



## **CCEC Meeting**

In Attendance: John Berlin, Larry Glendening, Jody Maher, Gerald Heath, Jay Hardman, Jan Sullivan, Michael Bauman, Angie Seger, Tricia Salvano, Amy Dienes, Sara Horvath, Charlie LaSata, and Fr Bob.

Thursday, January 19, 2017 – 6:00 PM

Prayer – 6:02 - Led by Mr. Berlin

Introduction – CCEC Board Members, Catholic School Fund Members, and other attending the meeting

Fund Members in Attendance included: Joe Giannola, Elaine Thiessen, Sarah Jollay, Kurt Marzke, John Curtis, Paul Landeck

- John introduced Plante Moran Consultants, Owen Ronk and Chris Hardy, and the audit that they conducted on the schools last summer (2016).
- The audit was done in partnership with the Twin City Area Catholic School Fund to create a baseline of financial policies and procedures as well as recommendations for improvements to same. The audit looked at financial data from the 2014-2015 school year.
- John commented that with this audit completed our benefactors should have great confidence in the policies and procedures of the school's business operations.
- John thanked Larry Glendening for all his hard work and recognized all the roles he plays within the schools.
- John welcomed the members of the Twin City Area Catholic School Fund Executive Committee to the meeting. John encouraged everyone to an open conversation during the meeting
- Please return audit reports to John/Larry at the conclusion of the meeting.
- Chris Hardy thanked everyone for their hard work and openness with Plante Moran during their review process.
- Chris reviewed the scope and sequence of the audit and its impact on procedural practices.
- She explained the different levels of priority set by Plante Moran to have addressed are High/Moderate/Low Priority.
- Discussion followed on the aspects of the audit report with questions from the audience.
- Research will be done on finding out what more Parish Data System can do or find a new accounting system.
- Segregation of Duties - John noted that a green light has been given to hire an accountant to help Larry.
- SCENE Auction - follow same procedures for accounting, funds are taken from the Student Activities Fund account.
- There are three accounts: General, Scrip, and Student Activities Fund.
- Questions and answer session with discussion followed.

The closed session ended at 6:50pm.

## Open Session - 6:52 PM

- Approve November Meeting Minutes
  - Trial Run of the Online Minute Approval Process did ok. Will try again next time.
  - Adjustments to the minutes included:
    - Changes noted included changing the word in the Committee Update-Strategic Plan from mission to vision. It was also noted from Tricia Salvano regarding the uniform change, we had said that shirts purchased in the past two years since the last uniform change, would be grandfathered in.
    - Motion to Approve Minutes by Mike Bauman
    - Seconded by Sara Horvath
    - Motion passed unanimously
  
- Items to discuss at February 16th CCEC Working Session
  - Parent Survey
  - Strategic Plan - Goals, Next Steps, Rollout plan and timing
  - Accreditation Information from Jody
  - OA/OE
  - Loyola Academy Summary
  - Roles and Responsibilities for Committees
    - How they integrate with the group
    - Reporting guidelines
    - Next steps moving forward
  
- Uniform Update
  - John stated that he has delegated this to Gerald and Jody for study
  - Gerald recommends not making any more changes for a while
  - Skorts come from Lands End or Education Outfitters, they are pleated differently and fit the girls differently
  - Possibly allow both if in agreement with parents
  - Would like to make sure we are getting the best price before doing a full rollout
  - Gerald feels more research is needed
  - Hoping Educational Outfitter vendor to stay longer during visit so children can try on uniforms – visit to schools is planned in March and to come to CCEC Meeting

- There is a Educational Outfitter store in Grand Rapids and Lansing
- Thoughts on a Third Party (French Toast) will be considered if they carry the same plaid
- Committee Updates
  - Advancement
    - LakerTiding was mailed out to over 3,100 people and sent to multiple parishes
    - Database is being cleansed, and donor list is being updated
    - Annual Appeal is almost ready to be mailed
  - Enrollment
    - Laker-to-Laker Day is tomorrow, Friday, January 20th
    - Parent Night Meeting is Thursday, January 26th at 7 PM
    - 6th Grade Parent Survey had 100% participation
      - Some had concerns, but no one left names or numbers to contact them about their concerns
    - MS teacher starting a Lunch Book Club
    - International Students
      - Seeing Issues with English proficiency and College Prep readiness
      - May need to start requiring entrance exams for non-LMC enrollees to the high school.
      - Discussion on what resources we have available for foreign students to be able to help them.
- Public Comment - none
- Announcement -
  - The new 29 passenger bus is here, thank you to Sam and Connie Monte for their generous donation.
  - CCEC Work Session Scheduled for February 16th @ 6:00pm. Agenda includes: reviewing the Parent Survey Analysis- with next steps and an update on the Strategic School plan status.
- Motion to close - Mike Bauman
  - Seconded - Charlie LaSata
  - Motion Passed Unanimously
- Close at 7:36 PM