



BISHOP BAUMGARTNER MEMORIAL CATHOLIC SCHOOL

281 Calle Angel Flores, Sinajana, Guam 96910
671-472-6670/671-477-2677/671-477-1026/671-477-4028(fax)

February 13, 2018

Dear Parents, Guardians and Families of BBMCS:

Once again our annual registration is upon us. As you know, there is an ever-increasing cost of providing quality education for our children. We still have excelled as one of the most economical private schools on the island, maintaining and upgrading our campus facilities, and continuing to provide excellent academic programming. However, the cost of education, coupled with our need to develop our facilities and services, warrant an increase in the fees we assess our families.

Accordingly, the BBMCS Consultative Board and management of BBMCS announce the following registration and fees for the 2018-2019 school year:

**** N.B. REGISTRATION FEE IS NON-REFUNDABLE/
NON-TRANSFERABLE**

Fees for New Students	Kinder - 4th Grade	5th to 8th Grade
Registration Fee	\$ 660.00	\$ 660.00
Capital Improvement/ Building/ Maintenance Fee (per student)	\$ 100.00	\$ 100.00
Locker Fee (5th to 8th Grade) yearly		\$ 25.00
* Archdiocesan Catholic School Fee (See attachment for explanation)	\$ 25.00	\$ 25.00
* Archdiocesan School Assessment Fee (\$12/month for 12 months) (See attachment for explanation)	\$ 144.00	\$ 144.00
Total	\$ 929.00	\$ 954.00

**** A down payment of \$300.00 is required in order for your child to be considered officially registered. Remaining registration fee must be paid by June 15, 2018.**

Monthly Tuition Fee		With 5% discount (if paid in full by 8/31/2018)
10 monthly payment	1 child	\$ 385.00/month
	2 children	\$ 710.00/month
	3 children	\$ 870.00/month
	4 children	\$ 1,000.00/month
		\$ 3,657.50/year
		\$ 6,745.00/year
		\$ 8,265.00/year
		\$ 9,500.00/year

If you plan to enroll your children for the 2018-2019 school year, kindly fill out the enclosed forms and sign where appropriate. Please read carefully and review the enclosed forms, as they contain various policies for enrollment and payment.

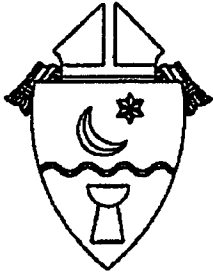
We hope you continue to find that BBMCS provides a quality service at a reasonable price. We still strive to provide our best for you and your child/children. God Bless you all.


SR. MARY EMILINE ARTERO, RSM
President, BBMCS


MRS. MICHELE SANTOS
President, BBMCS Consultative Board

Please take note of the following requirements for a NEW STUDENT enrollment.

- Submission of **CURRENT REPORT CARD** at the time of registration for grade 1st to 8th (must accompany registration form).
- Submission of **IMMUNIZATION/SHOT RECORD** and **TB SKIN TEST** (must accompany registration form).
- *Copy of Birth Certificate*
- *Baptismal Certificate* if student is to receive Reconciliation and 1st Communion in 3rd Grade.
- *Updated Physical Examination* for new students. (must have completed physical examination within 1 year of physical exam date.) For example : Physical Exam completed on June 1, 2018 to May 31, 2019.



Archdiocese of Agana

CHANCERY OFFICE

196 Cuesta San Ramon, Ste. B • Hagåtña, Guam 96910 • Tel: (671) 472-6116 • Fax: (671) 477-3519

Protocol No. 2017-071

March 08, 2017

Dear Principals and Presidents:

Peace be with You.

Once again thank you for your input and cooperation in helping us implement the policy for Archdiocesan Catholic Schools Fees.

Attached you will find the policy for implementation this next school Year. If you have any questions please contact Catholic School Office at 562-0052.

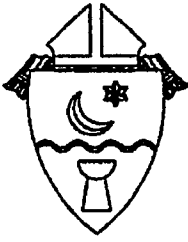
Thank you and God Bless!

In Christ,

+MICHAEL JUDE BYRNES
Coadjutor Archbishop of Agana

Enclosure: Policy for Archdiocesan Catholic Schools Fees

cc: Cynthia Agbulos, Superintendent of Catholic Schools
Fr. Jeffrey San Nicolas, Delegate General of the Coadjutor Archbishop of Agana
Josie Villanueva, Finance Officer



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Catholic Schools Office Policy and Procedures

Archdiocesan Catholic School Fee Approved/Implementation Date: March 8, 2017

Background:

As a result of an in-depth financial review conducted by the Archdiocese and with the recommendation of the Archdiocesan Finance Council; Archbishop Michael Byrnes has established an Archdiocesan Catholic School Fee for all Catholic Schools.

The establishment of the fee is to fund the operations, the administrative support of the Chancery and programs of the Catholic Schools Office. The fee will assist the Catholic School Office in continuing to provide high quality standards of education as well as safe environment of our schools.

During the month of February Fr. Jeff San Nicolas, Delegate of the Coadjutor Archbishop, met with all Catholic School administrators at which he proposed and explained the concept of the Archdiocesan Catholic School Fee. The administrators then met on Tuesday, February 21 and were asked to make a recommendation on the fee amount needed to fund the operations of the Catholic Schools Office.

After assessing the Catholic Schools Office's budget, the administrators proposed a recommended fee amount of \$20.00 per student. This recommendation was forwarded to the Archdiocesan Finance Council for review.

The Finance Council determined that an additional \$5.00 ought to be added to cover administrative costs by the Chancery Office i.e., accounting fees, legal counsel expenses and fees associated with safe environment.

With the advisement of this Council, whose goal is to strengthen the financial accountability of the Archdiocese of Agana, which in turn will enhance the vital mission of Catholic schools in bringing Jesus Christ to our students, families, faculty and staff, the establishment and implementation of the Archdiocesan Catholic School Fee of \$25.00 per student was deemed appropriate and necessary for all Catholic Schools in the Archdiocese.

Policy:

The Archdiocese of Agana Chancery Office beginning SY2017-2018 will assess all Catholic Schools an Archdiocesan Catholic School Fee of \$25.00 per students enrolled at their respective schools.

The Archdiocesan Catholic School Fee will be revaluated yearly to accommodate and strengthen the financial accountability of the Archdiocese of Agana.

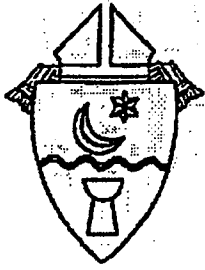
Procedures:

The Archdiocesan Catholic School Fee will be assessed by:

1. Each **student** will be **assessed a fee** of **\$25.00**
2. The number of students per school will be based on the **official enrollment data of students** that will be **provided** to the **Catholic Schools Office** in **September** of every **School Year**
3. The Archdiocesan Catholic School Fee **payment** can be **paid by:**
 - a. One time **full payment**
 - b. **Quarterly installment payments**. The **final quarterly installment payment** must be completed by the end of the Third (3rd) Quarter of each School Year
4. The Archdiocesan Catholic School Fee will be **re-evaluated** at the ending of each **School Year** by the Chancery Office and recommendation will be forwarded to the Archbishop of Agana for the fee to remain status quo or increase fee for the following School Year that will ensure financial accountability of the Archdiocese.



+MICHAEL JUDE BYRNES
Coadjutor Archbishop of Agana




ARCHDIOCESE OF AGAÑA

CHANCERY OFFICE

196 Cuesta San Ramon Ste. B • Hagåtña, Guam 96910-4334 • Tel: (671) 472-6116, (671) 562-0000 • Fax: (671) 477-3519

Protocol No. 2017-315

To: Catholic School Presidents and Principals

From: Fr. Jeffrey C. San Nicolas, Delegate General 

CC: +Michael J. Byrnes, Coadjutor Archbishop of the Archdiocese of Agaña
Msgr. James Benavente, Delegate for Church Patrimony
Richard Alvia, Superintendent of Catholic Education
Josie Villanueva, Finance Officer

Date: August 2, 2017

Re: Policy for School Assessment (Implementation Date July 1, 2017)

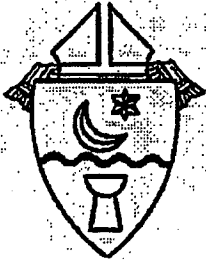
Peace be with you.

Thank you for your patience and understanding while our archdiocese works towards ensuring that the pastoral, faith formation and educational needs of the faithful are met in a unified, well thought-out, and transparent matter.

Attached you will find the policy for implementation this school year. If you have any questions please contact the Office of Catholic Education at 562-0051/52.

Thank you and God Bless.

Enclosure: Policy for School Assessment



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Protocol No. 2017-316

Policy for School Assessment Implementation Date: July 1, 2017

Rational:

The Catholic schools on Guam form a single Catholic school system within the Archdiocese of Agaña, each promoted and endorsed by the Church. While the autonomy of our Catholic schools over the course of the history of our archdiocese has proven benefits, unfortunately in recent months, some critical weaknesses of this independence has come to light. To address these shortcomings, the archdiocese is establishing a system of administrative, accounting and human resource support for our schools. The School Assessment will fund this new support to ensure that all of our fourteen (14) Catholic schools, whether a part of the corporation sole or an affiliate, are in full compliance with applicable laws and are following best practices in administration, accounting and human resources. The archdiocese's goal is to ensure that our schools will be in the best possible position to fulfill their mission of providing faithful Catholic education to our youth, now and in to the future.

Additionally, the archdiocese is facing significant indebtedness due to the recent closure of one of our Catholic schools and the lack of financial responsibility in a second school. This is a regrettable situation and the Church is seeking the support of our schools as well as parishes to help us pull through this difficult time. The archdiocese has made administrative and financial policy corrections to avoid these situations in the future.

The School Assessment has been established to fund the administrative, accounting and human resource support needed by our schools and to responsibly and equitably address the indebtedness of our school system. The amount of the School Assessment will be reevaluated annually.

Policy:

The Archdiocese of Agaña, beginning fiscal year 2017-2018, will assess all Catholic schools a School Assessment to help fund the administrative, accounting and human resource support provided to our Catholic schools as well as to fund the school system's liabilities.

Procedure:

1. No later than May of each year the Archdiocesan Finance Council in conjunction with the College of Consultors will recommend the Student Assessment Rate to be applied monthly for the coming fiscal year.
2. The archbishop approves the Student Assessment Rate.
3. The monthly School Assessment for each Catholic school is determined by multiplying the Student Assessment Rate by the previous school year's official enrollment in mid-September. This date will be provided by the Office of Catholic Education.
4. The monthly School Assessment is due on the 15th of the following month.

Approved on August 2, 2017 by:

Fr. Jeffrey C. San Nicolas
Delegate General of the Coadjutor Archbishop