

Minutes of April 27, 2018, CSGK Board Meeting

Attendees: Monsignor Osborn; Fathers Adams, Farrell, Hyman, Richardson, Schmidt; Lay Members: M. Ogrin, M. Romstadt, R. Basler; LAC Reps: E. Brown, S. Clyne, T. Harding; Principals: B. Kosmerick, B. Reits; CSGK Staff: M. Anderegg;; Superintendent: M. Erich

Call to Order: 3:31pm

Opening Prayer: Father Adams

Approval of Agenda: May 24, 2018

Motion: Fr. Schmidt moves to approve Agenda. E. Brown 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:

2.2.1. Our observance of Lent culminated on Holy Thursday with 5th grade's Living Stations of the Cross. Their presentation was, again, very moving.

Knowledge:

2.2.2. Liz Wurtz and I met with a representative of Kalamazoo County Ready 4's. Our intent is to engage in the "star" rating process for area preschools which would also give us access to quality professional development for our preschool and after school care staff.

2.2.3. Letters of Intent have been returned by all staff members. All aides and support staff have indicated that they plan to return. All non-core teachers would like to continue through PPS. Of our 16 classroom teachers, 14 are planning to return. 2 are actively looking for public school positions for financial reasons. If they do not find public school positions, they will be returning. I have subscribed to the Frontline system, an online application system for our surrounding districts. I also attended the WMU School of Education Job Fair together with another diocesan principal. We represented all 22 schools and gathered information from 15 possible candidates.

2.2.4. The school level Bring it On Book Challenge was Monday, March 26. St. A had 5 teams competing at the school level. We hosted the regional challenge on April 23 with 5 schools participating.

2.2.5. School Improvement Team met March 28 and we looked at evidence needed to support our school improvement goals.

2.2.6. 5th grade enjoyed a Shadow Day in MS. MS team did a quick reflection on the relevance of Shadow Day. Consensus is that it serves incoming 6th graders well. It gives the students a first experience so that the first day of school in MS is less stressful.

2.2.7. I attended consultation meetings at KPS for both Title I services and Title II funding for 2018-2019.

Stewardship:

2.2.8. Our Girl Scout Troup hosted a "Dollar for Denim" Day. As part of their work toward a service badge, they will be creating motivational banners for our gym to represent all sports that our students participate in.

2.2.9. We have collected 3 bids from contractors to upgrade all of our lighting. We are hoping for finance, CSGK and PAC approval so that work can begin in the next month.

2.2.10. Legacy Committee met March 28 and April 23. World continues ahead of the June 15 Golf Outing.

2.2.11. I attended the Spanish Mass at St. Joseph parish April 22 together with one of our Parent Ambassadors. Thank you Monsignor and Fr. Andrew for letting us add CSGK fliers to your bulletins and for allowing Mrs. Borrell to speak from the pulpit. Five families expressed interest in our Catholic schools and information has been disseminated to the appropriate school for follow-up.

2.2.12. 6th, 7th and 8th grade spent April 24 at Kleinstuck Forest Preserve. This was the culmination of their integrated unit with Caring for God's Creation as the focus. Results of field testing, service work and evaluation will be on display during Special Persons Day.

2.3. St. Monica School (B. Reits)

Mission and Catholic Identity:

2.3.1. During the next two weeks, Deacon Lucas facilitates the final topic for the Parent/Student Bible and Catechism Study with students in grades 3-6. The topic is "Saintly Intercession".

2.3.2. Our Student Council Communication Officers assist with the Regina Caeli prayer at noon, during the Easter season, and dismissal prayer.

2.3.3. All students participate in the Marian Consecration for Children each day at 10:30. The prayers gradually increase over the 33 days and will conclude with a school-wide Consecration on Monday, May 14. More details will be forthcoming.

2.3.4. Andrew Rann, one of our sixth grade students, received the Sacraments of Reconciliation and Holy Eucharist for the first time during Lent and Easter!

2.3.5. Fr. Farrell received a Marian icon that will travel to our families' homes during the month of May. Each homeroom will also pray a decade of the rosary, each day during the month of May.

2.3.6. Our St. Monica eighth grade students received the Sacrament of Confirmation on Saturday, April 14!

2.3.7. May Crowning will take place on May 1, following the 8:00 a.m. Mass, in the Mary Garden.

Academic Excellence:

2.3.8. A sixth grade SSEP team (Katie Wolf, Dannica McCue, Sean Pierucci, and Noah Aiello) will be preparing their experiment for flight to the ISS in the upcoming weeks. Their experiment passed the Toxicology Flight Safety Review. Three of four team members plan to attend the National Conference in Washington D.C. on June 28 to present their experiment. The launch slipped to this same day, from June 9, but the scientists at the National Center for Earth and Space Science Education anticipate that it will slip again to a later date in July. More details will follow.

2.3.9. The fifth graders accompanied our Gold Medal Readers team, to the Bring-It-On-Book Challenge Regional Competition that was held at St. Augustine Cathedral School on Monday, April 23 at 1:00 p.m. Congratulations to the team from St. Basil who won the competition.

2.3.10. Spring NWEA MAP testing began on Monday, April 23 and will continue for four weeks.

2.3.11. STEM challenges for all students in grades 3-8 commenced during the morning of Tuesday, April 24.

2.3.12. Lunar and meteorite samples will make their way to our school. Mrs. Page and I attended an all-day workshop at the Kalamazoo Valley Museum, facilitated by Susan Kohler employee of NASA, prior to spring break. We received an abundance of resources and look forward to bringing the samples to our school.

2.3.13. I visited St. Jerome Academy in Hyattsville, MD at the end of March. I learned much about their fully integrated curriculum that is rooted in theology. After discussing this with Margaret Erich, she has agreed to allow me to begin implementing this type of curriculum within our school for the 2018-2019 school year. Our teachers will receive training for two days in June, and four teachers plan to attend with me the weeklong training in TN at the end of June. From there, we will gain more insight into next steps.

2.3.14. Strategic Planning for the diocese is underway. We have three representatives from our school on the planning team.

2.3.15. We received an update copy of the Diocesan Policy Manual at our last administrative meeting. Changes to these policies will be reviewed at the May LAC meeting.

2.3.16. Miss Abby Carr, our long-term first grade substitute teacher, was impressive at defending her Honors College Thesis, "Impacts of Representation on Increasing Flexibility in Understanding Number Composition" on April 13. Gina Kling mentored her throughout the process. We are very fortunate to have Abby back in our building after completing her undergraduate studies from WMU. Congratulations, Abby!

School Governance:

2.3.17. All teachers and staff attended a condensed Active Shooter training on Wednesday, April 18. The second training is June 14. Following the June training, we will have updated crisis plans for the school, and KDPS will have internal knowledge of the school's layout. We are sharing the cost of the June training and crisis plan implementation with St. Augustine.

School Funding:

2.3.18. The electrical project is now complete. Atlas Electrical finished the job during spring break. They were very professional and efficient. They also cleaned up electrical issues that were out of compliance as they worked throughout the building. Thank you again to Fr. Farrell and St. Monica Parish for funding a significant portion of the work.

2.3.19. We held a Ren Web Enrollment Assistance session with Michele Buchmann on Tuesday, April 17 at 8:00 a.m. One parent showed up for assistance.

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 2018 Kalamazoo Area Catholic Schools Athletic Hall of Fame induction ceremony will be held at Hackett Catholic Prep the evening of April 27, 2018. This year's inductees are Larry Kozminski '42, Wanda (Murphy) Killips '74, Todd Keiser '80, Rhonda (Reverski) Sturgeon '87, Emily (Beck) Green '02, and Genie Crotte.

4.1.2. The Advancement office is partnering with HCP's business teacher to arrange job shadows for Hackett students with Catholic school alumni, parents, and supporters.

Academic Excellence:

School Governance:

School Funding:

4.1.3. To date, the annual fund is 78% to goal with \$116,810 raised in unrestricted donations. The final direct mail appeal will be sent in early May and followed up by email, social media, and peer-to-peer communications.

4.1.4. Overall, CSGK has raised \$516,998 this fiscal year. Significant gifts received recently have supported Hackett's robotics program (\$12,500), tuition assistance (\$6,000 and \$10,000), St. Monica facility improvements (\$10,000 and \$7,000), 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.

4.1.5. The final total for the 2018 Hackett Catholic Prep Shamrock Celebration is \$148,000 in profit. This will support the renovation of the chapel ceiling, new band instruments, athletic boosters and weight room staffing, and capital improvements such as this summer's bathroom renovation.

4.1.6. St. Augustine is beginning preparations and securing sponsorships for the 2018 Legacy Golf Outing on June 15.

Motion: Father Schmidt moves to approve Consent Agenda. E. Brown seconds. Motion passes.

5. Financial Review: (M. Anderegg)

School Funding:

5.1.1. Approved the March 31, 2018 financial statements.

5.1.2. Enrollment for 2018-2019 is underway. We are at 64% of budgeted enrollment compared to 70% at this point last year. See report.

5.1.3. Capital Projects:

5.1.3a. St. Augustine received three bids to replace all lighting with LED lights. The project is similar to the one just completed at St. Monica. The project was submitted to Consumers Energy's Business Energy

Efficiency Program and qualified for a rebate of \$5,320, which was received. The preferred bid is Atlas Electrical as they are the lowest bid and completed the work at St. Monica. They did a great job and were highly recommended. The project will be funded \$30,000 from operations and the rest from restricted funds. The bids were:

Bullard Brothers, \$58,000
Esper Electric, \$53,925
Atlas Electrical, \$43,464

5.1.3b. Hackett received three bids for the restroom renovation project. Byce & Associates is the architect overseeing the project and will assist with the contract management. All bidders were pre-qualified and Byce feels all three bids are good. Two of the companies provided references – Cornerstone and Brussee/Brady. All references were good. The preferred bid is Cornerstone as the price is the lowest and they were highly recommended. The project will be funded from principal discretionary funds. The bids were:

Cornerstone Construction Management \$127,500
Brussee/Brady, Inc. \$136,400
LD Docsa Associates, Inc. \$200,000

5.1.4. Kate provided an advancement report. Total annual giving to date is \$516,999 vs prior year of \$474,528. 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. The committee performed a comparison of benefits and our pension and health benefits are comparable to the local public schools. We are working on revising our salary scale.

5.1.6. Cafeteria financials were reviewed. We are on track for a small loss or to break even. Hackett is down and we will be reviewing options for next year. We do not participate in the national school lunch program so we do not get reimbursed for our students who would otherwise qualify for free and reduced lunch. This equates to approximately \$4,000. We are looking at fundraising or advancement opportunities to offset this loss of income.

Action/Motions required of Board

Approve the March 31, 2018 Financial Statements.

Motion: Fr. Schmidt moves to approve Financial Statements of March 2018. E. Brown Seconds. Motion Passes

Approve the LED lighting project at St. Augustine for \$43,464 with Atlas Electrical. It will be funded with \$30,000 from operations and \$13,464 from restricted funds.

Motion: Fr. Schmidt moves to approve LED project with Atlas Electrical. E. Brown Seconds. Motion Passes

Approve the restroom renovation project at Hackett for \$127,500 with Cornerstone. It will be funded from principal discretionary funds. Note: The board approved a 15% contingency fund to be available if necessary from the principal discretionary fund.

Motion: Fr. Schmidt moves to approve renovation project with Cornerstone with a 15% contingency fund. E. Brown seconds. Motion passes.

Other Business:

With being no other business, Staff are excused and CSGK Board goes into Executive Session at 3:47pm

Executive Session:

Motion: E. Brown moves to adjourn Executive Session at 4:17pm. Msgr. Osborn seconds. Motion passes

Motion: Fr. Adams moves to adjourn CSGK Meeting at 4:17. Fr. Schmidt seconds. Motion passes.

Next Meetings: Thursday, May 24, 2018 – 3:30 PM – Hackett Library

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