

## Minutes of March 23, 2018, CSGK Board Meeting

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

**Call to Order:** 3:34

**Opening Prayer:** Fr. Hyman

**Approval of Agenda:** March 23, 2018

**Motion to approve agenda Monsignor Hazard, second by Fr. Hyman, motion passes.**

### **Approval of Consent Agenda:**

1. Minutes: January 26, 2017
2. Principal Reports
  - 2.1. **Hackett Catholic Prep (B. Kosmerick)**

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

- 2.1.1. Senior Capstone presentations and have concluded and we have identified our Top 5, who will move on to the Diocesan Scholarship competition, which also includes student from Battle Creek St. Phil and Lake Michigan Catholic. The date for this event is April 26.
- 2.1.2. For Lent, HCP students are participating in a spiritual prayer event where they drew randomly drew the name of another HCP student and anonymously prayed for him/her. Staff are doing the same thing with other staff members. We are also taking up collections that will be donated to 1 of the following service agencies: Holy Family Health Care, Gospel Mission, Ministry with Community, the Ark.
- 2.1.3. Over the past 4-6 weeks we have had 10 student shadows or tours from non-feeder schools.
- 2.1.4. We continue our Holy Hour of Adoration each Friday, from 11:00 am to 1:00 pm.
- 2.1.5. Next Thursday, March 29, we will have Stations of the Cross, starting around 1:00 pm.
- 2.1.6. Mrs. Ulbrich has been meeting with students and with 8<sup>th</sup> grade families, to begin scheduling for next school year.
- 2.1.7. Our Alternative Spring Break group will be traveling to Kentucky this year. They leave on Monday, April 2. Please keep them in your prayers.
- 2.1.8. The senior retreat date will be April 10.
- 2.1.9. Our annual Work-a-Thon is scheduled on April 27.

#### **Academic Excellence:**

- 2.1.10. Our juniors will be participating in the Michigan Merit Exam (MME) on April 10, 11, and 12. The SAT will be taken on April 10. Also, on April 10, our sophomores will take the PSAT 10 and our freshmen will take the PSAT 8/9.
- 2.1.11. Our band received all Division 1 ratings at the MSBOA District 11 Band Festival in late February.
- 2.1.12. Our Robotics Team finished in 2<sup>nd</sup> place at the Gull Lake competition last weekend – their very 1<sup>st</sup> competition.
- 2.1.13. The last two shows of The Wizard of Oz will be March 23 at 7 pm and March 24 at 7 pm.
- 2.1.14. Our National Honor Society Induction Ceremony is scheduled for April 24 at 7pm.

#### **School Governance:**

- 2.1.15. Plans have been drafted for the remodeling of the Lower Foyer and Auditorium bathrooms. Bids are now being procured.

#### **School Funding:**

- 2.1.16. Financials through the end of February look good. We were just under 68% of total expenditures.
- 2.1.17. We are waiting for final numbers from the Shamrock Auction. This looks like another very successful event.

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

### **February**

#### **Faith:**

- 2.2.1. Catholic Schools Week was planned by Raelynn Stein and enjoyed by all. The Pancake Breakfast, partnership of 7<sup>th</sup> grade and K of C, attracted 300 eaters. We hosted the Free Throw Contest, a Catechism Bee, a Talent Show, Health assembly and numerous other activities. The entire school celebrated Mass with area Catholic schools on February 1.
- 2.2.2. One of our teachers has planned a school-wide celebration of Lent, focusing on prayer, almsgiving and fasting. We are praying the Stations of the Cross each Friday. We will also be heading Bishop Bradley's call to devote prayers and petitions on Fridays during Lent for an end to violence.

#### **Knowledge:**

- 2.2.3. We completed MAP testing. Kindergarten participated in their first round of MAPs. 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.
- 2.2.4. 3 teachers enjoyed Catalyst University on January 24. 2 teachers participated in a math training at KRESA and 1 teacher attended a reading training at KRESA in January.
- 2.2.5. Parent teacher conferences were well attended. Thanks to all teachers for their perseverance through two long days. Support from parents for the teachers' work was extraordinary.
- 2.2.6. 8<sup>th</sup> grade students took the HCP Placement Test on February 13. Thank you HCP for hosting it at our building.

#### **Stewardship:**

- 2.2.7. PTO hosted a Mom/Son Event in January that attracted a good crowd. The Daddy Daughter Dance in February had over 200 attendees and was a beautiful evening event!
- 2.2.8. Andra met with reps from Atlas Electric on Monday, Feb. 12 to discuss upgrading all of our lights, taking advantage of rebates and savings to cover the cost of the work. Quote will be shared with LAC in March and evaluated against quote from Bullard Brothers Electric.

### **March**

#### **Faith:**

- 2.2.9. The entire school participated in our deanery's "24 Hours for the Lord". Friday, March 9, students had the opportunity for Reconciliation, to spend time in prayer before the Lord in Adoration and to pray the Stations of the Cross.
- 2.2.10. Middle School students attended a retreat organized and facilitated by HCP students. The theme of the retreat was "The Mass". The group went to St. Martin of Tours Wednesday, March 14. Thank you Kathy Williams and HCP students for your help.
- 2.2.11. We partnered with Samaritas, a local foster care organization, to celebrate the Feast of St. Joseph. Our St. Joseph altar is in the foyer and we collected books to gift to foster children. Samaritas participated in our 'school families' activity, building houses and praying for foster children. Samaritas talked about foster families and gifted us prayer cards to pray for specific children needing homes.

#### **Knowledge:**

- 2.2.12. Staff meeting February 19 was devoted to an in depth look at the goal setting and action step process in iObservation. Observations have started, focusing on each teacher's targeted elements in need of improvement.
- 2.2.13. Winter MAP results were posted to our website under Forms and Information and parents were directed to the test scores via e-alert.
- 2.2.14. The Lady Irish finished their BB in our new league. There was a lot of improvement in both the 7<sup>th</sup> and 8<sup>th</sup> graders. And the girls took the very tough new league in stride.
- 2.2.15. Courtney Eiseler-Ward ran a 2<sup>nd</sup> training session with teachers on Positive Behavior Intervention. The focus was on Tier 2 interventions.
- 2.2.16. We are very proud of our Advance Band students who participated in festival in Fowlerville on March 2.

2.2.17 Author Mo-Ohara visited, sharing her books with students in grades 3-5. She was part of our Reading Month celebration.

2.2.18. Another Book Sale has come and gone. We are grateful to our organizing parents, Margaret Oakes and Shawna Gallagher, and our partnership with Book Bug.

2.2.19. Faces and Cultures, an organization that brings exchange students from Guatemala to the US for 8 week exchanges, has asked us to partner with their organization. Teachers and LAC agree it would be a good experience. We are waiting to hear from Faces and Cultures on a date to introduce our parents to the program.

2.2.20. Teachers and staff all received Letters of Indication asking for their plans for the 2018-2019 school year.

2.2.21. Lauren Grace Dunning placed 3<sup>rd</sup> at the state level in the Knights of Columbus Spelling Bee. Liam Roth participated in the Knights of Columbus state Free Throw Contest and shot 23 of 25 baskets. One of our Odyssey of the Mind teams participated in the state level competition, taking 5<sup>th</sup> place.

#### **Stewardship:**

2.2.22. Ellen Brown, Liz Peot and I spent Sunday, Feb. 18 at the Family and Baby Expo at the Radisson Hotel, promoting our Catholic schools. There was plenty of traffic and plenty of folks who stopped by the booth to collect bookmarks with all three schools' website information.

2.2.23. We are moving forward with the plan to upgrade all lighting in the building over the summer. Two of three bids have been obtained.

2.2.24. LAC approved moving forward with Compliance One to update our Crisis Management Plan and to train teachers how to respond to an aggressive intruder in the building.

2.2.25. We have subscribed to Protect Young Eyes new resource, Virtue in Media. These are 3-5 min. videos reminding students of the need to be vigilant for their safety on the internet. Teachers have committed to previewing 1 video and the attached lesson plan each quarter in hopes of making it a habit to attend to monthly.

2.2.26. Short throw projectors have been installed in all classrooms. The cost of projectors and installation is all taken from Legacy 2017 funds.

2.2.27. Four families took advantage of "open lab" and registered students for 2018-2019 school year on March 14.

2.2.28. The PTO hosted a spectacular Once in a Blue Moon Garage Sale March 16 and 17, bringing in nearly \$12,000 to be used for PTO events in the 2018-2019 school year. Left over items were donated to Holy Family Healthcare and offered to victims of the recent floods in Kalamazoo. We were especially happy with a family that was able to collect 3 trailers full of furniture and housewares to replace their lost goods.

### **2.3. St. Monica School (B. Reits)**

#### **No Report**

#### **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) - No Report

#### **4. Committee and Staff Reports**

- 4.1. Advancement Review (K. Willard)

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

4.1.1. The Mary K. Carr Memorial Scholarship for the Arts is open for applicants for its second year. Any 8<sup>th</sup> grade student entering Hackett in the fall who will be involved in music, performing, or visual arts is eligible to apply for the scholarship, which will provide \$500 toward tuition annually for four years. There will be a reception held before the March 24 performance of *The Wizard of Oz* to promote the Mary K. Carr Fund, which will include a display of student artwork and an opportunity for donations to be made to the Fund.

#### **Academic Excellence:**

**School Governance:**

**School Funding:**

4.1.2. To date, the annual fund is 72% to goal with \$108,469 raised in unrestricted donations. This is slightly behind the unrestricted total in mid-February 2017, by about \$9,000, and we will be keeping an eye on that total as the spring goes on. We have received generous gifts earmarked for 'principal's discretion' which are not recorded as unrestricted, although the gift provides similar flexibility.

4.1.3. The Kalamazoo Regional Catholic Schools Foundation board will meet on February 28. The board will vote on the annual disbursement of funds at this meeting.

4.1.4. The St. Monica Boosters held a very successful first auction event, raising over \$50,000 between that event and the traditional carnival. Congratulations and many thanks to the parent volunteers who headed that event.

4.1.5. Hackett's Shamrock Celebration has secured over \$75,000 in pledged sponsorships, and is shaping up to be a very successful event. The Shamrock will be held on March 10 at Western Michigan University's Bernhard Center. We hope each of you will join us.

**Motion to approve Consent Agenda by Monsignor Hazard, second by S. Clyne. Motion passes.**

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

**School Funding:**

5.1.1. Approved the February 28, 2018 financial statements.

5.1.2. Enrollment for 2018-2019 is underway. We are at 35% of budgeted enrollment compared to 19% at this point last year. See report.

5.1.3. Approved working with Compliance One, a consultant, to review the school crisis management plans for St. Augustine and St. Monica and to provide training to the faculty and staff. The cost is \$8,150 for the plans and \$1,100 for the training. Total cost is \$9,250 to be split between the two schools.

5.1.4. Updates on the following capital items, which were approved at a previous meeting:

5.1.5. St. Monica LED lighting project. The project is approximately 50% complete and is expected to be done by the end of next week.

5.1.6. Hackett main level bathroom renovations. Byce Associates are in the process of obtaining the necessary bids for the work.

5.1.7. Kate provided an advancement report. Total annual giving to date is \$449,900 vs prior year of \$423,338. The Shamrock Celebration is still being finalized however; the event is on track to bring in over \$150,000, which is a big improvement from prior years.

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

5.1.8. Teacher compensation and benefits review. The committee has prepared a list of questions to review with a small group of former teachers who are working in local public schools. The questions are addressing what they pay towards benefits, what their change in compensation is, etc.

**Action/Motions required of Board**

5.1.9. Approve the February 28, 2018 Financial Statements.

**Motion to approve Financial Statement made by E. Brown, Second by R. Basler. Motion passes.**

**6. Other Business:**

**Motion: There being no other business before Board, Father Farrell moves to adjourn the meeting at 3:58pm. E. Brown seconds, motion passes.**