

St. John Vianney Parish
School Board Finance Committee Minutes
August 19, 2011

Members in attendance: Larry Francione, Chair; Anne Brown, David Crosby, Susan Koehn, and Pam Pyzyk, Principal.

Guest in attendance: Mike Schaumann

Unable to attend: Jim Swiderski

Meeting began at 7:05 with a welcome, opening prayer and introductions.

1. Topics Discussed

- a. Review of the School Board Finance Committee Guidelines – Larry Francione reviewed the Finance Committee Guidelines.
 - i. Roles and Responsibilities - Finance is responsible for developing the annual budget for the school, the annual salary adjustments of the teachers, the applicable tuition for attendance at the school and provide counsel to address ad hoc school finance decisions.
 - ii. Timing for this school year - Finance must report on the reforecasted 2011-12 budget to the Parish Council Finance in October. The budget for 2012-2013 will be presented on a preliminary basis to Parish Council Finance in January 2012, be finalized with Parish Council Finance in February so that Parish Council can approve our budget, as well as the budget for the entire Parish, with the final vote occurring in their March meeting.
 - iii. Confidentiality – Larry stressed the importance of confidentiality as the members will have access to sensitive financial information.
- b. Meeting Schedule – There were no objections to the proposed meeting schedule.
- c. School Budget Timeline - Larry presented the expected timeline related to the 2011-2012 budget and explained the budget model.
- d. Strategic Plan – Larry reviewed the School Board Strategic Plan initiatives that directly related to the Finance Committee.
 - i. For strategic initiative activity 2.3.3.1, regarding Communications of Real Cost of Educating Children in the Parish School, the Finance Committee agreed to change the due date to 6/1/12. The Finance Committee plans to create an annual program which will include a letter to families

regarding “the gap” between tuition and actual cost. Also, the plan includes updating the same information in the Parent/Student Handbook.

ii. For strategic initiative activities 2.3.2.1 and 2.3.2.2., regarding Naming Rights and Matching Gifts, the Finance Committee will continue to consider and work on these initiatives.

iii. The Finance Committee agreed to add another initiative related to an Annual Fund.

- e. Other Items – The Finance Committee members will consider and solicit new members for the School Board Finance Committee, particularly individuals with a finance background.
2. Decisions Made
- a. Finance Committee agreed to recommend to the School Board an increase to the nonrefundable school registration fee for this January 2012. Larry will create a fee schedule that will reflect approximately 5% tuition per child. The schedule will reflect the multi-student discounts. Further, the Finance Committee is recommending to the School Board that the following year’s communication be moved up from January 2013 to December of 2012 to assist with budgeting and allow for more accurate enrollment data during the January open houses.
3. Follow-up Work
- a. David Crosby will add a strategic initiative for an Annual Fund to the Strategic Plan.
- b. Larry will create the fee schedule as described above.
- c. Mike Schaumann will provide the Finance Committee with data regarding the increase of contribution levels by school families, if any, versus the increase of contributions by Parish families.
- d. Mike Schaumann will provide the Finance Committee with final school financials for 2011 fiscal year and will provide updated faculty salaries to assist in preparing the 2011-2012 reforecasted budget and the 2012-2012 budget.
4. Next meeting: Friday, September 23rd at 7am.

The meeting adjourned at 8:50.