

## Minutes of October 27, 2017 CSGK Board Meeting

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

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

**Opening Prayer:** Fr. Schmidt

**Approval of Agenda:** October 27, 2017

Motion: Fr. Schmidt move to approve Agenda; Tim Harding seconds. Motion Pass

**CSGK Board Secretary Election:** Mark Romstadt has agreed to serve role as Board Secretary

Motion: Father Schmidt moves to approve appointment; Fr. Farrell seconds. Motion Pass

### Approval of Consent Agenda:

1. Minutes: September 22, 2017
2. Principal Reports

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

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

- 2.1.1. The Respect Life Team participated in the Life Chain on Sunday, October 1. We had 19 students and many family members that joined in the event. The Respect Life trip to Washington DC is currently being planned. Kelli Rider is organizing the group and the event.
- 2.1.2. The 2018 Rome trip is being planned. There are 42 participants, including chaperones.
- 2.1.3. The Hackett Agnus Dei group (for young women) and Ad Glorium Dei group (for young men) meets weekly.
- 2.1.4. Seniors have gone through their second round of mentor meetings. They are working on the rough draft of their papers. Juniors have begun topic selection and primary sourced collection.
- 2.1.5. Teachers and staff attended the Diocesan Convocation on October 13. There were many positive takeaways from the key note speakers and breakout sessions.
- 2.1.6. We have some students who will be helping out at the Kalamazoo United prayer event on Sunday, October 29. Plans are also being made for Deacon Lucas/Father Adams and a teacher from Kalamazoo Christina to visit the other school and talk about differences in the faiths.
- 2.1.7. HCP students will celebrate All Saints Day with a Mass on Wednesday, November 1, at 10:45am.
- 2.1.8. We will hold our annual All Souls Mass in the HCP Chapel on Thursday, November 2, at 10:30am.

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

- 2.1.9. All teachers attended the Diocesan Professional Development Day on September 29.
- 2.1.10. Our Tennis team was named Academic All-State. We expect that one or two other fall sports teams will also earn that honor.
- 2.1.11. Our Junior class along with 26 Freshmen/Sophomores, took the PSAT on October 11.
- 2.1.12. Mrs. Ulbrich has been working with seniors on post-secondary plans, including college essays and applications.
- 2.1.13. Since the beginning of school we have had 30 college visits for juniors/seniors
- 2.1.14. We are now partnered with the Michigan College Access Network, providing services to our seniors. The goal is to help each senior have at least one college application completed by November 1.

- 2.1.15. We are restructuring our Student Leadership Team (a group of junior/senior leaders who meet with freshmen) to provide more one-on-one contact with freshmen.
- 2.1.16. TJ Tyus is working with freshmen on the virtues we focus on in our student handbook.
- 2.1.17. We are offering Spanish V this year, with students having the option of taking the AP Spanish Exam in May.
- 2.1.18. Mrs. Ulbrich and Mr. Kosmerick have been meeting with Aquinas College regarding dual-enrollment possibilities

***School Governance/Funding:***

- 2.1.19. Plans are moving forward with the lower foyer bathroom project (hopefully). We have decided on an architecture firm.
- 2.1.20. We are waiting for our new parking lot light pole to arrive and be installed. Hopefully that will occur in the next month.
- 2.1.21. Reconstruction of the Training Room will begin shortly, after the Great Backup of '17.

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

***Faith:***

- 2.2.1. Andra met with the new DRE for St. Augustine and St. Thomas More parishes on October 20. Bret Sunnerville joins the parishes to oversee Religious Education and RCIA. Religious Education classes will continue to meet in the school building on Monday nights.
- 2.2.2. All teachers attended the Diocese of Kalamazoo Convocation Oct. 13. The theme for 2017 was Missionary Discipleship.
- 2.2.3. As part of their commitment to service, a group of 8<sup>th</sup> grade students planned activities for the Month of the Rosary, focused on praying for our service men and women, as well as helping Blue Star Moms collect gift items to send overseas at Christmas. We prayed a Living Rosary October 9 and we kicked off both the BSM collection challenge and a Virtue Challenge on October 9. The month will continue with prayer, letters and cards written to active duty military and will conclude with a Flag Retirement ceremony on November 10.

***Knowledge:***

- 2.2.4. We completed NWEA MAP testing October 2. Results will be posted to website with next Monday Mailing.
- 2.2.5. Teachers in grades 2 – 5 have identified 18 students that would benefit from Title I support services. This is significantly more students than in prior years. We are working with SLD Read to identify those in most need of support. By limiting the number of students receiving support through SLD Read/Title I, we can offer them more lessons through the school year. The remaining students will be served by classroom teachers, using the Fountas and Spinnell Leveled Literacy Intervention course that we have purchased for grades K-5.
- 2.2.6. We hosted a pep rally on our back field the week of HCP's homecoming.
- 2.2.7. All teachers attended the Diocese of Kalamazoo Professional Development Day on September 29.
- 2.2.8. Parent Teacher Conferences October 4 and 5 were very well attended. The Food Service folks were present, giving parents and students samples of lunch menu items. Teachers handed out Legacy Celebration Save the Date postcards.
- 2.2.9. The Lady Irish have nearly finished their volleyball season, competing in a new league, the Southwestern Athletic Conference.
- 2.2.10. We welcome Laura Boddicker as our middle school math teacher for 17-18.
- 2.2.11. Author Jeffrey Brown visited with our K-5 students on October 16, the first day of our week-long book fair. We partnered with Book Bug again this year to support our local book vendors.
- 2.2.12. Teachers met to review initiatives started last school year – CHAMPS, Virtues education and to review our updated Code of Conduct, which incorporates the language of cultivating virtues. WE also reviewed the Catholic School Standards and the School Improvement Plan for 17-18. Teachers met an additional time to become familiar with Observation and establishing growth plans within the new online platform.

**Stewardship:**

- 2.2.13. Andra met with room parents for coffee on September 20. The meeting was to brainstorm ideas for Legacy Celebration classroom auction items.
- 2.2.14. Lisa Irwin gave teachers a 2 hour presentation on the principles of Catholic Social Teaching, and growing a culture of stewardship in a Catholic school on September 20. A committee of teachers updated our service opportunities for many grade levels, and worked to expand the service to each community so that students were focused on stewardship throughout the school year.
- 2.2.15. Our SLC hosted a Red Cross Blood Drive October 20. They surpassed their goal, collecting 35 pints.

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

***Mission and Catholic Identity:***

- 2.3.1. All students, teachers, and office staff participate in a perpetual rosary each day during the Month of the Rosary.
- 2.3.2. Students in grades 3-8 received the Sacrament of Reconciliation during the last week of September.
- 2.3.3. Deacon Lucas will facilitate the second topic for the Parent/Student Bible and Catechism Study with students in grade 3 next week. The topic will cover "Scapulars and Medals".
- 2.3.4. The Student Council is sponsoring a Guess the Saint contest highlighting saints of natural disasters as we encourage all classrooms to pray for recent victims of our world's natural disasters.
- 2.3.5. Grandparents'/Special Persons' Day was a beautiful celebration of families and the gift of life! We thank Bishop Bradley for celebrating Mass for us on this very special day!

***Academic Excellence:***

- 2.3.6. All teachers attended our annual diocesan in-service at the Radisson on September 29<sup>th</sup>.
- 2.3.7. This was an all-day professional development day for our teachers.
- 2.3.8. Students in grades 4-8 continue to work on designing the best possible experiment for selection to the International Space Station.
- 2.3.9. Fall NWEA MAP test results were shared at Student-led conferences last week and will be posted to the website next week. Dr. Kim St. Martin will be assisting me to disaggregate the results this school year, to guide instruction.

***School Governance:***

- 2.3.10. See link/draft/suggested document for a Self-Evaluation of Governing Bodies.
- 2.3.11. National Standards & Benchmarks for Effective Catholic Schools – Governing Bodies standards are suggested goal-setting elements for the LAC members to consider this school year (1.1; 1.2; 5.1; 5.2; 5.3, 5.4; 5.5, 5.6; 10.1; 10.7; 10.8; 13.2; 13.3)

***School Funding:***

- 2.3.12. We've had 3 tours in the last two days. The potential students are in Early Childhood, fifth grade, and seventh grade.
- 2.3.13. The school marketing post card should be ready for mailing by the end of next week.

**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 CSGK tailgate at the HCP Homecoming gamewas held on Friday, September 29 before the football game. An invitation was extended to all CSGK families, as well as parishioners of our supporting parishes. Over 350 guests attended; an increase of more than 100 people over the previous year. Special thanks to the Hackett Irish Marching Band for an additional pep performance at the tailgate.
- 4.1.2. Hackett Catholic Prep will again host an All Souls Day Mass for parents, alumni, and friends of Hackett on November 2. Guests are invited to share the names of deceased loved ones to be remembered at this Mass and school Masses throughout the month. They also have the opportunity to make a memorial contribution to the school.
- 4.1.3. The fall edition of the *Irish Pride* magazine and annual report of donors is underway.

**School Funding:**

- 4.1.4. To date, the annual fund is 10% to goal. Solicitations began in September, with faculty and staff. Alumni, parents, and friends will receive messages in November-December.
- 4.1.5. The finance committee discussed and determined that this year's annual appeal message will highlight our commitment to increasing teacher compensation. We will frame this as one of the uses of unrestricted gifts to CSGK; we are not establishing a separate fund for this purpose at this time.

Motion: Father Dan moves to approve Consent Agenda; Fr. Schmidt seconds. Motion Passes

5. Financial Review (M. Anderegg)

**School Funding:**

- 5.1. The Committee approved the June 30, 2017, financial statements resulting in net income of \$119,599. Also approved the June 30, 2017 Unrestricted Fund Balance
- 5.2. Reviewed 2017-18 final enrollment. We are thirty students over budget
- 5.3. Approved the architectural, Interior Design, Mechanical and Engineering Services for the restroom renovation/upgrades to the lower level restrooms at Hackett. The total cost is \$6,900.
- 5.4. Kate provided a report on the annual fund, which is at 11.7% of our total goal.

**Mission and Catholic Identity:**

- 5.5. Need to complete exit interviews via Survey Monkey for those families who left the CSGK system.

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

- 5.6. Given difficulty in finding some teachers for the current school year, the committee would like to work on a plan to gain better insight of our salary and benefit package to be able to compare to our local public school competition. We would also like to set a goal for making adjustments to our teachers to bring them closer to public school rates. Melissa and Ellen met to begin working on a comparison of compensation and benefits to the local public schools. There is one additional parent from St. Augustine who is interested in working on this project. Any committee or board members who are interested in assisting on the project, please contact Melissa.

Next Finance Committee Meeting, November 16, 2017, 3:30pm HCP Library

Motions: Father Schmidt moves to approve the June 30, 2017, Financial Statements and approve the June 30, 2017 Unrestricted Fund Balance. Mike Ogrin seconds. Motion Passes.

6. Other Business:

6.1. CSGK Subsidy - Pastors and Melissa working on plan for 2018/2019 school year. Decision by next meeting for planning purposes.

6.2. Committees: List of committees drafted by CSGK. Each committee should consist of Chairperson, CSGK Board member, Pastor, LAC member. Additional members from school communities may be assigned as well. Once committees are set Chairperson will set meeting time frames for their committee.

6.3. Agenda item for November meeting St. Ann's and St. Catherine's preschool programs

Motion: There being no other business before the Board, Father Schmidt moves to adjourn the meeting at 4:45pm. Brown seconds. Motion passes.

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### *Principal Reports*

#### **Hackett Catholic Prep Principal Report—NO REPORT**

**Administrative Position:** Hackett Catholic Prep Principal

**Administrator:** Brian Kosmerick

**Month Report:** November and December

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#### **St. Augustine Principal Report**

**Administrative Position:** St. Augustine Principal

**Administrator:** Andra Zommers

**Month Report:** November

#### **Brief summary of meeting/activities since last report:**

##### ***Faith:***

- Boy Scout Troop 224 hosted a Flag Retirement Ceremony on November 10, in celebration of Veterans Day.
- We celebrated All Saints Day asking parents to have a conversation with their children about their patron saints. Students completed an 'album page' on their patron saints and brought them in to school. The album is now displayed in our foyer.
- We had a school-wide celebration of El Dia de los Muertos, asking students to bring in trinkets or photos of their loved ones who have passed away. These are displayed on classroom prayer tables.
- Fr. McNally is working with all altar servers, refreshing their knowledge and polishing their skills.

##### ***Knowledge:***

- First quarter report cards were sent home October 24.
- Teachers have all completed the self-evaluation using the new professional growth site, iObservation. Friday's ½ day in-service will introduce them to the domains and elements within the domains to be used for goal setting.
- Teachers were required to attend the November 2 3pm session of Protect Young Eyes. Consistent messaging is important.
- On November 2, students all had a session with Protect Young Eyes, and we offered 2 sessions to parents. We had approx.. 60 participants between the 2 evening sessions.
- MAP results were shared with parents via Monday Mailing and our website.
- 5 students were chosen to perform with the MSBOA Middle School Honors Band on November 7.
- School Improvement Team met for the first time October 26.

- Three teachers, Jordan Appleyard, Raelynn Stein and Vicki VanSlambrouck are signed up to attend Catalyst University in January.

**Stewardship:**

- "School families" met for the first time October 26 to write letters to our military personnel.
- Student leaders built a float representing our Catholic schools and marched in the Holiday Parade November 11 behind the HCP band.
- Legacy Celebration 2017 is now behind us! We had 211 guests at the dinner/dance. Over the 2 events, our gross income is 79K.

**Administrative Position:** St. Augustine Principal

**Administrator:** Andra Zommers

**Month Report:** December

**Brief summary of meeting/activities since last report:**

**Faith:**

- The school is celebrating Advent using the Jesse Tree, its symbols and Scripture references as our guide.
- We are preparing for our Las Posadas celebration – learning traditional songs and verses in Spanish, as well as getting a glimpse in to the traditions celebrated by the Latino community during Advent. Please join us for Posadas on December 19 at 6pm in the gym. The celebration will be followed by a Fiesta with food being prepared by our Hispanic families.
- 8<sup>th</sup> grade students hosted the annual Senior Brunch following the morning mass on the Feast of the Immaculate Conception.

**Knowledge:**

- All teachers attended the training for our new Teacher Growth Program, through the platform iObservation on November 17. We are grateful to parents who allowed us to change the calendar, adding the ½ day of professional development to our year.
- We have begun using a feature called Skills Navigator within our NWEA assessment system. This is an additional help for our students and teachers, focusing on data to promote academic growth.
- Both the Fall Concert and the Band Concert for grades 6-8 were great. Well done students!
- Teachers received training on "Coaching" which is part of our Positive Behavior Support approach to dealing with classroom disruptions. Courtney Eiseler-Ward, our Spanish teacher is a trainer and has offered her expertise for teacher PD.

**Stewardship:**

- Students requested that we host a Dollar for Dustan day. We raised \$450 for the JCStrong Foundation.
- The Angel Tree is in our foyer, this year serving 18 families. Students collected food for Christmas food baskets on December 1<sup>st</sup>, Loaves and Fishes Day.
- 3 Short Throw projectors have been installed using Legacy Angel funds. These 3 teachers have been asked to actively use their projectors to ensure that the make, model, type, etc. is appropriate for our building and our needs.

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**St. Monica Principal Report- NO REPORT**

**Administrative Position:** St. Monica Principal

**Administrator:** Becky Reits

**Month Report:** November and December

*Local Advisory Council Reports*

**HACKETT CATHOLIC PREP LAC REPRESENTATIVE—NO REPORT**

**Board Position:** Hackett Catholic Prep LAC Representative  
**Board Member:** Tim Harding  
**Month Report:** November and December

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**ST. AUGUSTINE LAC REPRESENTATIVE—NO REPORT**

**Board Position:** St. Augustine School LAC Representative  
**Board Member:** Ellen Brown  
**Month Report:** November and December

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**ST. MONICA LAC REPRESENTATIVE—NO REPORT**

**Board Position:** St. Monica LAC Representative  
**Board Member:** Sue Clyne  
**Month Report:** November and December

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*Committee and Staff Reports*

**ADVANCEMENT REVIEW – NO REPORT**

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**CSGK and CSGK School Mission Statements**

CSGK Mission Statement

The Catholic Schools of Greater Kalamazoo is an unparalleled school system formed to develop hearts as well as minds through Gospel values, character formation, and Catholic faith experiences in an environment that nurtures life-long learning, commitment, and service to our church and civic community.

Hackett Catholic Prep Mission Statement

Hackett Catholic Prep is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

St. Augustine Cathedral School Mission Statement

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

St. Monica Catholic School Mission Statement

A Mission Ordered towards Reaching Eternal life.

“In the spirit of Saint John Paul II’s call for a New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharistic Christ and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other's salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives.”