeting
December 15th, 2016**

Members Present: Jessica Reder , Jill Maziarz, Father Tom, Chelsea Reder, Tracy Bourassa, Jillian Grzegorzcyk, Sarah Pope, Stephanie Horschig, Henry Warren, Jennalee Markel, Renee Suderman, Ashley Bock

Members Excused: Father Tom, Jessica Spencer, Elizabeth Hackett

Meeting called to order at 7:05 pm

Minutes Approval:

Minutes approved upon the addition to October Minutes:

Discussion was held of finances that exceeds the zero-account balance may be used towards requests or proposals by the principal for needs or wants for the enrichment of the school and/or curriculum.

Officer Selection:

- Jennalee Markel – Chairperson
- Vice Chair – Sara Pope
- Jill Maziarz - Secretary

Principal Report and Updates

- Virtue for this month is generosity
- K-5 singing at Auburn Fields on December 16th at 1:30
- Christmas Program, The light of Bethlehem, Readers will be Father Tom and two parents, no cookies/punch, kids will have gift bags after the program. Class pictures after the program.
- PJ day on the 21st. Detroit Red Wings school Assembly and class parties
- Catholic Schools week a day for 3rd-5th graders shared with Blessed Sacrament and St. Brigid
- Open house date Feb 23rd
- Family Night March 14th, mark your calendars
- Submitted a competitive school safety grant for a schoolwide PA system and before/after care intercom cameras. Should know by Feb 28th.

Pastor's Comments

Finance Report

- Reviewed the monthly financial statements

PTO Report

- Meeting minutes approved
- Scholastics Book Fair January 27th through February 3rd
- Family Dance January 27th menu includes: Chicken, mac & cheese, cole slaw, veggie tray/fruit, cupcakes and cookies
- Rachel Leaman to decorate for the dance starting at 8:30 am. Invitations, bracelets, necklaces, K of C, cookies/cupcakes
- Box tops submitted after holidays
- Staff Christmas gifts – very generous families

- Catholic Schools week representatives will be speaking at St Agnes, St Gabriel's parishes
- Christmas in July Corn Fest Theme. Revisit in March, Live Manger idea. Need to have sign up flyers, bulletin board for Athletics at banquet and then bring to school to get volunteers for Corn Fest. Revisit in January

Marketing Report

- Looking at Branding – reviewed samples of School decals
- Next: Catholic Schools Week initiative

Athletics Report

- Phil is now on the team.
- Propose open gym night after intermural basketball season
- Try to get new/more coaches to help out K-1, 2/3 Intermural basketball
- Snack options for Basketball season, box pizza possibly from La Pizza
- Revisit pot luck before Intermural game – maybe last game of season
- Cheerleading – coach Miss Fritz
- Banquet April 21st or 28th will revisit

Old Business

-Playground

-Grants available through Bay Area Community Foundation and Dow that may be written by anyone and submitted for money towards new playground equipment

Meeting adjourned at 8:38 pm

Next Meeting Scheduled: Thursday, December 15th, 2016 – St. Gabriel Parish Center

Minutes respectfully submitted: Jill M. Maziarz

****prayer – Jillian Grzegorzcyk

Mission Statement

Auburn Area Catholic School, with our parishes and families as partners,
empowers each student along their academic journey to develop their God-given talents
and to become a lifelong disciple of Christ.

361 St. Gabriel Parish
Fiscal Year Beginning 7/1/2016
Budgeted Financial Statement for Period 07 January 58.33%
001 Unrestricted

<u>Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Variance for Period</u>	<u>Actual YTD</u>	<u>Budget Annual</u>	<u>Var. Actual to Annual Budget Dollar</u>
500 Elementary School						
Interest & Dividends	90.57	583.33	-492.76	4,317.53	7,000.00	-2,682.47
Donations & Bequests	1,800.00	833.33	966.67	7,360.00	10,000.00	-2,640.00
Other Revenue	.00	41.67	-41.67	11,780.00	500.00	11,280.00
Fund Raising Income - Home & S	272.09	2,166.67	-1,894.58	16,389.11	26,000.00	-9,610.89
Tuition - K Thru 5	11,166.50	10,963.33	203.17	82,608.39	131,560.00	-48,951.61
Tuition - 2 Day Preschool	833.33	1,162.50	-329.17	5,767.49	13,950.00	-8,182.51
Tuition - 3 Day Preschool	2,455.00	2,158.33	296.67	15,593.00	25,900.00	-10,307.00
Tuition - Parishes	7,323.67	7,323.67	.00	51,265.57	87,884.00	-36,618.43
K - 5 Book Fees/Planners	.00	825.00	-825.00	9,147.50	9,900.00	-752.50
Preschool Registration Fees	.00	113.75	-113.75	1,422.00	1,365.00	57.00
Before/After School Program Fe	2,563.00	1,333.33	1,229.67	12,502.00	16,000.00	-3,498.00
Sale of Student Lunches	1,437.40	958.33	479.07	7,665.40	11,500.00	-3,834.60
PreSchool Hot Lunch	73.00	50.00	23.00	379.80	600.00	-220.20
Student Activities	.00	208.33	-208.33	1,071.50	2,500.00	-1,428.50
Athletic Revenue	508.60	416.67	91.93	4,551.18	5,000.00	-448.82
Grants From Federal Government	172.04	133.33	38.71	914.92	1,600.00	-685.08
Total Income	28,695.20	29,271.57	-576.37	232,735.39	351,259.00	-118,523.61
Expenses						
Fund Raising Expenses - Home &	1,125.63	1,833.33	-707.70	12,642.52	22,000.00	-9,357.48
Service to Parishioners	.00	.00	.00	450.00	.00	450.00
Food Service Expense	612.70	916.67	-303.97	4,237.37	11,000.00	-6,762.63
Food Expense - Before/After Sc	125.95	66.67	59.28	395.45	800.00	-404.55
Athletic Expense	193.49	166.67	26.82	3,350.32	2,000.00	1,350.32
Instructional Expense and Supp	5,034.67	83.33	4,951.34	5,675.65	1,000.00	4,675.65
Salary - Substitute Teachers K	240.00	166.67	73.33	1,410.00	2,000.00	-590.00
Salary - Substitute Teachers P	.00	7.50	-7.50	30.00	90.00	-60.00
Lay Salary - K thru 5	16,318.59	16,029.58	289.01	95,722.72	192,355.00	-96,632.28
Lay Salary - Preschool	2,341.07	1,396.25	944.82	12,005.14	16,755.00	-4,749.86
Retirement	1,504.84	1,444.67	60.17	8,922.37	17,336.00	-8,413.63
Social Security Expense	1,156.93	1,170.83	-13.90	6,187.35	14,050.00	-7,862.65
Medicare Expense	270.56	.00	270.56	1,625.35	.00	1,625.35
Hospitalization	3,012.37	2,210.50	801.87	11,931.75	26,526.00	-14,594.25
Dental	.00	99.33	-99.33	.00	1,192.00	-1,192.00
Unemployment	111.27	195.83	-84.56	751.28	2,350.00	-1,598.72
Long Term Disability	70.49	79.17	-8.68	466.20	950.00	-483.80
Goodwill - Employee	12.77	141.67	-128.90	849.58	1,700.00	-850.42
Professional & Technical Servi	271.00	250.00	21.00	4,835.10	3,000.00	1,835.10
Travel Expenses	66.07	41.67	24.40	183.75	500.00	-316.25
Postage & Shipping	97.14	75.00	22.14	506.44	900.00	-393.56
Publicity & Promotion	.00	66.67	-66.67	390.34	800.00	-409.66
Insurance	908.57	1,016.67	-108.10	6,359.99	12,200.00	-5,840.01
Utilities	1,939.82	1,350.00	589.82	9,165.28	16,200.00	-7,034.72
Telephone & Internet	199.30	235.00	-35.70	1,223.26	2,820.00	-1,596.74
Repairs & Maintenance	495.75	520.83	-25.08	1,700.10	6,250.00	-4,549.90
Printing & Duplicating	.00	58.33	-58.33	818.16	700.00	118.16
Office Supplies	462.51	208.33	254.18	1,487.20	2,500.00	-1,012.80
Maintenance Supplies	280.07	444.58	-164.51	3,081.79	5,335.00	-2,253.21
Books & Subscriptions	.00	41.67	-41.67	282.90	500.00	-217.10
Dues & Memberships	.00	116.67	-116.67	316.52	1,400.00	-1,083.48
Seminars, Retreats & Conferenc	116.00	100.00	16.00	717.00	1,200.00	-483.00
Taxes & Assessments	.00	216.67	-216.67	1,635.00	2,600.00	-965.00

361 St. Gabriel Parish
Fiscal Year Beginning 7/1/2016
Budgeted Financial Statement for Period 07 January 58.33%
001 Unrestricted

<u>Description</u>	<u>Actual for</u> <u>Period</u>	<u>Budget for</u> <u>Period</u>	<u>Variance</u> <u>for Period</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>Annual</u>	<u>Var. Actual</u> <u>to Annual</u> <u>Budget Dollar</u>
Teaching Supplies K-5	309.34	416.67	-107.33	4,731.89	5,000.00	-268.11
Transportation Expense	66.00	100.00	-34.00	636.01	1,200.00	-563.99
Land Improvement	.00	83.33	-83.33	.00	1,000.00	-1,000.00
Building Improvement	.00	208.33	-208.33	1,698.30	2,500.00	-801.70
Furnishings & Equipment	.00	333.33	-333.33	10,081.71	4,000.00	6,081.71
Textbooks	.00	375.00	-375.00	4,362.01	4,500.00	-137.99
Student Activity Expense	342.88	208.33	134.55	1,475.72	2,500.00	-1,024.28
Bank Service Charges	64.26	64.58	-.32	434.30	775.00	-340.70
Operation of Vehicles	.00	41.67	-41.67	372.68	500.00	-127.32
Donations & Assistance	.00	166.67	-166.67	1,100.00	2,000.00	-900.00
Temporary Service Contracts	.00	666.67	-666.67	3,726.06	8,000.00	-4,273.94
Service Contracts	1,314.36	1,583.33	-268.97	8,581.92	19,000.00	-10,418.08
Total Expense	39,064.40	34,998.67	4,065.73	236,556.48	419,984.00	-183,427.52
Excess Income / -Expense	-10,369.20	-5,727.10	-4,642.10	-3,821.09	-68,725.00	64,903.91

JANUARY BALANCES

CHECKBOOK: \$ **43,938.15**
Home & School: \$ 7,535.73
Athletics: \$ 5,225.35

SAVINGS:

ST. GABRIEL: \$ 1,303,080.87
ST. JOSEPH SOCIETY: \$ 4,738.72
CEMETERY: \$ 59,295.81
SCHOOL: \$ 40,289.55
LEGACY FUND: \$ 42,941.26
SPREADING THE SPIRIT FUND: \$ 13,129.75

2016 CSA:

TARGET: \$75,620.00
PLEDGED: \$76,575.00
PAID: \$74,072.24
UNPAID PLEDGE: \$2,202.76
#PLEDGED: 402

361 St. Gabriel Parish
Fiscal Year Beginning 7/1/2016
Budgeted Financial Statement for Period 07 January 58.33%
Budget Report 2

<u>Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Variance for Period</u>	<u>Actual YTD</u>	<u>Budget Annual</u>	<u>Var. Actual to Annual Budget Dollar</u>
Income						
Sunday & Holyday Collections	50,504.19	50,000.00	504.19	326,674.96	600,000.00	-273,325.04
Interest & Dividends	2,482.40	2,441.66	40.74	33,737.61	29,300.00	4,437.61
Donations & Bequests	4,025.00	1,791.66	2,233.34	25,440.00	21,500.00	3,940.00
Food Pantry Donations	55.00	316.67	-261.67	2,571.04	3,800.00	-1,228.96
Stipends & Stole Fees	250.00	191.67	58.33	1,425.00	2,300.00	-875.00
Other Revenue	.00	125.00	-125.00	11,886.00	1,500.00	10,386.00
Fund Raising Income	272.09	2,166.67	-1,894.58	16,389.11	26,000.00	-9,610.89
Rental Income	2,100.00	708.33	1,391.67	4,200.00	8,500.00	-4,300.00
Tuition - K-5	11,166.50	10,963.33	203.17	82,608.39	131,560.00	-48,951.61
Tuition - 2 day Preschool	833.33	1,162.50	-329.17	5,767.49	13,950.00	-8,182.51
Tuition - 3 Day Preschool	2,455.00	2,158.33	296.67	15,593.00	25,900.00	-10,307.00
Tuition - Other Parishes	7,323.67	7,323.67	.00	51,265.57	87,884.00	-36,618.43
Student Fees & Book Fees	.00	1,062.50	-1,062.50	10,797.50	12,750.00	-1,952.50
Preschool Registration Fees	.00	113.75	-113.75	1,422.00	1,365.00	57.00
Before/After School Program Fe	2,563.00	1,333.33	1,229.67	12,502.00	16,000.00	-3,498.00
Sale of Student Lunches	1,437.40	958.33	479.07	7,665.40	11,500.00	-3,834.60
Preschool Hot Lunch	73.00	50.00	23.00	379.80	600.00	-220.20
Votive Lights	212.00	291.67	-79.67	1,757.30	3,500.00	-1,742.70
Student Activities	.00	874.99	-874.99	1,071.50	10,500.00	-9,428.50
Athletic Revenue	508.60	416.67	91.93	4,551.18	5,000.00	-448.82
Advertising Revenue	.00	250.00	-250.00	1,200.00	3,000.00	-1,800.00
Grants From Federal Government	172.04	133.33	38.71	914.92	1,600.00	-685.08
CSA Surplus Refunded	.00	41.67	-41.67	25.00	500.00	-475.00
Sale of Lots	.00	666.67	-666.67	3,458.80	8,000.00	-4,541.20
Interments	.00	333.33	-333.33	5,599.20	4,000.00	1,599.20
Total Income	86,433.22	85,875.73	557.49	628,902.77	1,030,509.00	-401,606.23
Expenses						
Church Supplies	560.05	583.33	-23.28	8,221.14	7,000.00	1,221.14
Fund Raising Expenses	1,125.63	1,833.33	-707.70	12,642.52	22,000.00	-9,357.48
Service to Parishioners	859.11	1,916.67	-1,057.56	13,960.93	23,000.00	-9,039.07
Food Service Expense	612.70	983.34	-370.64	4,237.37	11,800.00	-7,562.63
Food Service Expense (B/A Prog	125.95	66.67	59.28	395.45	800.00	-404.55
Athletic Expense	193.49	166.67	26.82	3,350.32	2,000.00	1,350.32
Music Expense	.00	166.67	-166.67	632.56	2,000.00	-1,367.44
Instructional Expense and Supp	5,034.67	154.16	4,880.51	5,795.97	1,850.00	3,945.97
Clergy Salary	3,250.97	3,364.67	-113.70	22,756.49	40,376.00	-17,619.51
Substitute Teachers K-5	240.00	166.67	73.33	1,410.00	2,000.00	-590.00
Substitute Preschool Teachers	.00	7.50	-7.50	30.00	90.00	-60.00
Lay Salary	28,897.50	28,407.08	490.42	181,436.82	340,885.00	-159,448.18
Extra Clergy Help	.00	83.33	-83.33	53.73	1,000.00	-946.27
Clergy Benefits	132.50	583.33	-450.83	1,123.50	7,000.00	-5,876.50
Retirement	2,194.13	2,077.92	116.21	13,295.32	24,935.00	-11,639.68
Social Security Expense	2,210.65	2,022.34	188.31	13,451.16	24,268.00	-10,816.84
Hospitalization	4,841.00	3,854.26	986.74	26,804.15	46,251.00	-19,446.85
Dental	.00	99.33	-99.33	.00	1,192.00	-1,192.00
Other Employee Benefits	.00	34.84	-34.84	.00	418.00	-418.00
Unemployment	178.01	321.74	-143.73	1,369.47	3,861.00	-2,491.53
Disability and/or Life Insuran	134.59	139.18	-4.59	817.70	1,670.00	-852.30
Goodwill - Employee	48.61	429.17	-380.56	4,091.52	5,150.00	-1,058.48
Professional & Technical Servi	803.50	808.34	-4.84	7,789.49	9,700.00	-1,910.51
Travel Expenses	410.57	383.35	27.22	1,915.55	4,600.00	-2,684.45
Postage & Shipping	247.14	252.08	-4.94	1,257.44	3,025.00	-1,767.56

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Fiscal Year Beginning 7/1/2016
Budgeted Financial Statement for Period 07 January 58.33%
Budget Report 2

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Publicity & Promotion	.00	75.00	-75.00	390.34	900.00	-509.66
Insurance	2,019.07	2,244.17	-225.10	14,133.49	26,930.00	-12,796.51
Utilities	4,310.80	2,983.33	1,327.47	20,367.94	35,800.00	-15,432.06
Telephone	442.91	551.83	-108.92	3,090.03	6,622.00	-3,531.97
Repairs & Maintenance	661.00	716.66	-55.66	2,138.15	8,600.00	-6,461.85
Printing & Duplicating	718.72	583.33	135.39	4,158.20	7,000.00	-2,841.80
Office Supplies	585.23	466.66	118.57	2,833.60	5,600.00	-2,766.40
Maintenance Supplies	500.33	665.42	-165.09	4,643.70	7,985.00	-3,341.30
Books & Subscriptions	307.10	254.17	52.93	2,785.68	3,050.00	-264.32
Dues & Memberships	.00	133.35	-133.35	371.82	1,600.00	-1,228.18
Seminars, Retreats & Conferenc	181.00	229.17	-48.17	1,680.55	2,750.00	-1,069.45
Taxes & Assessments	988.51	883.33	105.18	9,559.34	10,600.00	-1,040.66
Audio Visual Supplies	.00	41.67	-41.67	150.00	500.00	-350.00
Teaching Supplies	425.90	691.67	-265.77	7,467.72	8,300.00	-832.28
Transportation Expense	66.00	112.50	-46.50	1,472.91	1,350.00	122.91
Land Improvement	.00	174.99	-174.99	23.24	2,100.00	-2,076.76
Building Improvement	.00	541.67	-541.67	2,517.41	6,500.00	-3,982.59
Furnishings & Equipment	594.78	529.17	65.61	16,504.61	6,350.00	10,154.61
Textbooks	.00	566.67	-566.67	4,362.01	6,800.00	-2,437.99
Student Activity Expense	342.88	1,083.33	-740.45	3,485.10	13,000.00	-9,514.90
Bank Service Charges	128.63	137.50	-8.87	869.54	1,650.00	-780.46
Clergy Mileage	.00	141.67	-141.67	.00	1,700.00	-1,700.00
Housing	1,050.06	250.00	800.06	2,748.62	3,000.00	-251.38
Operation of Vehicles	.00	140.18	-140.18	1,292.85	1,682.00	-389.15
Diocesan Assessments	1,020.07	1,133.33	-113.26	7,140.49	13,600.00	-6,459.51
Tuition Payments	.00	.00	.00	1,000.00	.00	1,000.00
Assesments for Inter-Parish	7,323.67	7,323.67	.00	51,265.57	87,884.00	-36,618.43
Donations & Assistance	608.15	2,550.42	-1,942.27	15,560.88	30,605.00	-15,044.12
Temporary Service Contracts	250.00	1,787.59	-1,537.59	12,589.59	21,451.00	-8,861.41
Service Contracts	2,920.87	2,835.83	85.04	18,526.94	34,030.00	-15,503.06
Total Expense	77,546.45	78,734.25	-1,187.80	539,968.92	944,810.00	-404,841.08
Excess Income/-Expense	8,886.77	7,141.48	1,745.29	88,933.85	85,699.00	3,234.85