

Minutes of May 19, 2017 CSGK Board Meeting

Attendees: Monsignor: Hazard; Pastors: Frs. Farrell, Hyman, Richardson, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: B. Kosmerick, B. B. Reits, and A. Zommers; CSGK Staff: M. Anderegg, S. Gillig and K. Willard; Other Staff: Fr. Adams

Call to order: 3:35pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: May 19, 2017

Motion: Fr. Schmidt moves to approve Agenda; Fr. Hyman seconds. Motion passes.

Approval of Consent Agenda:

1. No Minutes: April 28, 2017 No Meeting Minutes; Board Reports Submitted
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. Hackett celebrated its May Crowning ceremony on May 4th.
 - 2.1.2. Our Service Fair was held on May 10. Students had an opportunity to visit with organizations in the Kalamazoo area who are looking for volunteer or service help.
 - 2.1.3. Our final Holy Hour of Adoration will be on Friday, June 2, from 11:00 am to 1:00 pm. Thank you Father Adams and Deacon Lucas for your help with that!
 - 2.1.4. Our final 7am morning mass, in the chapel, will be on Friday, June 2.
 - 2.1.5. Hackett won the Top 2 spots in the annual diocesan Capstone project!!! Colin Tichvon finished 1st and will receive a \$5000 scholarship; Hope Baldwin finished 2nd and will receive a \$3000 scholarship. Katie Bridenstine, Philip Schichtel, and Stella Yang also finished in the Top 10 and will receive \$500 scholarships. Our Theology department (Mr. Scoles, Dr. McGroarty, & Deacon Lucas) and English department (Ms. Briggs, Mrs. Jenrich, Mrs. Allbee, & Mrs. Russell), along with Father Adams, Mr. Heidelberg, and Ms. Luzenske, deserve a tremendous amount of credit for their efforts in preparing our students for this project.
 - 2.1.6. Hope Baldwin, Colin Tichvon, and Maggie Wilson were named as members of the Southwestern Athletic Conference (SAC) All-Academic team for the 2016-2017 school year. They were honored at a luncheon on April 27.
 - 2.1.7. The SAC held its annual Student-Athlete Luncheon on May 11. All SAC senior athletes with at least a 3.25 cumulative gpa and 4 varsity letters in at least 2 separate sports are invited to this program. HCP had 15 student-athletes that met that criteria.
 - 2.1.8. The Top 10 for the Class of 2017 will be honored at a breakfast on Monday, May 22. The Top 10 include:
 - 2.1.9. Valedictorians (perfect 4.0 cumulative gpa): Hope Baldwin, Katherine Bridenstine, Margaret Wilson
 - 2.1.10. Salutatorian: Naomi Keyte
 - 2.1.11. Other members of our Top 10 (in alphabetical order): Quentin Cerutti, Thomas Clare, Rachel Harding, Kelsie Stewart, Colin Tichvon, Aidan Wales.
 - 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. The 5th grade presented the Living Stations to the school on Holy Thursday. This was a beautiful expression of our faith and a wonderful way to start the Easter Triduum.
 - 2.2.2. Many of our students received awards and mention for their work submitted to the Catholic Families Student Contest.
 - 2.2.3. Honorable Mentions were given to Julia Warner and Alanna Kaiser, Abigail Ulbrich and Isabella Hentz and Hannah Hollman and Madison Jones. First Place in the video competition was awarded to Evan Czuk and Liam Roth.
 - 2.2.4. Dr. Cabras of the Knights of Columbus brought the "Silver Rose" to us on April 27. Students were given an introduction to the Silver Rose program and were able to witness the Silver Rose in our Cathedral during Mass.
 - 2.2.5. We celebrated a beautiful May Crowning on May 4, before our school Mass. The month of May is dedicated to our Blessed Mother, which we celebrate through prayer and classroom activities.

- 2.2.6. Many of our 2nd and 8th grade students have received the sacraments of Eucharist and Confirmation in their home parishes. I'm grateful to our catechists who are attending as many Masses as possible to celebrate with our students.
- 2.2.7. The school received the St. Elizabeth Ann Seton award to host the 2nd half of Catechesis of the Good Shepherd Level II training.
- 2.2.8. Monsignor Osborn met with teachers on May 17, providing catechesis on the Mass
- 2.2.9. Our 3 lead teachers participated in a presentation at the NCEA convention via Skype. Pam Bernards, who led our professional development on STREAM in August, asked our school to speak to the training and the steps taken since the training.
- 2.2.10. The HCP hosted parent night was well attended in our teacher's lounge – both by St. A and St. Monica school parents.
- 2.2.11. Thaddeus Nowak and Lauren Grace Dunning both placed in the Knights of Columbus State Competition.
- 2.2.12. 3 of our teachers received the Excellence in Education Grant to attend training in Washington DC this summer.
- 2.2.13. Teachers evaluated grading practices across the grades for consistency. Some changes were made to be implemented in 17-18.
- 2.2.14. Emma Bandos will be substituting for our art teacher, Maile Whipple, as she goes on maternity leave the last 3 weeks of school.
- 2.2.15. Congratulations to David Peters and band students. Both concerts, gr. 5/6 and gr. 7/8 were great.
- 2.2.16. May's Loaves and Fishes Day was successful. We collected 3 bags of stuffed animals for Kyler's Be Brave Bear Project, and 4 boxes of toiletries for Holy Family Healthcare, to be distributed to migrant workers. We also collected soup cans for our own food pantry.
- 2.2.17. We introduced a new scholarship fund, gifted to us by the children and grandchildren of Sue Turner. This scholarship will be given to a 5th grade student each year.
- 2.2.18. We celebrated Special Persons Day and our Spring Concert on May 8.
- 2.2.19. The Code of Conduct Committee has finished work on integrating the virtues in to our current program. The revised Code of Conduct was introduced to LAC May 8 and will be introduced to interested parents on May 24 at Coffee with the Principal.
Rose Crawford of Protecting Young Eyes met with all students in small groups on May 10. Chris McKenna spoke at an evening session to parents where 38 attended. We plan to have Chris McKenna back for students and parents in September.
- 2.3. St. Monica School (B. Reits)
 - 2.3.1. We honored our Blessed Mother with flowers, prayers, and singing in our Mary Garden on Monday, May 1st. It was a beautiful gathering of students, staff, parents, and parishioners.
 - 2.3.2. We pray for our second grade students who will receive Jesus for the first time at our Eucharistic celebration on Saturday, May 20 at 11:00 a.m.
 - 2.3.3. Our prayers go with Miss Alanna Kenney ND ECHO student, who will begin a new chapter of her life next week. We appreciate all of her work within the parish, school, and diocese over the past two years. She will be greatly missed.
 - 2.3.4. We held our second annual STEM Challenge Day on Tuesday, April 25th for students in grades 3-8. Many parents attended to see how their child's project performed during the challenge. Our younger students took advantage of the opportunity to observe these challenges as audience members.
 - 2.3.5. Our annual Talent Show was well-attended and was very much enjoyed by our parents and students. The eighth grade students performed the traditional show finale and did a phenomenal job!
 - 2.3.6. Congratulations to seventh grade student Luke Housler who earned 3rd place recognition at the local level of the Fleet Reserve Association Essay Contest. The theme of the essay was "What Memorial Day Means to Me." Luke was presented a certificate and check for his reflective essay by retired Navy officer, Richard Priest.
 - 2.3.7. Our students completed spring NWEA MAP testing this week. We look forward to disaggregating the results.
 - 2.3.8. Two of four vacant seats on our Local Advisory Council have been filled. We will have 5 LAC members for the 2017-2018 school year.
 - 2.3.9. We await the decision of the Please Advise Committee for window coverings to be ordered, purchased, and installed throughout the rest of the school.
 - 2.3.10. The April financials show that we are well under-budget for the fiscal year.

3. Local Advisory Council Reports

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

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

3.2.1. All seven LAC members participated in the 2016-2017 Diocesan Administrator Evaluation

3.2.2. Confirmed six LAC members for the 2017-2018 school year ballot: Jeff Appeldoorn, Ellen Brown, Nichole Cekola, Chris Christian, Liz Peot, Andrew Riker

3.2.3. LAC accepted letters of intent to join LAC from Anthony Van Es and Anthony Toweson.

Both meet with Canonical Administrator Msgr. Osborn next week for consideration to be added to the 2017-2018 LAC school year ballot.

Motion: Fr. Schmidt moves for the CSGK Board to approve Anthony Van Es and Anthony Toweson as St. Augustine LAC members, Msgr. Hazard seconds. Motion passes.

3.3. St. Monica School (M. Ogrin)

3.3.1. Ogrin indicated that there are 4 open positions on the St. Monica LAC Board. Two people have shown interest, Steve McNeill and Sue Clyne.

Motion: Brown moves for the CSGK Board to approve Steve McNeill and Sue Clyne as St. Monica LAC members, Fr. Schmidt seconds. Motion passes.

4. Committee Reports NEW HERE

4.1. Advancement Committee (K. Willard)

4.1.1. The committee will meet one more time before the end of the school year and set priorities for 2017-18.

4.2. Advancement Review (K. Willard)

4.2.1. The spring edition of the *Irish Pride* will be mailed before our next meeting. The spring edition is themed around service (by current students as well as alumni) and also includes coverage of the athletic hall of fame induction.

4.2.2. The end of school edition of the *Irish Connect* will be published in June, reaching bulletins just after the school year ends.

4.2.3. To date, the annual fund is 97% to our unrestricted goal. Overall, CSGK has raised \$609,988.88 this fiscal year.

4.2.4. The final mailed Annual Fund appeal letter will be mailed in May; email and social media messages will go out throughout June leading up the end of the fiscal year.

4.2.5. In the new fiscal year, there will be an online portal dedicated solely to giving. It will keep the same process as the current payment portal, but will serve to more clearly distinguish a charitable gift from a payment of tuition or fees.

4.2.6. The Kalamazoo Regional Catholic Schools Foundation will include a message in the June *Irish Connect* as a soft reminder to the community of the existence, purpose, and impact of the foundation.

4.3. Marketing/Enrollment Committee (S. Gillig)

4.3.1. The committee will meet one more time this school year, May 31 at 8:30 a.m. at St. Augustine Cathedral School. We will discuss goals and calendar for 2017-18 school year..

4.4. Enrollment Review (S. Gillig)

4.4.1. And Enrollment Data Snapshot will be distributed at the meeting 5/19/17.

4.4.2. The Renweb online Enrollment/Re-Enrollment process is new this year. We have favorable feedback from parents; especially from those that met the application deadline. There were some questions from current families who were adding a "new child" These families incurred an extra step in the process because they had to do a "New Child Application." Overall, the online process is a positive change for our families.

4.4.3. NOW ENROLLING Yard Signs are available for parishes. These signs will pop up in parish yards close to exits/entrances this week. The plan is to keep the signs visible for a few weeks. And then put the signs out again in early August for the back to school enrollment push.

4.4.4. HCP hosted an incoming freshman dance May 6, 2017 and a Mass and Breakfast May 7, 2017 for incoming freshman and their families.

4.4.5. The HCP Student Ambassador group that is designed to assist Enrollment and Advancement/Alumni initiatives wraps up their school year with dinner May 16, 2017. Nominations and interviews for next year's group begins at the end of May.

- 4.4.6. With the assistance of the Enrollment Committee, the CSGK plans to host a booth at the Wood TV 8 Maranda Park Party at Bronson Park July 6, 2017. This is an event to help reach an Enrollment Committee goal to spread and build CSGK awareness in the community.
- 4.4.7. HCP has invited 6 international students so far to join our student body for the 2017-18 school year. Each student is interviewed to assess English language proficiency and commitment to earning a high school diploma in a Catholic school. These six students are from China and Vietnam. Some are coming to us through an agency, Each Future. Others will live with their extended family in Kalamazoo. Two of these students will live with extended relatives who currently have their own children enrolled in the CSGK.
- 4.5. Strategic Planning Committee (TBD)—No Report
- 4.6. Communications Review (TBD)—No Report
- 4.7. Facilities Committee (J. Cavanaugh)—No Report
- 4.8. Policy Review Committee (M. Anderegg and S. Bradshaw)—No Report
- 4.9. Administrator Evaluation Committee (S. Clark)—No Report
- 4.10. Food Services Committee (G. Buday)—No Report
- 4.11. Technology Committee (R. Remyse)—No Report
- 4.12. Enhancing Community (S. Bradshaw)
 - 4.12.1. No more group Masses are scheduled for this school year.
 - 4.12.2. The schedule for next year will be available August 1st.

Motion: Msgr. Hazard moves to approve the Consent Agenda; Fr. Schmidt seconds. Motion passes.

- 5. Financial Review (K. VanderMolen)
 - 5.4. Finance committee reviewed the April 30, 2017 financial statements. See narrative for variance explanations. No concerns, on track with budget.
 - 5.5. Enrollment reviewed – see report.
 - 5.6. Capital expenditure needs:
 - 5.7. Finance approved \$15,037 for desks for St. Augustine. This will finish replacement of all desks in the building. The remaining balance for St. A's fund balance reserved for capital will be used. Any overage will come from Legacy funds.
 - 5.8. Discussion was held re St. Monica's request to participate in Mission 12 of the space program for 17-18. The school is the only one from our Diocese and is guaranteed to have an experiment on the mission. The cost is \$17,000 and a portion will be funded by boosters and the rest from donors. The school participated a few years ago and it was a great experience for those participating and the school overall.
 - 5.9. Kate gave an update on advancement and will cover at board meeting as well.
 - 5.10. Committee reviewed cafeteria results and net income as well as total meal counts are up at the schools compared to the same period as last year. The year-end was projected and is expected to be at a loss of approximately \$9,000, which is an improvement from prior years (loss of \$20,000).
 - 5.11. Approve the April 30, 2017 Financial Statements
 - 5.12. Approve the desks at St. Augustine for \$15,037.
 - 5.13. Next Finance Committee meeting is scheduled for Thursday June 15th, 2017, 3:15 at Hackett.

Motion: Ogrin moves to approve the April 30, 2017 Financial Statements; Fr. Hyman seconds. Motion passes.

Motion: Ogrin moves to approve the desks at St. Augustine for \$15,037; Brown seconds. Motion passes.

- 4. Other Business
 - 4.4. Enrollment is at 97% of budgeted numbers as compared to last year at this time when enrollment was at 90% of budgeted numbers. St. Augustine is 6 under (at 98% of budgeted amount); St. Monica is 3 over (at 101% of budgeted amount); Hackett is 21 under (at 91% of budgeted amount).
 - 4.5. Several CSGK Board positions will be open for the 2017-18 school year. This information will be posted in the church bulletins and distributed at the LAC meetings.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Fr. Farrell seconds. Motion passes. The meeting was adjourned at 4:05pm.