

Minutes of October CSGK Board Meeting

Attendees: Fathers: Farrell, Adams, Schmidt; Lay Members: M. Ogrin, R. Basler, M. Romstadt; LAC Reps: E. Brown, S. Clyne, T. Harding; Principals: B. Reits, A. Zommers; CSGK Staff: M. Anderegg; K. Willard

Call To Order: 3:38pm

Opening Prayer: Father Adams

Introduction of Guests: Jason Clyne, Katherine Hammer, Sharon Garlick, Jen Whiting, Ryan Whiting, Jordon Berry, Aimee Pienta, Mary-Kate Thompson, Mariah Mandeville, Sonya Dumont, Laruen McNeill

Approval of Agenda: October 19, 2018

Motion: Fr. Schmidt moves to approve Agenda. S. Clyne seconds. Motion passes

Approval of Consent Agenda:

1. Minutes: September 28, 2018
2. Principal Reports
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
No Report
 - 2.2. St. Augustine Cathedral School (A. Zommers)

Faith:

- 2.2.1 We celebrated Peace Day Friday, Sept. 21 with a prayer service and a planting of "Pinwheels for Peace" in front of the school. This was followed by our annual school photo and a Pep Rally complete with HCP Marching Band!
- 2.2.2 Fr. McNally is working with altar servers trained in past years. They are all getting a refresher. Once this process is complete, our 5th grade students will be trained to serve and begin serving the daily Mass at 12:10.
- 2.2.3 We are celebrating the Month of the Rosary. Our first activity was a gathering of "School Families" to pray the rosary. The focus was on our school-wide goal of growing in Holiness. We have offered rosary kits to our families and a couple have gone home with kids. We continue the month praying the rosary for life and the dignity of the human person, partnering grade levels. And we will run a Dollar for Denim day raising money for Caring Network to purchase car seats for the mothers enrolled in their programs.

Knowledge:

- 2.2.4 We finished MAP testing September 28. Results were shared with parents at conferences. School-wide results will be compiled and shared with the community via Monday Mailing.
- 2.2.5 We had 7 teachers participate in the diocesan curriculum work over the summer. We took the staff meeting on September 19 to share out about their experiences and what they learned regarding updated diocesan standards.
- 2.2.6 Teachers have completed a self-reflection and goal setting as part of the teacher evaluation process. The staff chose to focus on 3 elements tied to planning for effective lessons and to close achievement gaps. Classroom observations will begin in November.
- 2.2.7 All compliance paperwork has been turned in to the Office of Schools and uploaded to our accreditation site for SY 18-19.
- 2.2.8 Parent Teacher Conferences have been well-attended. All families are receiving an Annual Report from the Diocese of Kalamazoo Office of Schools, as well as a reminder to attend Legacy Celebration 2018.
- 2.2.9 3 staff members are attending the MANS conference in GR October 18 and 19. Title II funds cover the cost of the conference.

Stewardship:

- 2.2.10 Phase IIIB of the Community Anchor Project is near completion. Some details remain and we secured a donor for the statue of our patron, St. Augustine.
- 2.2.11 2nd grade is completing their service project, Share the Warmth. Coats have been collected and will be donated to Salvation Army. 4th grade has made 2 visits to Borgess Gardens as part of their commitment to Caring for the Vulnerable.

2.3. St. Monica School (B. Reits)

Mission and Catholic Identity:

- 2.3.1 Deacon Lucas begins the month of October with a study on "Examination of Conscience" (and Consciousness).
- 2.3.2 The Bishop's visited Wednesday, October 3 and celebrated Mass with us. We also welcomed Grandparents' and Special Persons' to the building. It was a great morning!

Academic Excellence:

- 2.3.3 Student-led Conferences were well-attended.
- 2.3.4 Fall NWEA MAP tests were completed on Monday, October 1. We plan to have Kimberly St. Martin aggregate student growth results for us, as she did last year. Individual student growth was shared with parents during conferences next week.
- 2.3.5 Identification of KPS and PPS Title 1-eligible students is now complete. Tutoring is secured for seven students, to date.
- 2.3.6 K-3 teachers met with Diana Philpott last Wednesday afternoon to develop their first integrated lesson. They are feeling more confident about the process the more they work with it. A few of those teachers will present their integrated lesson to the parents of our Focus Group on Monday evening at 7:00 p.m.
- 2.3.7 Teachers in 4-8 initiated their first class through Classical U during last week's faculty meeting.
- 2.3.8 Our next focus group meeting is scheduled on Monday, October 22 at 7:00 p.m. in the portable. We have secured a Skype session with Elisabeth Sullivan, ICLE Executive Director, for a Q & A.
- 2.3.9 Four teachers are registered to attend the ICLE School Leaders Forum in Denver, Colorado from November 6-8.
- 2.3.10 Three teachers will be spending a day at Light of Christ Academy, before Thanksgiving, to observe the classical approach to teaching. Thank you Fr. Marotti and Carrie Jewitt for opening up your school to us!

School Governance:

- 2.3.11 I have developed a leadership team comprised of 4 people to assist me in strategic planning this school year.
- 2.3.12 Mary-Kate Thompson (EC teacher) will hold a photo shoot on Monday, October 27, to finalize updates to our new website before going public.
- 2.3.13 Car magnets are in and have been distributed to parents/grandparents. Thank you, Sue Clyne!
- 2.3.14 Thank you to Kristen Bethell for stepping up as our new Family Ambassador Coordinator!

School Funding:

- 2.3.15 Tomorrow, I tour a seventh grade student and his family with a local realtor.
- 2.3.16 Our school sound system was repaired by Crookston Audio last week. Minimal adjustments were required to fix the system.
- 2.3.17 Plans are underway for our annual Irish Jubilee, under the direction of Megan Scarlett and Aimee Pienta! Thank you!
- 2.3.18 The SMCS Boosters met in September to identify fundraising ideas for the school year. They've got a great line-up of events, and we look forward to continuing the momentum! The Panera Fundraising event held on Wednesday, October 17 was very well attended by St. Monica families!

3. Local Advisory Council Reports

- 3.1. Hackett Catholic Prep (T. Harding) - No Report
- 3.2. St. Augustine Cathedral School (E. Brown) - No Report

3.3. St. Monica School (S. Clyne)

Mission and Catholic Identity

- 3.3.1 What is Catholic Liberal Education? Catholic Liberal Education is a content-rich, time-tested educational model that develops students who communicate effectively, are virtuous, possess cultural literacy, and become life-long learners.
- 3.3.2 Why is St. Monica interested in implementing a Catholic Liberal Education? Catholic Liberal Education focuses on valuing knowledge for its own sake, and teaching children how to learn rather than focusing on learning facts and information.
- 3.3.3 Interested in furthering your knowledge of Catholic Liberal Education? See the attached pdf file written by Christopher Perrin titled An Introduction to Classical Education: A Parents Guide
- 3.3.4 Still curious? Join our St. Monica Catholic Liberal Education parent focus group Monday October 22, 2018 at 7pm in the portable as we continue our exploration of the proposed curriculum.

School Governance

- 3.3.5 Committee members have been working on upgrades to the St. Monica website. Thanks to eCatholic for your assistance. Launch date pending

4. CSGK Report (M.Ogrin)

At the last Board meeting, Margaret Erich distributed some CSGK specific information from the Diocesan Office of Schools survey from this past summer. Since we have only had three weeks since the last Board meeting and many committees were trying to meet prior to the October board meeting, I did not set up a meeting to talk about the survey results. I will set up this meeting in the next couple of weeks and will have an update in November.

As the CSGK committee start to meet to establish goals and tactics for reaching those goals, I wanted you to be aware that the principals discussed the practicality that they may not be able to attend all committee meetings but they are going to work together to be sure that the principal group is represented at each meeting, if possible.

5. Committee and Staff Reports

5.1. Advancement Review (K. Willard)

Mission and Catholic Identity:

- 5.1.1 Hackett will host its annual All Souls Day Mass on November 2, inviting alumni and community members to share the names of deceased loved ones and attend a Mass in the Hackett Chapel that morning. Fr. Tom McNally '05 will celebrate the Mass.

School Funding:

- 5.1.2 To date, we have raised \$46,483.92 for CSGK and \$48,625.33 toward endowed funds. The annual fund is 5.3% to its unrestricted goal.
- 5.1.3 Faculty and Staff solicitations are going out this week. Formal solicitations to alumni, parents, and friends will take place in November.
- 5.1.4 Preparations are underway for the Annual Report of Donors.
- 5.1.5 All three schools have chosen to use GiveSmart (formerly Gesture) as the online auction vendor for the Legacy Celebration, Irish Jubilee, and Shamrock Celebration, bringing the cost down for each school under a joint contract. Legacy preparation is in full swing, with St. Monica and Hackett getting into gear as well.
- 5.1.6 The faculty endowment working group has begun to meet with key supporters and has gained good feedback to help us further hone our proposal. We are also grateful to the Sandusky, OH Catholic Schools for sharing some information from their faculty endowment.
- 5.1.7 The Advancement committee held its first meeting earlier in October. Thank you to members for your time and enthusiasm.

Motion: Fr. Schmidt moves to approve Consent Agenda. S. Clyne seconds. There were questions and discussion about items in various reports. Motion passes.

Financial Review: Finance Committee (M. Anderegg)

School Funding:

- 6.1.1 The committee reviewed the September 2018 financial statements with expenditures at 23.3%, which are better than 25% (3/12ths of the fiscal year).
- 6.1.2 The committee reviewed the September 2018 cafeteria financials. Net income is down compared to last year at this time. At this point, our food costs are higher. In prior years, fresh fruit has been obtained through the government commodity program and this year, they have been unable to provide fresh fruit. We have been purchasing through our local suppliers. It is expected the commodity program will have supply again soon. The food service committee will begin meeting in October and will work on ideas for improvement to the cafeteria program.
- 6.1.3 There was one capital expenditure item approved for St. Augustine. Bids were received for the brick work on the benches in the garden as part of Phase III of the Community Anchor project. The cost is \$6,870 and will be paid from restricted funds.
- 6.1.4 Restricted fund financial statements for the 2017-2018 year were reviewed by the committee. These statements are reviewed by the principals throughout the year and presented to the committee after year-end is complete.
- 6.1.5 Goals for the CSGK Business Manager were reviewed.
- 6.1.6 Goals for the CSGK Finance Committee were discussed as follows:
 - o Monitor month-end closing date and financial report review time frame based on actual activity and assess reasonableness of time frames.
 - o Monitor time frame and progress on completion of business office procedure manual.
 - o Complete preliminary tuition review by December.

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

- 6.1.7 Teacher salary and benefits endowment fund

Action/Motions required of Board

- Approve the September 30, 2018 financial statements.
Motion: Fr. Schmidt moves to approve Financial Statements. T. Harding seconds. Motion passes.

Building Updates (verbal):

St. Augustine Cathedral School
Finish Benches and Landscaping on Community Anchor Project
St. Monica Catholic School
Kids preparing for Stump the Priests - All Saints Day
Pumpkin Carving Contest
Hackett Catholic Prep
Athletic Teams - Good start with fall sports

Committee Updates:

Advancement Committee

The committee set the following goals:

- To communicate updates on Advancement work and identify how our school community can participate in and support that work
- Further the development of a faculty salary endowment with the goal of seeking gifts within the year
- Host a leadership donor stewardship event this fiscal year
- Identify a planned giving advisory group of parents or alumni, to begin meeting within the year

- Pursue greater alumni engagement at both the high school and elementary level
In partnership with principals and school leadership

The committee will meet quarterly.

Working groups focused on a faculty endowment, donor stewardship, and planned giving (which may include committee members) may meet more frequently.

Topics discussed included an update on the progress of the faculty endowment project and how we can more clearly communicate its value and impact (both in the schools and the wider community).

We considered how to more deeply connect with alumni, through Hackett events and class reunions, and also by building up an alumni identity in St. Monica and St. Augustine graduates. One proposal was to begin with current Hackett students by encouraging a “young alumni” role through which they can support their elementary school.

We brainstormed ideas and formats for a leadership donor appreciation event.

We came up with a preliminary list of potential members for a planned giving advisory group.

Marketing and Enrollment Committee

The committee set the following goals:

- To keep in communication and share updates on each school’s and CSGK-level marketing and enrollment outreach
- To maintain and increase connection with our supporting parishes with a particular focus on Catholic Schools Week
- To evaluate community events at which our schools can be promoted, and seek volunteers to serve at those events
- Current community events with a CSGK presence planned are the Kalamazoo holiday parade (November 10; HCP marching band and CSGK float) and the Kalamazoo Baby and Family Expo (February 17; St. A and St. Monica preschools)

The committee will meet bimonthly.

We identified three key audiences: our current families (for retention as well as to encourage enthusiasm for our schools), our parishes, and the wider Kalamazoo community.

We agreed that there is value in including mention of the Catholic Schools of Greater Kalamazoo system on an individual school’s marketing materials, but with the school’s name and logo prominent.

We discussed the need for community building and intra-system relationship building, particularly from Hackett to younger students.

Technology Committee

Committee set the following goals

- Revise the Student Acceptable Use and Internet Safety Policy
- Revise the Staff Acceptable Use and Internet Safety Policy
- Create a CSGK Technology Plan, including technology inventory and technology mapping
- Research Options for hardware replacement
- Define roles of CSGK Technology Director and St. A/St. M Technology Administrator.

Discussion Points:

- Hackett and St. Monica utilize the same student acceptable use policy. St. Augustine's has three grade specific policies. The policies are very detailed and need to be broader. The students sign hard copies, which can be tedious to maintain and track. Need to consider utilizing an electronic policy with the ability to sign. The enrollment packet in Renweb has a statement for the parent to electronically sign that says the parent will read and review the technology agreement located in the student handbook with their student. Need to add an electronic signature policy to be distributed to students the first week of school. Lorri, Rick and Ryan will review policies of other schools and prepare a draft for the committee to review. Lorri will also research electronic options.
- The staff acceptable use policy needs revised as it was last updated 2007. Lorri, Rick and Ryan will review with student policy.
- We need to create a system technology plan, which includes an inventory of all technology equipment as well as a technology mapping. The inventory should include model, serial, value and date placed in service and the technology mapping should identify equipment by room and the connectivity maps. Rick will work on the inventory and mapping for Hackett and Ryan will work on the inventory and mapping for St. M/St. A. Lorri is currently working on technology plan for Hackett. She will research other school technology plans for guidance.

Other Business: - None

Motion: T. Harding moves to adjourn CSGK Meeting @ 4:20pm. R. Basler seconds. Motion passes.

Next meeting: November 30, 2018, 3:30pm at St. Augustine Cathedral School

Principal Reports

Hackett Catholic Prep Principal Report—NO REPORT

Administrative Position: Hackett Catholic Prep Principal

Administrator: Brian Kosmerick

Month Report: November

St. Augustine Principal Report

Administrative Position: St. Augustine Principal

Administrator: Andra Zommers

Month Report: November (through Nov 26)

Faith:

- The Month of the Rosary closed with a review of the principle of Catholic Social Teaching, *Life and the Dignity of the Human Person*.
- We are focusing school-wide on the virtue of Prudence during 2nd quarter.
- The school celebrated All Saints Day and All Souls Day. Many students have added their loved one's images to the prayer tables in the classrooms.
- Mass on November 8 was a celebration of the many cultures in our school. The reading was proclaimed in Spanish and in English, and the Prayers of the Faithful were prayed in 5 languages. We received many compliments.

Knowledge:

- First quarter report cards went out electronically at the end of October.
- Teachers are doing a book study using Mary Kay Ricci's *Mindsets Matter*. We use whole staff meetings to discuss what's read and how we can apply it in our classrooms. As well, teachers asked to use staff meetings to 'unpack' the three elements being addressed in our teacher growth platform, iObservation. We are building common understanding of the 3 elements that address standards based lesson planning.
- 3 of our teachers addressed the new teachers of the Diocese of Kalamazoo on how to effectively use the tool Planbook.
- School Improvement Team met November 14. Agenda included discussion about Teacher Growth Plans and observations, about Performance scales used at all grade levels, and assigning responsibilities on Objective 2 of the Communications Plan.

Stewardship:

- 2nd grade collected 168 coats for Salvation Army's *Share the Warmth* coat drive. These were delivered at the end of October. 4th grade has made 2 visits to Borgess Gardens as part of their commitment to Caring for the Vulnerable.
- We have two exchange students with us from Guatemala this fall. We are partnering with Faces and Our Cultures. Two families are hosting girls for 8 weeks. They have integrated well in to our school family and are enjoyed by their peers.
- \$ 313 was collected for Caring Network to purchase new car seats for their clients.
- PTO hosted a Movie Night November 2. There were about 50-60 parents and kids enjoying the movie in the gym.
- Legacy Celebration was a huge success. We had 238 attendees -- record number. It was a great evening. Thanks to all who contributed to the success of the event.
- Boy Scouts hosted another beautiful Flag Retirement Ceremony Monday, November 11, in honor of Veterans Day.

St. Monica Principal Report – NO REPORT

Administrative Position: St. Monica Principal

Administrator: Becky Reits

Month Report: November

Local Advisory Council Reports

Hackett Catholic Prep LAC Representative —NO REPORT

Administrative Position: Hackett Catholic Prep LAC Representative

LAC President: Tim Harding

Month Report: November

St. Augustine LAC Representative —NO REPORT

Administrative Position: St. Augustine LAC Representative
LAC President: Ellen Brown
Month Report: November

St. Monica LAC Representative – NO REPORT

Administrative Position: St. Monica LAC Representative
LAC President: Sue Clyne
Month Report: November

CSGK Report

Administrative Position: CSGK Board President
Board Member: Michael Ogrin
Month Report: November

I have received and reviewed annual goals for Melissa and Kate for use in their annual evaluations next June.

Staff and Committee Reports

Advancement Director

Staff Member: Kate Willard
Month Report: November (through November 27)

Mission and Catholic Identity:

The Catholic Schools of Greater Kalamazoo Athletic Hall of Fame has revised their bylaws and are bringing on new members to the Hall of Fame Selection Committee. We are continuing to solicit nominations through December, and will make selections in the new year.

The Kalamazoo Regional Catholic Schools Foundation (KRCSF) held its November meeting at Hackett Catholic Prep. Thank you to Brian Kosmerick, Chris Abid, and the Irish Robotics team for spending time with board members and sharing information about HCP. At future meetings, the KRCSF board hopes to be able to visit each school building and meet administrators.

School Funding:

To date, we have raised \$114,951.03 for CSGK and \$48,830.78 toward KRCSF endowed funds. The annual fund is 8% to its unrestricted goal.

Faculty and staff received an annual fund appeal in October, with a focus on payroll deduction giving. Twenty employees have chosen this option, contributing \$568 each month.

Current parents' annual appeal letters are in the mail. Thank you to our three principals for your feedback and for signing this letter.

Appeal letters (to past donors) and postcards (to alumni non-donors) will mail in early December.

St. Augustine held their Legacy Celebration on November 9, using GiveSmart mobile bidding for the first time. St. Monica and Hackett are preparing for their February 2 and March 2 events.

Work continues toward an endowed fund to benefit faculty salaries. We have received valuable feedback from key supporters, to help us hone our message, and are working toward the possibility of a challenge match donor.

Business Manager/Financial Review

Staff Member: Melissa Anderegg

Month Report: November

School Funding:

- The committee reviewed the October 2018 financial statements with expenditures at 30.6%, which are better than 33% (4/12ths of the fiscal year). Motion: Tim Harding moves to approve the financial. Fr. Farrell seconds. Motion passes.
- The committee reviewed the October 2018 cafeteria financials. Net income is down compared to last year at this time. Food costs are up due to a change in timing on the payments for Gordon's (now pay weekly instead of monthly).
- There was one capital expenditure item approved for St. Monica. Quotes were received to replace carpeting in the library and computer room. Modern Tile was \$7,285, Central Tile was \$8,611, and Migala was \$17,212 (Migala requires mechanical removal of the glue and the other two companies do not). The committee approved the quote from Modern Tile. This will be paid from restricted funds received for flooring. Motion: Tim Harding motions to approve. Ellen Brown seconds. Motion passes.
- Kate provided a summary of the advancement income to date. Total giving to date is at 40.7% of our annual goal of \$375,000. The annual appeal letter to our parents will be sent out the week after Thanksgiving.
- Goals for the CSGK Finance Committee were approved as follows:
 - Review and approve monthly financial statements, including annual year-end financials.
 - Review and approve annual budget. Preliminary budget is reviewed in January and finalized by September.
 - Review and recommend annual tuition for the upcoming school year. Recommendation to board at January meeting.
 - Review and approve all capital improvements over \$5,000.
 - Review facilities plan in March each year.
- Reviewed the tuition benefit offered to employees of CSGK. The benefit has not been modified since 2009. Melissa will provide some revised analysis based on committee discussion at the next meeting.

- Discussed transportation as it is currently comprised with some individual schools owning or leasing vehicles and the need for invoicing between the schools to pay for usage. Melissa to discuss the current structure with the Diocese.

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

- Teacher salary and benefits endowment fund. The committee members met with a few potential donors to get feedback and input on the endowment. They are also working on some data analysis from the Sandusky endowment model.

Action/Motions required of Board

- Approve the October 31, 2018 financial statements.

Advancement Committee – NO REPORT

Staff Member: Kate Willard

Month Report: November – next meeting early December – exact date TBD

Marketing and Enrollment Committee – NO REPORT

Staff Member: Kate Willard

Month Report: November – next meeting December 12

Facilities Committee

Staff Member: Kate Willard

Month Report: November

The Facilities Committee met on Tuesday, October 23.

Present: Kevin Kavanaugh, Chris Christian, Chris Abid, Andra Zommers, Kate Willard

Absent: Craig Stull, Brian Kosmerick, Becky Reits

The committee set the following goals:

- Establish or update master plan for each school in cooperation with principal and staff
- Identify common needs where schools can collaborate and save money or resources
- Keep an open dialogue between the three schools to share updates, ideas, grant opportunities, etc.

The committee will meet bimonthly, rotating between the three schools. Chris Abid will serve as chair.

The next meeting is scheduled for December 11, at St. Monica.

Technology Committee – NO REPORT

Staff Member: Melissa Anderegg

Month Report: November – next meeting November 30

Human Resources/Policies Committee

Staff Member: Melissa Anderegg

Month Report: November

Members: Emily Turner Hollman, St. Augustine LAC (Chair); Brian Kosmerick (attended Nov); Dr. Andra Zommers (attended Oct); Melissa Anderegg; Laura Toweson, St. Augustine LAC; Aimee Pienta, St. Monica LAC; Mark Romstadt, CSGK Board Secretary

The committee met in October and November. Following is a summary of those meetings.

- Established the following goals:
 - CSGK Policy Manual
 - CSGK Personnel Manual
 - CSGK Website (Intranet)
 - Job Descriptions
 - Job Evaluations
 - HR Resource

The committee met and discussed the following:

- CSGK Policy Manual:
 - Follow up from Oct. meeting – the CSGK Policy manual was created to serve as a single resource for parents and employees instead of having to use the Diocese Office of Schools Policy Manual and the CSGK Policy Manual. All Diocesan policies are included in the CSGK Policy Manual. The Diocesan Manual is updated every year so Melissa will compare it to the CSGK Policy Manual and report back to the committee on the changes.
- CSGK Personnel Manual:
 - This manual is for all employees and is due for an update. Committee members will focus on a few sections for review for each meeting.
-
- CSGK Website (Intranet):
 - Melissa will contact e-Catholic to see how the intranet functions.
- Job Descriptions:

- CSGK job descriptions need a review. It has been a few years. This will begin with an update at the next meeting.
 - Job Evaluations:
 - Looking for a tool for non-faculty. Emily provided a sample of a self-evaluation tool. Melissa will review non-faculty positions and provide categories to customize the self-evaluations by job type.
 - Other Policies:
 - Discussed adding question on enrollment form about sex offender registrants. Melissa will review what public schools do and then meet with the principals and Margaret Erich.
 - Discussed what information is available to our parents on how to report suspected abuse. Consider adding to student/parent handbook as a "what to do" item.
-

Food Services Committee

Staff Member: Melissa Anderegg

Month Report: November

In attendance: Melissa Anderegg, CSGK Business Manager (Chair); John Bradshaw, Hackett LAC; Laura Ynclan, St. Augustine; Brian Kosmerick, Hackett Principal

We are hoping representatives from St. Monica will join the committee going forward.

The committee met and discussed the following:

- The committee set the following goals:
 - Explore options to reduce food service deficit for 2018-2019 and break even in 2019-2020.
 - Implement marketing ideas
 - Examine national school lunch program guidelines
 - Review menu items offered at each school.
 - Evaluate ways to reduce waste/extra items.
- Discussion points:
 - Financials:
 - Reviewed food costs financials for past five years and a report on the 2018-2019 items sold.
 - Marketing:
 - Survey at Hackett – possibly done by BMA class.
 - Reviewed current marketing (signs, sampling at conferences, et).
 - Cooking nights with families
 - Testimonials from students/parents that use the program – put on website or in back to school information letter.
 - National school lunch program:
 - Hackett left the program four years ago because the nutritional guidelines changed and lunch participation might significantly decrease. The committee would like to evaluate Hackett getting back into the national program.
 - St. Monica has seen an increase in the number of free and reduced students this year while St. Augustine has remained consistent with last year.

- Menu items offered:
 - Would like to see the profit for each entrée.
- Waste reduction:
 - Discussed need to reduce waste at Hackett.
 - Discussed looking at number of times products are offered.
- Action items:
 - Questions for survey
 - Review profit/loss for each menu entrée
 - Review national school lunch program guidelines

The committee will meet monthly, with a few exceptions.

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.org
CATHOLIC SCHOOLS
of Greater Kalamazoo
Enlightened Minds ~ Enduring Faith

**St. Monica Local Advisory Council
Monthly Report Form**

Board Position: St. Monica Catholic School Principal

Board Member: Becky Reits

Month Report: November

Brief summary of meeting/activities since last report:

Mission and Catholic Identity:

- Deacon Lucas concluded the first semester Parent/Student Bible & Catechism Study with a discussion on "Examination of Conscience"(and Consciousness) with sixth grade.
- This year's All Saints Day Parade and "Guess the Saint" contest proved the greatest number of participants yet! Fun was had by all who participated.
- During yesterday's faculty meeting, Sonya Dumont reported on her summer family pilgrimage to a shrine known as Sainte Anne-de-Beaupre set along the Saint Lawrence River near Quebec City, Quebec. Sonya was awarded \$2,000 for her application last spring. She and her family were very moved by the experience. She strongly encouraged others to consider applying for the grant this year.
- I hope to offer a pilgrimage experience to any families who might be interested from May 30 to June 2. Information on the pilgrimage can be found [here](#) or by googling Fr. Kapaun Walk. Information about the life of this "to-be" saint can also be found on Formed.org. Instructions to create an account can be found on Ren Web under *Resource Documents*.
- We look forward to the arrival of Advent! Parents will string the lights in the hallway after the 11:00 Sunday Mass to prepare us for the beauty of this prayerful/peaceful season.
- The students will perform "Into the Light", our Christmas nativity story, on December 20. All are welcome!

Academic Excellence:

- Teachers have been presenting their integrated lessons in grades K-3. These have initiated much discussion among teachers over the past two weeks. Teachers are also collecting feedback from parents. So far, we've received very positive responses.
- Three teachers are attending the ICLE School Leaders Forum in Denver, Colorado from November 6-8. The teachers reported out on their experiences during our November 11 faculty meeting. Their time at Our Lady of Lourdes was well-spent and many ideas were shared!
- Three teachers spent a day at Light of Christ Academy on Thursday, November 28 to observe the classical approach to teaching. Thank you Fr. Marotti and Carrie Jewitt for opening up your school to them!
- Monday, November 26 and Tuesday, December 4, parents are encouraged to attend a two-part series on Catholic Liberal Education and to begin the process of educating the greater school community on this opportunity for their children. Elisabeth Sullivan, from ICLE, will present remotely at the November 4 session. All are welcome.
- On Wednesday, November 5, Elisabeth Sullivan will present more CLE pedagogy to all grade teachers during the faculty meeting.
- The remainder of the November 12 faculty meeting focus was on our upcoming accreditation team visit (March). Teams of teachers are responsible to collect evidence for specific National Catholic School Standards and to prepare the written narrative for said standards. Teachers will decide on the evidence to collect prior to Thanksgiving; they will collect evidence through January 9; and will provide the written narratives by the end of January for the School Improvement Team to aggregate.

School Governance:

- Our strategic planning committee met last Saturday to establish our mission with CLE and to develop the parent forum agenda. Communication about these upcoming meetings was offered via Ren Web notification.
- Mary-Kate Thompson (EC teacher) has been working with me to put the finishing touches on our new website. Our school marketing team will meet on Wednesday,
- The MCC Liability Report is complete and was submitted on November 8.

School Funding:

- Clare Zemlick has been working to obtain quotes from vendors for the Competitive School Safety Grant recently awarded to our school. We met with Paul Bentley, from Michigan Security and Lock, LLC and Kajeane Secord-Bennett and Tom Mackenzie from Johnson Controls to discuss recommendations for the school security card system, connecting 4 exterior doors with a reader in the Portable building. One-button lockdown will be installed in the principal office for immediate lockdown in the event of emergency. Security cards will replace exterior keys which can be customized with specific access for all employees. Crookston Audio has updated our PA system with two new microphones for the main office.
- West Michigan Glass Coating is installing security film on all classroom sidelights and numerous exterior windows and any remaining exterior doors. This work will be done on December 21.
- As stated in our parent notification last week, St. Monica School was recently named a beneficiary of an estate where monies are earmarked for technology upgrades and musical instruments. These funds (\$25,000) will provide substantial improvements to those programs. We are in the process of prioritizing our greatest needs in both areas.

CSGK Technology Committee Monthly Report Form

CSGK Committee Chairperson: Rick Remynse

Month Report: Nov. 2018

In attendance: Rick Remynse, CSGK Technology Director
Ryan Cox, St. A/St. M Technology Administrator
Melissa Anderegg, CSGK Business Manager
Becky Reits, St. Monica Principal
Jeff Appeldoorn, St. Augustine LAC
Lorri Batsie, Hackett Technology Teacher/Media Specialist

We are hoping representatives from Hackett and St. Monica will join the committee going forward.

The committee met and discussed the following:

- Revise the Student Acceptable Use and Internet Safety Policy.
 - Rick, Lorri, and Ryan have policies from a few other schools to review. They will have a draft to the committee before the January meeting. The policy will be distributed to students at the elementary/middle school by the technology teacher on the first day of school and hard copies will be maintained by the teacher. The high school students will review and sign the policy upon receipt of their iPad on the first day of school.
- Revise the Staff Acceptable Use and Internet Safety Policy.
 - Will be revised after the student policy is updated.
- Create a CSGK Technology Plan.
 - Rick and Ryan have been working on completing the inventory of all technology equipment. Rick will purchase foil asset tags for use in all buildings. Technology mapping has already been completed. Need to identify what should be included in a technology plan. Lorri will research a few other school technology plans for examples.
- Research options for hardware replacement.
 - Rick setup an account with the government program available to schools to obtain free technology equipment as it becomes available. There are many items available and many schools interested. We are responsible for shipping. We will continue to monitor the website as we have technology needs to see if it is a feasible option.
- Define roles of CSGK Technology Director and St. A/St. M Technology Administrator.
 - Discussed the use of a help desk/ticketing system. Most pressing time is the beginning of the school year. The use of a help desk would be a tool for tracking trends, etc. Based on the size of our schools, the committee determined that the use of a help desk would not be cost-effective. Rick and Ryan will continue to monitor technology issues and address on a priority basis.

Next meeting: Jan. 18, 2019, 8:00 – 9:00 AM (*tentative*)