

Minutes of May 24, 2018, CSGK Board Meeting

Attendees: Fathers Farrell, Hyman, Marotti, O'Leary, Schmidt; **Lay Members:** M. Ogrin, R. Basler; **LAC Reps:** E. Brown, S. Clyne, T. Harding; **Principals:** B. Kosmerick, B. Reits, A. Zommers; **CSGK Staff:** M. Anderegg, K. Willard; **Superintendent:** M. Erich

Call to Order: 3:35pm

Opening Prayer: Father Hyman

Several guests were present and they were asked to introduce themselves. Guests were Jason Clyne, Treena Kerrins, Jen Whiting, Ryan Whiting, and Michael Willis

Approval of Agenda: May 24, 2018

Motion: Fr. Schmidt moves to approve Agenda. T. Harding seconds. Motion passes.

Approval of Consent Agenda:

1. Minutes: April 27, 2018
2. Principal Reports
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
No Report

2.2. St. Augustine Cathedral School (A. Zommers)

Faith:

- We are celebrating our Blessed Mother during the month of May, praying a decade of the rosary each morning and Marian prayers each afternoon. We celebrated our traditional May Crowning on May 3, before the school Mass.
- Students of St. Monica, St. Thomas More, St. Joseph and the Cathedral parishes have celebrated the sacrament of Confirmation. Students of St. Martin of Tours, St. Monica, St. Joseph and St. Augustine Cathedral parishes have celebrated the sacrament of First Eucharist. Congratulations!
- All students celebrated "Look Back Day", an activity in school families to reflect on how we have grown in holiness this year.
- K, 1, 2 students enjoyed their annual retreat at St. John Bosco parish on May 16. 2nd grade students participated in the planning process. Grades 3, 4, 5 attended their annual retreat at St. Thomas More Student Parish May 21. This retreat was completely planned and executed by 5th grade and focused on the 4 characteristics of a dynamic Catholic. (Based on M Kelly's book.)

Knowledge:

- Andra attended consultation meetings at KPS for both Title I services and Title II funding for 2018-2019. Professional Development plans have been submitted to KPS. We have approximately 15K allocated to our building for PD in 18-19.
- Science Olympians took part in the state tournament on April 28!
- 8 families have expressed an interest in partnering with the Faces and Our Cultures organization and possibly hosting a student from Guatemala in fall 2018.
- Teachers agreed to move forward with PIE – partners in education – for summer 2018. We will offer a summer reading list with a reading/writing log, and math practice work. The reading list will include Catholic themed books, to offer a connection to theology through reading.
- Jordan Appleyard has been selected by Catholic Extension to participate in the Catholic School Administration program offered through Loyola Marymount University. We are blessed to have an outstanding teacher in our midst who will continue to grow in her understanding of leadership in our Catholic schools.
- MAP testing was finished May 18. We are waiting for the testing window to close in order to put together a communication to our families with test results.
- Thanks Mr. Peters for two great band concerts – 5th/6th grade bands and the 7/8 band!
- 6 teachers have volunteered to serve on diocesan curriculum committees this summer! Fantastic!

Stewardship:

- Ellen Brown and Melissa Anderegg met with 4 parents on May 1 to talk about long-term planning for Catholic school tuition.
- Diocese of Kalamazoo Catholic school administrators met on May 3. Andra attended the WMU College of Education Job Fair on April 18, participated in the Regional Coordinators meeting for the Michigan Non-Public Schools Accrediting Association on April 12, attended the KPL/One Place seminar on non-profits effective use of social media on April 11. St. A hosted one of four focus groups for the diocesan Strategic Planning initiative on May 1, and Andra participated with an introduction to the Catholic School Standards in all four focus groups.
- Special Persons Day turned out beautifully! There were a number of activities around the building and on the grounds for students and their guests. We had the STREAM Student Showcase in the K-2 classrooms and in the North Meeting Room. And the spring concert was well received!
- Atlas Electrical is in the building! These contractors are working around our schedules and students to upgrade lighting in the entire school.

2.3. St. Monica School (B. Reits)**Mission and Catholic Identity:**

- During the next two weeks, Deacon Lucas facilitates the final topic for the Parent/Student Bible and Catechism Study with students in grades 5 and 6. The topic is "Mental Prayer".
- Our Marian Consecration took place in front of our Marian statues on Monday, May 14. All students in grades 2-8 participated.
- Friday, May 4, St. Monica second grade students participated in their First Eucharist retreat.
- Four dads attended Dad's Night Out with Fr. Adams on Wednesday, April 18.
- The annual May Crowning ceremony was a beautiful devotion to our Blessed Mother on May 1.
- Thank you to Fr. Doctor for Our Lady of Fatima statue. She is prominently displayed in the school lobby with her new crown.
- Throughout the rest of May, our students will participate in the Schoenstatt Rosary Campaign by praying a full rosary each day and each classroom will share the Mother Thrice Admirable, Queen, and Victress of Schoenstatt icon with their students each day.

Academic Excellence:

- All third through eighth grade students completed the final MAP assessments last week. We will disaggregate the results for school growth. Once completed, results will be shared on the school website and communicated via parent notification.
- Sam Kirby and Andrew Kovacs recently earned second and third places in the Fleet Reserve Association Essay Contest titled, "What Patriotism Means to Me." Congratulations!
- Congratulations too, to 6 of 7 eighth grade students who are invited to participate in the KAMSC program for the 2018-2019 school year!
- I shared what I learned from St. Jerome Academy with the diocesan administrators on Thursday, May 3, during our meeting and also shared with my teachers at the May 9 faculty meeting. I met with Jillian Kellough, Associate Superintendent, and discussed the opportunity with her. George Dragon and she plan to attend our 2-day training in June.
- The School Improvement Team is working to upload evidence to the MNSAA Accreditrak site. Next year will be our reaccreditation year.
- I met with Melissa, Fr. Farrell, and Michael Ogrin on Tuesday, May 1 to discuss 2018-2019 budget items.
- Our Mission 12 team will be finalizing the presentation of their experiment in preparation of the National Conference on June 28 & 29. Good luck Team!

School Governance:

- An electronic copy of the updated Diocesan Policy Manual was forwarded to all members on May 3, 2018. Members are asked to review the updates and to seek clarification of any policies during the June LAC meeting.
- Nomination forms for LAC elections have been updated and posted to the website.
- Trena Kerrins held an Ambassador Parent Meeting on Wednesday, May 2. Eight parents attended to gain clarity on the direction of the program and ways they can help. Trena reported that more than 25 parents

volunteered to fill ambassador roles for incoming parents. Social events to acclimate new families were also discussed and scheduled.

- The Michigan State Police emailed me today to inform me of an upcoming fingerprint audit on Wednesday, June 27. We are in good shape and have been following protocol for several years. A report needs to be completed by June 20 in order to expedite the auditing process.

School Funding:

- We are so grateful to an anonymous donor whose \$3,000 will help to purchase books for classrooms and the library.
- Tours continue consistently throughout the weeks. We have 7 students shadowing tomorrow, Thursday, May 17, from two families.

3. Local Advisory Council Reports

3.1. Hackett Catholic Prep (T. Harding) - No Report

3.2. St. Augustine Cathedral School (E. Brown)

Stewardship:

- All 8 LAC members participated in the 2017-2018 Diocesan Administrator Evaluation
- Confirmed 6 LAC members for the 2018-2019 school year: Jeff Appeldoorn, Ellen Brown, Chris Christian, Andrew Riker, Tony Toweson, Tony Van Es
- Accepted letters of intent to join LAC from Kara Mounce, Emily Turner & Maureen Yanik. All three are working through the requirements to join LAC for the 2018-2019 school year.

3.3. St. Monica School (S. Clyne) - No Report

4. Committee and Staff Reports

4.1. Advancement Review (K. Willard)

Mission and Catholic Identity:

Hackett will host its third legacy family brunch on June 3, the morning of Commencement. Eighteen members of the class of 2018 are second-, third-, or even fourth-generation graduates of Kalamazoo's Catholic schools.

CSGK staff, along with Nina Laney (diocesan enrollment specialist), are convening a focus group of CSGK parent ambassadors to strategize marketing and publicity priorities for the coming year. The group will meet in early June.

School Funding:

To date, the annual fund is 84% to goal with \$125,229 raised in unrestricted donations. The final annual fund appeal letter was mailed this month; email and social media messages will go out in June leading up the end of the fiscal year.

Overall, CSGK has raised \$559,214 this fiscal year. Significant gifts received recently have supported Hackett's robotics program (\$12,500), St. Monica facility improvements (\$10,000 and \$7,000), tuition assistance (\$6,000 and \$10,000), and teacher compensation (\$10,000). St. Augustine's John R. Amat Fund has received \$14,000 this year, and HCP's Mary K. Carr Fund has received \$19,000.

St. Augustine is securing sponsorships for the 2018 Legacy Golf Outing on June 15.

Hackett held its annual awards night on May 23, at which \$7,300 in annually-supported or endowed scholarships was distributed.

Motion: Fr. Schmidt moves to approve Consent Agenda. T. Harding seconds. Motion passes.

5. **Financial Review:** (M. Anderegg)

School Funding:

- 5.1.1. Approved the April 30, 2018 financial statements.
- 5.1.2. Enrollment for 2018-2019 is underway. We are at 93% of budgeted enrollment compared to 96% at this point last year. See report.
- 5.1.3. Capital Projects: none at this time.
- 5.1.4. Kate provided an advancement report. Total annual giving to date is \$553,619 vs prior year of \$467,758. See full report provided separately.

Open Item for the Committee to Focus on for the Current School Year:

- 5.1.5. Teacher compensation and benefits review. Kate Willard presented draft language for an endowment fund.

Action/Motions required of Board

Approve the April 30, 2018 Financial Statements.

Motion: Fr. Schmidt moves to approve April 2018 Financial Statements. T. Harding seconds. Motion passes.

Other Business:

With being no other business, Staff are excused and CSGK Board goes into Executive Session at 3:46pm.

Executive Session:

Motion: Fr. Schmidt moves to adjourn Executive Session at 4:40pm. T. Harding seconds. Motion passes.

Motion: Fr. Schmidt moves to adjourn CSGK Meeting at 4:40pm. T. Harding seconds. Motion passes.

Next Meeting: Friday, June 22, 2018 – 3:30 PM – Hackett Library

Minutes of July 3 2018, CSGK Board Meeting

Due to lack of agenda items requiring action, the June 22, 2018 CSGK Board meeting was cancelled.

On July 3, 2018, the following motions were presented electronically to the Board for consideration.

Motion 1 - Ellen Brown has made a motion and Tim Harding has seconded the motion to approve Custom Concrete Concepts, LLC for demolition and concrete work and approve Ace Parking Lot Striping, Inc. for re-striping of Phase IIIB of the Community Anchor project. The plans are attached as is a summary of the bids. The entire project will be paid for with Legacy funds. The St A LAC and CSGK Finance Committees have approved this. If the CSGK Board approves, this will go to Please Advise Committee for approval. Once all approvals are received Andra is hoping to get on the contractor's calendars for work to be completed in August.

Motion 2 - Ellen Brown has made a motion and Tim Harding has seconded the motion to approve adding Ed Clifford as a member of the St Monica LAC.

The following Board members voted on both of these motions: Msgrs Hazard and Osborn, Fathers Hyman and Schmidt, R Basler, E Brown, S Clyne, T Harding, M Ogrin, and M Romstadt. Both motions passed.

Principal Reports

Hackett Catholic Prep Principal Report—NO REPORT

Administrative Position: Hackett Catholic Prep Principal
Administrator: Brian Kosmerick
Month Report: August

St. Augustine Principal Report

Administrative Position: St. Augustine Principal
Administrator: Andra Zommers
Month Report: August (through September 6)

Brief summary of meeting/activities since last report:

Faith:

- 1 teacher completed her Level I Catechesis of the Good Shepherd training. We continue to offer Levels I, II and III atrium to grades Pre – 6.
- Teachers and staff attended their annual retreat August 15 at the Bird Sanctuary. The focus was on Pope Francis' exhortation, "Gaudete et exultate". This was a great springboard for this year's school-wide theme, "Our call to holiness".
- We welcome Trevor Scoles to the Middle School team. Trevor has taught Theology at HCP and now teaches 3 hours of MS Theology at St. A.
- We celebrated the feast of our patron, St. Augustine, throughout the school on August 28. The day began with a school Mass celebrated by Monsignor Osborn.

Knowledge:

- 7 teachers participated in curriculum work through the Office of Schools during the months of June and July. St. A had teachers serving on all 4 committees. 5 of the 7 teachers served on multiple curriculum committees.
- All teachers attended a safety training with Compliance One, who updated our Emergency Response Plan.

- All teachers attended a refresher session on Positive Behavior Intervention with Courtney Eiseler-Ward.
- All teachers attended the diocesan professional development day August 20. The day was spent unpacking the elements of Marzano’s teacher growth program. Teachers this year will focus on the 3 elements of effective planning.
- St. A hosted Meet the Teacher on Sunday, August 19 and a Parent Information Night Wednesday, September 5.
- We welcome Amanda Jenrich to our MS team. Amanda has taught ELA at HCP and this year teaches 2 hours of ELA in our MS.
- We have new non-core teachers through PPS: Abby Rickert, music; Tamara Schoonbeck, art; Karen White, Spanish.
- School Improvement Team met August 29 to set goals for the year. We will focus on supporting parents as the primary educators in the faith (4.2, 4.3, 4.4), on implementing our communications plan with a goal of retaining current students and recruiting new students (13.1, 13.2), focusing on standards in all subject areas, teaching to standards with fidelity and identifying individual student needs through attention to formative and summative assessments (7.1, 7.9) and tracking and sharing the ways in which we support the social emotional needs of our students (9.2).

Stewardship:

- Atlas Electric completed work on lighting upgrades in June. That was followed by dropped ceilings being installed in the ‘north wing’.
- Work on Phase IIIB, the final phase of the Community Anchor Project, began August 20. This last phase includes pulling asphalt away from school and rectory buildings, adding sidewalks and landscaping, and re-configuring parking.
- The Legacy Celebration Golf Outing June 15 was a great event. We hosted 102 golfers and netted \$26,000+. Planning has begun for the Legacy Celebration Dinner on November 9.

St. Monica Principal Report – NO REPORT

Administrative Position: St. Monica Principal
Administrator: Becky Reits
Month Report: August

Local Advisory Council Reports

Hackett Catholic Prep LAC Representative —NO REPORT

Administrative Position: Hackett Catholic Prep LAC Representative
Administrator: Tim Harding
Month Report: August

St. Augustine LAC Representative —NO REPORT

Administrative Position: St. Augustine LAC Representaive
Administrator: Ellen Brown
Month Report: August

St. Monica LAC Representative —NO REPORT

Administrative Position: St. Monica LAC Representative

Administrator: Sue Clyne

Month Report: August

Committee and Staff Reports

Advancement Review

Mission and Catholic Identity:

Over the summer, Nina Laney and CSGK staff have been working with a committee of parents and administrators from each school to form a comprehensive marketing and enrollment plan, detailing the outreach work that each school, and CSGK as a whole, will take on. The committee has met twice, and will gather again in September to review the plan.

The CSGK tailgate at the HCP Homecoming game will be held on Friday, September 21 before the football game. All CSGK families, along with alumni and parishioners, are invited to attend. We hope to see you there! We are collaborating with the new middle school youth group, who will be gathering middle school students for their own celebration within the tailgate.

School Funding:

Through the end of August 2018, we have raised \$30,364.44 for CSGK and \$43,925.33 toward endowed funds. The annual fund is 4% to its unrestricted goal.

Solicitations will begin in September with faculty and staff, followed by alumni, parents, and friends in November.

A summary of 2017-2018 fundraising will be distributed at the meeting.

- Overall, CSGK raised \$624,681.58.
 - The previous year we raised \$657,283.10; this included a \$110,000.00 estate gift.
- CSGK received \$147,346.67 in unrestricted funds, which fell just short of our goal of \$150,000. We followed up with certain donors this summer to understand their decision not to renew their annual fund gift.
- Funds endowed through the Kalamazoo Regional Catholic Schools Foundation (KRCSF) distributed \$200,000.00 to CSGK this past fiscal year: the first time we have reached that number.
- We also saw gifts to endowed funds nearly triple from the year before, to \$29,025.62.
- The 2018 HCP Shamrock Celebration raised \$147,724.98. The 2017 St. A Legacy Celebration (including both the spring golf outing and the fall auction) raised \$78,510.44. The 2018 St. Monica Diamond Jubilee raised \$52,782.53.

KRCSF is off to a strong start this fiscal year:

- Over the summer, the Mary K. Carr Memorial Fund for the Arts was formally endowed, with over \$40,000 invested to produce \$2,000+ annually to support scholarships and program support for the arts at Hackett Catholic Prep.
- KRCSF also took over management of the Wheeler Fund, transferred from the Diocese at the request of Mr. Dick Wheeler, which has been endowed to provide tuition assistance particularly for families who are members of St. Joseph Parish. The Wheeler Fund has a current value of just over \$30,000, and will produce \$1,500+ annually in tuition assistance.

- A recent gift of \$10,000 from parents of alumni will be invested in the Daleiden/Doerr Fund, providing an additional \$500+ in unrestricted support of Hackett annually.

This past year, with many thanks for Ellen Brown and Andrew Riker's hard work, we have been developing a proposal for an endowed fund to benefit faculty salaries. We have focused on identifying the needs and researching and developing a model, and are beginning to identify the key donors we will need to get on board to determine that we can be successful in reaching our goals.

CSGK and CSGK School Mission Statements

CSGK Mission Statement

The Catholic Schools of Greater Kalamazoo is an unparalleled school system formed to develop hearts as well as minds through Gospel values, character formation, and Catholic faith experiences in an environment that nurtures life-long learning, commitment, and service to our church and civic community.

Hackett Catholic Prep Mission Statement

Hackett Catholic Prep is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

St. Augustine Cathedral School Mission Statement

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

St. Monica Catholic School Mission Statement

A Mission Ordered towards Reaching Eternal life.

"In the spirit of Saint John Paul II's call for a New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharistic Christ and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other's salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives."

CSGK Board of Directors

Board Position: Business Manager – CSGK Staff

Board Member: Melissa Anderegg

Month Report: July 2018

Brief summary of meeting/activities since last report:

School Funding:

- Reviewed a preliminary 2017-2018 financial statements. There are some minor adjustments to be made. Final 2017-2018 financials will be presented at the August meeting.
- Enrollment for 2018-2019 is underway. We are at budgeted enrollment. See report.
- A preliminary budget was reviewed. We are proposing to provide the elementary teachers the remaining adjustment to get to the high school scale. The plan was to spread the adjustment over three years with the first third paid out in 2017-2018. Based on enrollment as of now, we should be able to give the second and third adjustment in 2018-2019. In addition, we will give the Hackett teachers and the rest of the staff at all schools and CSGK a 2% raise. It should be noted that non-teaching staff did not receive a raise in 2017-2018.
- Capital Projects: None to approve. Hackett's bathroom project is underway. It was originally projected to be done the first week of August. Due to some delays in permits and materials, the estimated completion date is Aug. 8, 2018.
- Kate provided an advancement report. Total annual giving exceeded our goal (\$648,207 vs \$525,000) however total unrestricted fell just short of the annual goal (\$147,347 vs. \$150,000). See full report provided separately.

Open Item for the Committee to Focus on for the Current School Year:

- Teacher compensation and benefits review. Kate Willard presented draft language for an endowment fund.

Action/Motions required of Board

- None at this time.

Next Meeting: Aug. 23, 2018 – 3:30 PM at the Hackett Library