

## ***Minutes of June 16, 2017 CSGK Board Meeting***

Attendees: Monsignor: Osborn; Pastors: Frs. Farrell, Hyman, and Schmidt; Lay Members: J. Cavanaugh, S. Clark, LAC Reps: E. Brown, M. Ogrin, Principals: B. Kosmerick, CSGK Staff: M. Anderegg, S. Gillig and K. Willard; Superintendent: M. Erich; Other Staff: Fr. Adams

Call to order: 3:35pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: June 16, 2017

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

Approval of Consent Agenda:

1. Minutes: May 19, 2017
2. Principal
  - 2.1. Hackett Catholic Prep (B. Kosmerick)
    - 2.1.1. Congratulations to 68 graduates from the Class of 2017. The following students were Chaminade Finalists: Hope Baldwin, Katherine Bridenstine, Matthew Carpenter, Quinn Epkey, Teddy Oosterbaan, Holder Rohloff, Kelsie Stewart, Lauryn Thompson, Colin Tichvon, and Stella Yang. Hope Baldwin was the winner of the award.
    - 2.1.2. We wish heartfelt congratulations to Pat Byrne, who is retiring (and who recently became a grandma), for her many years of service to our Catholic schools.
    - 2.1.3. The Registrar position is being changed to Campus Minister/Student Services Coordinator. The new title will fit more into our Catholic identity and will focus on serving our students in their personal faith journeys as well as coordinating our service hour requirement. One of our front office positions will become Parent Outreach and will work closely with the Campus Minister and the Chaplain.
    - 2.1.4. Most of our teaching and support staff attended a RenWeb training on June 14.
    - 2.1.5. A group of staff members met with Mary Burke (science) and Nicole Coleman (literacy) from KRESA regarding instructional coaching for next school year. They will plan to meet again on August 16 to finalize our plan for the 2017-18 school year.
    - 2.1.6. Total amount in awards, scholarships, and grants for our 2017 graduates was \$4,576,928. They were accepted to 80 different colleges, universities, and academies.
    - 2.1.7. Hackett will continue partnering with Portage Public Schools for our shared time positions for the 2017-18 school year. In addition to art, physical education/health and Spanish we anticipate expanding the relationship for Latin, AP US History, AP World History, Global Issues and the Economy, BMA, Accounting and Choir.
    - 2.1.8. HCP will be reducing its teaching staff by ½ of a position for next school year.
    - 2.1.9. Financials through the end of May show that we are under budget. We were at 85.7% of total expenditures – we should be at 92%.
    - 2.1.10. Submitted registration for the incoming freshmen class (Class of 2021) is currently at 58. We expect the number to grow to 62 (or more) by the time school starts.
  - 2.2. St. Augustine Cathedral School (A. Zommers) – No Report
  - 2.3. St. Monica School (B. Reits)
    - 2.3.1. Congratulations to the eighth grade class who will begin a new chapter of their lives this fall!
    - 2.3.2. We received confirmation that the Bishop will join us for Grandparents' Day on Thursday, October 12.
    - 2.3.3. Teachers are working to finalize all summer work to post to their websites. This task will be completed this week.
    - 2.3.4. All Back to School items are listed on the homepage of the school's website.
    - 2.3.5. We held our last faculty meeting of the school year on Monday morning. We disaggregated the spring NWEA MAP results from the current year homeroom classes as well as for next year's classes. These scores have been posted to the school website.

- 2.3.6. We plan to contract with Kim St. Martin during the 2017-18 school year, to assist with data analysis that will be more longitudinal in nature and tightly aligned to school goals.
- 2.3.7. The teachers identified professional development opportunities that will be budgeted through Title II funding. One key training will be Orton Gillingham for our lower elementary grade students.
- 2.3.8. We pray for Mrs. Early's peaceful retirement and thank her for 29 years of dedicated service to Catholic education.
- 2.3.9. The following known class configurations are planned for the fall: Mrs. Whiting – grade 2; Mr. Berry – grade 3; Mrs. Crawford – grade 5. I will post the vacant seventh and eighth grade math position this week.
- 2.3.10. Thank you to all who attended Glow Night last evening. It was a great turnout!
- 2.3.11. Five teachers attended a training on Ren Web today.
- 2.3.12. We have permission to participate in Mission 12 of the Student Spaceflight Experiments Program that begins on September 5. I met with Kate Wilard this past week to begin identifying potential donors.
- 2.3.13. Welcome to our three newest Local Advisory Council members, Sue Clyne, Steve McNeill, and Linden Buck! Thank you for your willingness to serve. I look forward to working with you.
- 2.3.14. The Please Advise Committee approved the installation of Spring Crest Window Coverings to be installed over the summer. Capital improvements and Booster funds will cover the cost.
- 2.3.15. 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) – No Report
- 3.3. St. Monica School (M. Ogrin)

3.3.1. Ogrin indicated that 1 additional person, Linden Buck, has expressed interest in joining the LAC

*Motion: Fr. Schmidt moves for the CSGK Board to approve Linden Buck as St. Monica LAC member, Brown seconds. Motion passes.*

### 4. Committee Reports

#### 4.1. Advancement Committee (K. Willard)

4.1.1. The committee discussed areas of focus for next year. 1) Strategically increase messaging /presence to parishes (particularly those without a school) – students, in uniform, at Masses; consistent bulletin information about “return on investment,” thanks for parishes’ financial support; 2) Update website content – list of scholarships, examples of past spending (both designated gifts and unrestricted funds) and future priorities; 3) Stewardship opportunities – scholarship luncheon or other opportunity for sponsor to connect with student(s) they support, LAC-hosted donor thank you reception, bring people into schools whenever possible (All-school Mass, Special Persons Day, class reunions)

#### 4.2. Advancement Review (K. Willard)

- 4.2.1. Hackett hosted its second legacy family brunch on June 4, the morning of Commencement. Forty-five guests attended, including 23 alumni from the classes of 1948-2015.
- 4.2.2. The spring edition of the Irish Pride is on its way to alumni, parents, and friends of CSGK. This edition is themed around service (by current students as well as alumni) and also includes coverage of the athletic hall of fame induction.
- 4.2.3. The annual fund has met its goal, with \$155,553.65 in unrestricted gifts given to date. Overall, CSGK has raised \$644,887.10 this fiscal year.
- 4.2.4. The final Annual Fund appeal letter was mailed in May; email and social media messages will go out in late June leading up to the end of the fiscal year.
- 4.2.5. St. Monica will be participating in the Student Spaceflight Experiments Program in the 2017-18 school year. The Advancement office will be working with Becky and the St. Monica Boosters to secure \$17,000 in funding for the program.
- 4.2.6. The St. Augustine Legacy Golf Outing is happening today! All signs point to a successful and enjoyable event.
- 4.2.7. Four HCP scholarship sponsors, or their representatives, attended Hackett's Awards Night on May 24 and presented their scholarships personally to the recipients onstage.

#### 4.3. Marketing/Enrollment Committee (S. Gillig)

4.3.1. The Committee met for one final time for the 2016-17 school year. We discussed the following key areas of focus for the 2017-18 academic year: 1) How can we enhance the CSGK presence in the parishes? We discussed coordinating the HCP team mass schedule with the parishes to involve student in gift bearing,

readings, and serving donuts after Mass. We can also use this opportunity to involve our elementary school students as well. We are exploring this opportunity for next school year. 2) Could we schedule a CSGK Back to School Mass? We are looking at the possibility of hosting a Mass August 27, 2017. To date, we do not have confirmation on this event. 3) Upcoming Event: Miranda Park Party at Bronson Park, July 6, 2017 from Noon – 2pm.

4.3.2. The Committee is also focused on Recruitment and Retention and welcomes new members.

4.4. Enrollment Review (S. Gillig)

4.4.1. As the school year ends, the Enrollment Office remains open. Staff is available to tours at HCP and is available to coordinate visits to St. Augustine and St. Monica. The best way to contact staff is during the summer is via email

4.4.2. To date, there are two families who have expressed interest in visiting Hackett in the next few weeks to enroll their student. We are still waiting to finalize international student enrollments. We expect to receive more international student applications in August.

4.4.3. CSGK Enrollment Yard signs are visible in our supporting parish parking lot entrances. HCP Class of 2017 Yard signs are scattered throughout the Kalamazoo area.

4.4.4. Plans are underway for recruiting and new student /family events, marketing tactics and website updates for the 17-18 academic year.

4.4.5. The Enrollment Committee met May 31, 2017.

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) – No Report

*Motion: Fr. Schmidt moves to approve the Consent Agenda; Brown seconds. Motion passes.*

5. Financial Review (K. VanderMolen)

5.1 Finance committee reviewed the May 31, 2017 financial statements. No concerns, on track with budget. We are projecting to break even or have a small surplus, as budgeted.

5.2 Enrollment reviewed – see report.

5.3 Kate provided an update on advancement and will cover at board meeting as well.

5.4 Committee reviewed cafeteria results. May ended better than expected. The year-end projection was updated and is expected to be at a loss of approximately \$4,500, which is an improvement from prior year (loss of \$20,000)

5.5 Next Finance Committee meeting is scheduled for Wednesday, July 26th, 2017, 3:15 at Hackett.

*Motion: Fr. Schmidt moves to approve the May 31, 2017 Financial Statements; Brown seconds. Motion passes.*

4. Other Business

6.1 Discussed enrollment. Hackett enrollment numbers do not include 8-10 expected international students. The expectation is that Hackett will be within 1-2 students of goal. Both elementaries are currently over the budgeted projections for 2017-18.

4.4. Several CSGK Board positions will be open for the 2017-18 school year. Prospective board members will be sought and edits to the solicitation for the parish bulletins, CSGK website and Diocesan website should be submitted to S. Clark.

*Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the regular meeting and move into Executive Session; Brown seconds. Motion passes.*