

Minutes of April 22, 2016 CSGK Board Meeting

Attendees: Pastors: Msgr. Martin and Frs. Creagan, Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin; T. Harding; Principals: B. Kosmerick, B. Reits, A. Zommers; CSGK Staff: M. Anderegg, S. Gillig, P. Jodelis, K. Willard; Other Parish Staff: J. Emilio

Call to order: 3:30pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: April 22, 2016

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

Approval of Consent Agenda:

1. Minutes: March 18, 2016
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)—No Report
 - 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. We plan to begin an after school Children's Schola, to be organized and run by JoAnn Dunning in the 16-17 school year. This group would enhance our Fall and Spring concerts and serve as music ministers at some of our school Masses.
 - 2.2.2. Our Lenten celebration was beautiful. Students participated in a number of acts of mercy throughout the journey. We are grateful to Mrs. Martinez for organizing our celebration of Lent. The highlights were blankets made for the homeless, visiting the residents at Borgess Gardens, collecting books for incarcerated youth and collecting clothing for area shelters. We also received the sacrament of reconciliation and prayed the Stations of the Cross each week. Holy Week began with Mass and singing the Chaplet of Divine Mercy and Holy Thursday included a prayer service and washing of hands, also a beautiful celebration.
 - 2.2.3. Thank you to all our pastors who have been helping with school Masses while Monsignor recovers from surgery.
 - 2.2.4. Our Science Olympians did very well at both the Hudson Invitational and the WMU tournament. Congratulations to Tom Maihofer and Jessica Busk who serve as coaches for Science Olympiad. They now move on to the state tournament April 30.
 - 2.2.5. The Scholastic Book Fair ended the first week of March. These fairs is quite successful and provide about \$1000 in cash each time that we use to add books to our library collection. However, we will be working with the local bookstore, Book Bug, this fall. We want to try a local vendor and possibly receive better, more personalized service.
 - 2.2.6. At the suggestion of a parent, we explored the possibility of expanding our preschool program to include 2 ½ year old children. This would be a third group, in addition to our current 3 yr old and 4 yr old programs. We did our best to understand how this would affect the current program and what we could offer the younger children. We decided that to best serve a younger group of children, we would need to establish a 3rd classroom for preschool, which we don't have space for at this time. We are moving forward with the program as it is now, open to 3 year olds and 4 year olds.
 - 2.2.7. We celebrated Reading Month with a number of events. Thank you Miss Jones for organizing the activities.
 - 2.2.8. Third quarter ended March 11 and report cards were sent home before Spring Break.

- 2.2.9. The teachers' half day work day March 16 was a great gift. Teachers met to review all benchmarks ahead of the accreditation site visit. The work took all afternoon in to the evening, but we are confident of the information submitted to the site team.
 - 2.2.10. The Middle School has just begun the MStep process. It's very low key, in hopes of keeping it low stress for students.
 - 2.2.11. Phase IIIA of the Anchor Project appears to be moving forward. Jen Callahan called a meeting in February and since then, we have received the Bishop's approval of our plans. All contractors have been contacted, with work to begin the week that school lets out. Phase IIIA includes a reconfiguring of driveways and sidewalks along W. Michigan Ave., and installing pillars and fences, along with landscaping, along W. Michigan Ave.
 - 2.2.12. PTO has agreed to bring back grade-level potlucks next school year. They will be inviting a family from each grade to volunteer to host a potluck. It's about building community!
 - 2.2.13. Carpet was installed in the 2nd floor hallway during spring break and Rick Remynse is moving the access points project along.
 - 2.2.14. Andra attended the Downtown Kalamazoo Planning and Environmental Linkage Study Kickoff meeting. This group is looking at future needs for access, vehicles, pedestrians and bicycles in the downtown Kalamazoo area. W. Michigan Ave. is at the center of the study. We'll keep track of the meetings and relay information from the group to our constituencies as the study progresses.
 - 2.2.15. The Once in a Blue Moon Garage Sale was wildly successful! The sale exceeded the 10K mark, making \$10,115.58 for the work of the PTO in 16-17.
 - 2.2.16. Our TK student, Kyler Germinder, will be featured on Channel 8 Friday, the 22nd at 5pm. He has been nominated for the WOOD TV 8 Connecting with Community Award for his "Be Brave Bears" project, which began with the Theology Fair project he submitted in January.
 - 2.2.17. We head in to our accreditation site visit April 26 and 27. Please offer our school family in prayer!
- 2.3. St. Monica School (B. Reits)
- 2.3.1. Seventh grade will attend their retreat on the Year of Mercy on Thursday, April 21st. They will also make a pilgrimage to the Holy Door and receive the Sacrament of Reconciliation.
 - 2.3.2. Our students in first, second, and third grades will be visiting Park Place Assisted Living over the next month.
 - 2.3.3. Our school families raised \$515.87 for the Lenten Rice Bowl collections through CRS.
 - 2.3.4. The annual March Used Book Sale proceeds totaled \$162.23 and went to The Caring Network.
 - 2.3.5. The last Teacher hosted Coffee and Donuts has been rescheduled to April 24th.
 - 2.3.6. May Crowning is scheduled for Monday, May 2. Our All School Mass will be moved to Monday that week.
 - 2.3.7. The second grade students are baking and breaking bread each Friday, in preparation of their First Eucharist on May 7th at 11:00.
 - 2.3.8. Our STEM Challenge Day took place on March 31st, prior to spring break. There was a lot of excitement and student engagement as each group or individual showcased their project creativity and innovation. The students showed a great level of support for one another. Many parents also attended the events of the morning. Projects will be on display for two weeks.
 - 2.3.9. CHAMPS coaching has concluded for the school year; math coaching will wrap up in May. Gina will work on videotaping math lessons with her focus group so as to encourage peer observations among the group.

- 2.3.10. Becky attends the Educator Evaluation Conference on April 28 & 29 with other administrators and Margaret Erich, to streamline the teacher observation process. I hope to find alternatives for administrator evaluations, too.
 - 2.3.11. Science textbooks are being purchased diocesan-wide, this summer.
 - 2.3.12. Teachers are working on stages 2 & 3 of the science UbD curriculum through the end of the school year. They will design those stages for physical, life, and earth science, as well as STEM initiatives.
 - 2.3.13. NWEA MAPs will be administered May 2 - May 20 for students in grades K-7.
 - 2.3.14. Students in grade 8, with their parents, registered for classes at HCP in March.
 - 2.3.15. Congratulations to Madeleine Coffman who took 10th place in the statewide "America and Me" essay, sponsored by Farm Bureau Insurance. Madeleine will receive a plaque, a medallion, and a cash award of \$1,000.00. In addition, the top ten essayists will be honored at a banquet in Lansing, meet with Michigan's top governmental leaders, and be the featured guests at a Lansing Lugnuts minor league baseball game dedicated in their honor.
 - 2.3.16. Sarah Aiello recently earned 4th place in the Barnes and Nobles "My Favorite Teacher" competition. Sarah wrote a poem honoring Mrs. Meagan McAfee. Both attended a ceremony on April 16th.
 - 2.3.17. Thank you to the LAC members who were able to provide names and contact information (referrals) to the school.
 - 2.3.18. Our Ambassador Family group is starting up and will report out via monthly Booster meetings. Four parents are driving this effort, currently, and are working with Nina Laney, Diocesan Advancement Director to create their plan of action. Once off the ground, the group will also work with Sarah Gillig, CSGK Enrollment Director, in order to streamline efforts.
 - 2.3.19. The school's drinking fountains have all been replaced and 4 new basketball hoops were installed over break. These capital improvements were funded by parent donors from the Booster Bash's Silent Auction.
 - 2.3.20. We are still awaiting approval from the Please Advise Committee to install additional access points for future technology upgrades. This has been approved by the CSGK Board.
 - 2.3.21. On March 14, Christopher was enrolled in the Early Childhood classroom and Jack was enrolled in kindergarten. Both students seem to have settled in very well.
 - 2.3.22. Second grade student, Max, experienced his first day at St. Monica School on Monday. Max will only be with us through the end of the school year as he returns to Russia after the summer.
 - 2.3.23. Milo shadowed in fifth grade today, Thursday, April 14; Harper and Piper shadow in kindergarten and first grades tomorrow.
 - 2.3.24. Forty more CPU's have been donated to us by Western Michigan University. Thank you to Kevin Kavanaugh for these gifts to our school. They are saving our school a lot of money.
 - 2.3.25. Boosters funded an additional iPad cart that was delivered prior to spring break and will be housed in room 110.
- 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)—No Report
 - 4. Committee Reports
 - 4.1. Advancement Committee (K. Willard)—No Report
 - 4.2. Advancement Review (K. Willard)
 - 4.2.1. The spring *Irish Pride* reached mailboxes this week.

- 4.2.2. The Hackett Athletic Hall of Fame Induction dinner will be held on Friday, April 29 at 6:00 p.m. in the HCP cafeteria.
- 4.2.3. Hackett will host a reception for legacy families as part of this spring's commencement celebration. Graduates with a parent and/or grandparent who also graduated from Hackett, O'Brien, or St. Augustine will be invited to attend with their families.
- 4.2.4. To date, CSGK has raised \$464,244 in the 2015-16 fiscal year. \$163,533 are unrestricted funds, including \$113,491 in unrestricted CSGK funds.
- 4.2.5. Kalamazoo Regional Catholic Schools Foundation funds held at the Kalamazoo Community Foundation have been disbursed. The majority of our funds, held through the Michigan Catholic Conference, will be arriving within the month.
- 4.3. Marketing/Enrollment Committee (S. Gillig)
 - 4.3.1. The committee met April 12, 2016. The purpose of the meeting was to gather feedback on a plan for upgrading/implementing the Parent Ambassador program. This is a program that the Diocese of Kalamazoo along with Partners in Mission promotes as a highly effective recruitment tool. Each of the schools has a team identified to work on this program at their respective schools. Additionally we would like to pull the leaders of each parent ambassador program together to work on developing more parish outreach.
- 4.4. Enrollment Review (S. Gillig)
 - 4.4.1. Recruitment: Ellen Brown, Brian Mullally, and I took the CSGK survey on a road trip this month visiting as many pastors as we could and will wrap it up this week. We have thoroughly enjoyed meeting with the pastors and have received positive and insightful feedback. Our next step is to begin the planning phase for the distribution of the surveys in the individual parishes. We look at this survey as a method of creating dialog with our supporting parishes as well as a marketing piece.
 - 4.4.2. Hackett Catholic Prep formally accepted two international students from China for the 2016-17 school year. We received tuition payment (\$10,818/student) from the agency, Each Future. This agency secures all housing in the United States for the students; they are always looking for host families. Although, HCP does not want to assume any responsibility for securing host families, we are willing to spread the word for Each Future. Please contact me if you know anyone who may be interested in hosting a family. I can pass their name on to our representative for Each Future. So far we are pleased with the quality of students and the professionalism of the agency. We look forward to a positive experience with these students in the 2016-17 school year.
 - 4.4.3. Each Future reports they have at least two more Asian students that are interested in studying at Hackett in the fall. We have agreed to take up to 5 students for the 2016-17 school year.
 - 4.4.4. Charles Heidelberg and I attended a conference last week on *Visas for High School Students*. We are preparing to be DSOs (Designated School Officials) which means we will have the ability to accept/update student visa status for our international students.
 - 4.4.5. Two interested families visited Hackett during the month of April. Both families have a prospective freshmen; one student is currently a Home school student; the second student is currently an eighth grade student at Otsego Middle school.
 - 4.4.6. Hackett Catholic Prep hosted an Incoming Freshman Dance Saturday, April 16 and on Sunday, April 17, incoming freshman with their families joined us for mass in our chapel followed by a breakfast.
 - 4.4.7. We continue to promote our schools with social media. Last week we capitalized on the National Volunteer Appreciation week campaign and highlighted Alternative Spring Break

among other student volunteer photos. We also highlighted each athletic team's home opener. Please remember to like, share, and brag about our schools.

4.5. Strategic Planning Committee (P. Jodelis)

4.5.1. Hackett Catholic Prep Hackett Catholic Prep sent out the parent survey and is in the process of sending out the student, faculty and alumni questionnaires' via Survey Monkey. The committee has held meetings every other Thursday since the first of the year. Their completion date for the data gathering portion of the planning process is the end of May. Their goal is to have a rough draft ready by the end of May. Nikki Smith is the head of this committee.

4.5.2. St Augustine is undertaking a self-study and preparing for a site visit.

4.5.3. St Monica is evaluating their current Strategic Plan.

4.6. Communications Review (P. Jodelis)

4.6.1. The Irish Pride Magazine Spring edition featuring the 2016 and 1969 Regional Men's Basketball Teams was sent out on April 1st. The Bishops' Award and Distinguished Alumni recipients were also featured.

4.6.2. The 24th Annual Kalamazoo Area Catholic Schools Athletic Hall of fame Inductees for 2016 were featured in a one page article and submitted to the 8 supporting parishes for distribution.

4.6.3. Steve Clark and I met with Margaret Erich and Vicky Cessna to see if CSGK Schools could have more "coverage" in the diocese's publication called the "Good News". We are waiting for financial data but it seems (fingers crossed) we will have one maybe two "pull out regional sections" covering our CSGK school in the "Good News" starting in the new 2016-17 school year. This would help fill the void the Kalamazoo Gazette's lack of local education reporting has created.

4.6.4. Hackett Catholic Prep's website has been changed to reflect the ad in FYI Magazine's Camp edition which is currently on the newsstands. The ad highlights the Hackett Summer Camp Program which targets elementary and middle school students.

4.6.5. A feature article on the 20th Anniversary of St Augustine's Blue Moon Sale was written and submitted to the Kalamazoo Gazette and Mlive but they did not print our press release. When asked why? The Gazette responded, *"We're not able to write a story on the event every year, but I do have a thought for future years. If you have any wild or unusual items for sale, or a list of these items, let us know. The unexpected makes for a good story, and can be a good hook for bringing an event beyond a calendar listing."*

4.6.6. We are working on improving all schools websites by adding additional photos, improving the content and highlighting our Catholic Identity.

4.6.7. Since the beginning of September 2015, we have sent out 15 media packets. We have had multiple articles featuring our CSGK schools appear in *The Catholic Weekly*, *The Good News*, *The Kalamazoo Gazette*, *Mlive* and *The National Catholic Register*. WWMT Channel 3 also ran a story on our 50th Dedication Celebration. The list of articles include: "School Begins at SMCS w/New Playground", "Hackett Catholic Prep Celebrates 50th Anniversary", "CSGK Families Travel to See Pope Francis", Msgr. Osborn talks about rosary with SMCS kids", HCP "50th Anniversary Open House", "Hackett Earns Michigan Milestone Award", "CSGK Kids give Thanks through Service", "Jimmy Cobb Plays Jazz with Hackett Students", "Pfizer gives St Monica kids glimpse of Lab careers", "Angle Tree let's kids help kids at St. Augustine Cathedral School", Gordon Family and their commitment to Catholic Schools, Catholic Schools Week Mass with photos, Ash Wednesday Services, Maker Fair at St Monica.

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. Remynse)—No Report
- 4.12. Enhancing Community (S. Bradshaw)
 - 4.12.1. Organized the scheduled Group Mass for April 24th. The following Hackett teams will be participating in a group Mass on Sunday, April 24th: Baseball, Softball, and Track (at the 11am Mass at St. Catherine of Siena) and Girls' Soccer, Boys' Golf, and Girls' Tennis (at the 11:30am Mass at St. Thomas More).

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

- 5. Financial Review (K. VanderMolen)
 - 5.1. The committee reviewed the March 31, 2016 financial statements. Expenditures were at 76.1%, which is just over 75% (9/12) of fiscal year, see explanations of fluctuations attached.
 - 5.2. Committee members continue to work on different tuition methods.
 - 5.3. The committee reviewed enrollment data. As of April 22, 2016, there are 306 students enrolled at the CSGK schools. 118 at St. Augustine, 108 at St. Monica, and 80 at Hackett Catholic Prep. The final date for early enrollment is April 29th, 2016.
 - 5.4. The next Finance Committee meeting is scheduled for Thursday, May 12th, 2016, 3:15 at Hackett.

Motion: Fr. Schmidt moves to approve the March 31, 2016 financial statements; Brown seconds. Motion passes.

- 6. Other Business
 - 6.1. Clark requested that all Committee Chairs provide a year-end report for the next meeting and that goals for the 2016-2017 year be given so that the board can discuss these items at the June meeting.
 - 6.2. Enrollment Survey: A group from the Marketing/Enrollment Committee met with all the Pastors from our supporting parishes. The committee was seeking ideas on how to best deliver the survey to parishioners. The survey will be available both in paper and electronic form and should be given around the 3rd or 4th week of May.
- 7. The next meeting is scheduled for Friday, May 20th, 2016, at 3:30pm in Hackett's library. An Executive Session (for voting members) will follow this meeting.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Msgr. Martin seconds. Motion passes. The meeting was adjourned at 3:58pm.