

## Minutes of January 26, 2018, CSGK Board Meeting:

**Attendees:** Monsignor: Hazard Pastors: Fathers: Adams, Farrell, Hyman, Richardson and Schmidt; Lay Members: M. Ogrin, M. Romstadt, R. Basler; LAC Reps: E. Brown, S. Clyne, T. Harding; Principals: B. Kosmerick, B. Reits, A. Zommers; CSGK Staff: K. Willard; Superintendent: M. Erich

**Call to Order:** 3:35pm

**Opening Prayer:** Monsignor Hazard

**Approval of Agenda:** January 26, 2018

- One change to agenda - Move 2018-2019 Tuition Scale from Other Business to Financial Review.

Motion: Fr. Schmidt moves to approve Agenda with change; Monsignor Hazard seconds. Motion Pass

**Approval of Consent Agenda:**

1. Minutes: October 27, 2017

2. Principal Reports

**2.1. Hackett Catholic Prep (B.Kosmerick)**

***Mission and Catholic Identity:***

2.1.1. During November, each 1<sup>st</sup> hour classroom collected Thanksgiving Baskets (food and other items) for the Caring Network.

2.1.2. A group of students helped with the Mission Possible Fundraising Breakfast for Catholic Charities on December 1.

2.1.3. The Find Yourself at Hackett Open House was a success. 49 families attended and many others who were not able to attend have reached out to Hackett. Students from non-feeder schools such as Gagie, Vineyard, Gull Lake, Parchment, Cedar Christian, Kalamazoo Christian, and Portage Northern were at the Open House.

2.1.4. We had over 130 students at the Middle School Fun Night on November 11. That was the largest number in attendance in quite a while.

2.1.5. Hackett is planning shadow days with St. Augustine and St. Monica 8<sup>th</sup> graders during Catholic Schools Week.

2.1.6. A group of students and staff members from Hackett attended the Beatification of Solanus Casey at Ford Field on November 17.

2.1.7. Theology classes attended Adoration and Confession on December 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>.

2.1.8. Hackett has reached out to Chris McKenna to arrange a presentation for parents and students coming up in February.

2.1.9. The CSW All Schools Mass is planned for Thursday, February 1, at Hackett, starting at 10 am.

***Academic Excellence:***

2.1.10. HCP received scores from the annual PSAT/NMSQT given in October. The mean score increased 22 points as compared to last year.

2.1.11. HCP is registered to take the Michigan Merit Exams in April. PSAT 8/9, PSAT 10, and SAT will be administered on Tuesday, April 10.

2.1.12. Seniors turned in their Capstone papers on December 11. They are now working on their presentations for March.

2.1.13. Seniors are beginning to hear from colleges/universities regarding acceptance letters. We have had many students get into their #1 college choice, including one at Notre Dame.

2.1.14. High School Placement Test dates have been set for 8<sup>th</sup> grade students – Feb. 12<sup>th</sup> for St. Monica, Feb. 13<sup>th</sup> for St. Augustine, and Jan. 20 for non-feeder students.

2.1.15. The Fall Play – Our Town – had a great turnout for both nights. The Wizard of Oz has been selected as the Spring Musical. We will again have students from St. Augustine and St. Monica involved in the production, as we did last year for The Sound of Music.

2.1.16. The MSU Side-by-Side Jazz Concert with Harvey Mason was a huge success.

2.1.17. We are working on the 2018-19 Course Guide. Newly added classes for 2017-18, Accounting and BMA, have been a huge success and will continue next year.

**School Governance:**

2.1.18. Planning continues for the 2017 Shamrock Auction. The date has been set – March 10, 2018.

2.1.19. Chapel restoration – the flooring project begins on December 27 with an abatement process being performed by Martin & Associates and overseen by DeLisle and Associates (who will be conducting 3<sup>rd</sup> party air monitoring). The plan is for Central Tile to begin laying tile and carpet on December 30.

**School Funding:**

2.1.20. Hackett is at 40% of the total budget. We should be at 42%.

**2.2. St. Augustine Cathedral School (A. Zomers)****Faith:**

2.2.1. All students grades 3-8 received the sacrament of Reconciliation during Advent.

2.2.2. School families met December 15 to prepare decorations for our celebration of Las Posadas.

2.2.3. The school celebrated Las Posadas on Tuesday, December 19. Bishop Bradley participated, proclaiming the final reading and offering a blessing. The Posadas celebration was beautiful. Students were engaged and the bilingual celebration was joyful. The fiesta following Posadas was a hit with families! Bishop emailed to express his joy and gratitude for the wonderful evening.

2.2.4. Tim McNamara joined us for staff meeting on December 20. He gave us an hour of catechesis on the “12 Truths”, which is a summary of the catechism, the truths of our faith, and is the foundation of our Theology curriculum in the Diocese of Kalamazoo.

2.2.5. Fr. McNally celebrated a Blessing of the Doors in all classrooms as the new year began.

2.2.6. Catholic Schools Week plans are attached.

**Knowledge:**

2.2.7. School-wide Spelling Bees were hosted December 11 and December 14. Winners for grades 4-6 are: Nicholas Doerr, Lauren Dunning, Erin Cook, Kellen O’Brien. Winners for grades 7 and 8 are: Thaddeus Nowak, Harry Warford, Emme Diamond, Charlie Kennedy. These students moved on to the diocesan spelling Bee on January 14. Lauren Dunning moves forward to the state competition.

2.2.8. Boys basketball season ended before Christmas break. Girls basketball begins today, January 8. Kathy Stoneburner is coaching this year.

2.2.9. We are in our 3<sup>rd</sup> week of winter MAP testing. Adjustments were made with a group of 5<sup>th</sup> graders, performing in the high RIT bands. These students were bumped up to the middle school MAP so that teachers have more information to work with, to continue to stretch these students.

2.2.10. School Improvement Team met January 10 and we continue to collect evidence in the areas targeted for growth this year.

**Stewardship:**

2.2.11. Teachers reviewed the new short throw projectors at staff meeting on December 20. The 3 teachers using the technology did a demo for all teachers. Their recommendation is that the projectors fit the needs of the students/teachers and work in our environment. Rick Remyse secured 4 bids for the remaining 15 projectors. With all approvals (LAC, CSGK, PAC), we could move forward with installation over spring break.

2.2.12. New family interest is increasing for school year 18-19. We have had 10 families tour in the two weeks since we returned from Christmas break.

2.2.13. We have also had some comings and goings – 2 students moved to Mt. Pleasant in late November, 1 student is leaving us Jan. 26, and 4 students (P4, K, 1, 7) joined us as the 2<sup>nd</sup> semester began.

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

2.3.1. Students will participate as readers, lector, and gift bearers on Sunday, January 28 at the 9:30 Mass at St. Monica Parish. There will be an LAC-sponsored Continental Breakfast in the gym, immediately following Mass. All are welcome!

2.3.2. We look forward to the celebration of our all-schools Catholic Schools Week Mass at HCP on Thursday, February 1 at 10:00 a.m.!

2.3.3. In December, Deacon Lucas facilitated the third topic for the Parent/Student Bible and Catechism Study with students in grades 3-6. The topic covered "Guardian Angels".

2.3.4. We invite all priests of the Kalamazoo area to participate in the annual "Guess the Priest" event on Wednesday, January 31<sup>st</sup>, in celebration of priestly vocations.

2.3.5 Any certified St. Monica teacher is eligible to apply for the newly developed St. Monica Educator Pilgrimage Grant, who is interested in planning a pilgrimage of their choice, up to \$2500. Please see attached for outlined grant criteria. Principal Discretion dollars fund this grant.

2.3.6. Our Student Council officers recently created a prayer for St. Monica students to pray each day. This prayer will be shared with our school family next week. See the attached.

#### ***Academic Excellence:***

2.3.7. Five K-2 teachers attended a two-day training at SLD Read in January on the Orton-Gillingham Approach for teaching phonics.

2.3.8 Five 6-8 teachers attended a one-day training at MDOT in January on their TRAC program. All training and supplies for this program are free of charge. Our teachers are currently working on plans for implementation of these civil engineering concepts with our students.

2.3.9. A sixth grade team (Katie Wolf, Dannica McCue, Sean Pierucci, and Noah Aiello) experiment "Rust in Gravity" was chosen by engineers at the National Center for Earth and Space Science Education (NCESSSE) to fly to the International Space Station in June 2018. The team has only recently received confirmation that their experiment has passed the second draft of the Flight Safety Review. The next milestone to complete is the NASA Toxicology Flight Safety Review by Thursday, February 1. Congratulations Team!

2.3.10. Winter NWEA MAP test results will be shared with parents during Student-led Conferences on February 7 & 8 and will be posted to the website. Fall results were previously upload to Ren Web, but the parent reports are ineffective at illustrating a clear picture of student performance. Dr. Kim St. Martin will assist me in disaggregating the results this school year, to guide instruction.

2.3.11. All homeroom teachers received training in Tier 2 interventions by Mrs. Eiseler-Ward on January 17 during our faculty meeting. Reflection and referral forms were updated to align with this newest tiered approach of classroom management.

#### ***School Governance:***

2.3.12. The LAC is exploring new ways to streamline Booster and LAC efforts to foster more cohesion and to ultimately attract greater parent participation and increase communication between the two groups.

#### ***School Funding:***

2.3.13. We welcome the Basch, Portillo/Deluna, and Bush families to our school, who enrolled in January.

2.3.14. The St. Monica Booster Bash is tomorrow, January 27 from 11-3 pm. We expect a great turnout of families!

2.3.15. We anticipate a great evening for our first-ever Silent Auction on Saturday, February 3 at the Moors Golf Club. We thank Mrs. Kristen Bethell and Mrs. Megan Scarlett for all their planning of this Diamond Jubilee event!

### **3. Local Advisory Reports:**

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

3.2. St. Augustine Cathedral School (E. Brown) - No Report

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

### **4. Committee And Staff Reports:**

4.1. Advancement Review (Katie Willard)

#### ***Mission and Catholic Identity:***

4.1.1. The fall edition of the *Irish Pride* magazine and annual report of donors will mail at the end of this month. Features include a profile of Hackett alumni now ordained as priests and serving in Catholic schools. We also highlight Hackett band alumni who have gone on to perform in university marching bands and share the accomplishments of the Class of 2017, along with reunion information and alumni jottings.

4.1.2. HCP student ambassadors are preparing a proposal to film a series of short videos to advertise Hackett, with the hope that the project can expand CSGK-wide to include St. A and St. Monica students.

**School Funding:**

4.1.3. To date, the annual fund is 31.6% to goal. Solicitations began in September, with faculty and staff. Alumni, parents, and friends received their appeal in November. Messages encouraging online giving will go out in the second half of December.

4.1.4. Per discussion among the finance committee, the appeal letter highlighted the use of annual fund donations to help us increase teacher salaries. We are keeping an eye on how this may influence responses.

4.1.5. Angel gifts are continuing to arrive following St. Augustine's November 10 Legacy Celebration. St. Monica is preparing for their auction on February 3. Hackett's Shamrock Celebration will be held on March 10, and the committee will get into gear in the new year.

Motion: Father Schmidt moves to approve Consent Agenda; Tim Harding seconds. Motion Passes

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

**School Funding:**

5.1.1. The Committee approved the December 31, 2017 financial statements.

5.1.2. The Committee approved tuition for the 2018-2019 school year. See attachment. Enrollment will begin the second week of February.

5.1.3. The Committee approved the following capital items:

5.1.3a. St. Monica bathroom partitions. Quotes were obtained from SA Morman for \$6,670, Van Dam & Kruisinga for \$8,800, and Associated Construction Inc. for \$21,000. The preferred quote is SA Morman. Operating funds will be used.

5.1.3b. St. Augustine Projectors. Quotes were obtained from Bridges Audio Visual for \$26,752.50, Secant Technologies for \$30,999.99, and Precision Data Products for \$39,945. The preferred quote is Bridges Audio Visual. Legacy funds will be used.

5.1.3c. St. Monica is in the process of replacing all lighting in the school building with LED lights. There is a rebate program with Consumers Energy, which will provide funding for a significant portion of the project. The total project cost is \$56,148 and Consumers will make the first year of payments of \$18,269 and provide a rebate of \$9,497. The school's total expense will be \$28,382. There is a limited amount of funding available and a deadline for submitting the application. Fr. Farrell discussed the project with Ed Carey, Diocesan Finance Officer. Contractor selection is done by Consumers Energy so the school is not responsible for obtaining quotes and selecting the vendor. The application has been submitted and we are waiting on notification of approval by Consumers.

5.1.3d. Hackett main level bathroom renovations. Byce Associates provided a quote on the architectural, interior design, mechanical, and electrical engineering services for the bathrooms on the main level near the auditorium. The quote is for \$6,300 (includes \$1,000 of donated services).

5.1.4. Kate provided a report on the annual fund.

5.1.5. Discussed past due balances with the committee and the need for a better tool for billing and collection monitoring. Currently utilize excel spreadsheets. Reviewed FACTS Tuition and Billing, which is a part of the Renweb family. There are some benefits to utilizing FACTS however, there is a cost (\$50 per family). We can also utilize Renweb's student billing module at no cost. We will test this module for the remainder of 2017-2018 and will fully utilize the system for 2018-2019. We are considering using FACTS Grant and Aid Assessment for 2018-2019 for tuition assistance awards.

5.1.6. A request was made to issue credit cards to Fr. James Adams and Kelli Rider for use for the annual Rome trip for Hackett students. Our current limit is \$500 per credit card. Request for Fr. Adams to have a \$15,000 limit and Kelli Rider to have a \$500 limit. Subsequent to our meeting, additional controls were considered to monitor credit card statements by the finance committee (i.e., monthly review by Business Manager and quarterly review by finance).

## **Mission and Catholic Identity:**

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

5.1.7. Teacher compensation and benefits review – Ellen provided an update on the review of CSGK teacher salaries compared to public schools. Our current salary scale for high school teachers was compared to the nine school districts in Kalamazoo County. Our first five years of steps for a Bachelor's degree are within 75% and higher of the average of those nine public school districts. The committee will work on revising our current scale to add steps for new hires. Will also compare benefit copays to local public school districts.

### **Action/Motions required of Board**

- Approve the December 31, 2017 Financial Statements.  
Motion: Fr. Schmidt moves to approve Financial Statements Fr. Hyman seconds, Motion pass
  
- Approve the tuition for 2018-2019 school year.  
Motion: Fr. Schmidt moves to approve Tuition, Fr Richardson seconds, Motion Pass
  
- Approve the capital improvements as follows:
  - 1) St. Augustine projectors for \$26,752.50 from Bridges Audio Visual to be paid from Legacy funds.
  - 2) St. Monica LED lighting project to be paid from operating funds.Motion: Fr. Schmidt moves to approve capital improvements as is. St. Monica's contingent upon approval from Consumers. Monsignor Hazard seconds, Motion Pass
  
- Approve the issuance of credit cards to Fr. James Adams and Kelli Rider.  
Motion: Fr. Schmidt moves to approve credit card limits up to \$30,000 for both Fr. James Adams and Kelli Ryder. Monsignor Hazard seconds, Motion Pass

Next Finance Committee Meeting: February 15, 2018

### **6. Other Business:**

6.1. St. Ann and St. Catherine's Preschool Programs – CSGK would add these preschool programs as part of the CSGK system of schools with the following clarifications: these programs would have their own tuition scales, these programs would have their own teacher's pay scales.

Motion: Fr. Farrell moves to approve Preschool Programs as part of CSGK, E. Brown seconds, Motion Pass.

### **Executive Session: 4:08 - 4:30**

Motion: There being no other business before the Board, Father Schmidt moves to adjourn the meeting at 4:30pm. Brown seconds. Motion passes.