

## **No Minutes of April 28, 2017 CSGK Board: No Meeting**

### **Email Motion & Submitted Reports Below**

April 27, 2017 Email

*Motion via Email: No meeting held March 24, 2017, so no minutes to approve.*

*Motion via Email: Clark moves to approve the April 28, 2017 Consent Agenda and Reports; Fr. Schmidt seconds. Motion passes.*

*Motion via Email: Clark moves to approve the March 31, 2017 Financial Statements; Fr. Schmidt seconds. Motion passes.*

*Motion via Email: Clark moves to approve capital improvements \$8,033 for the replacement of two light poles at Hackett Catholic Prep; Fr. Schmidt seconds. Motion passes.*

*Motion via Email: Clark moves to approve capital improvements of \$25,261 for window coverings at St. Monica School; Fr. Schmidt seconds. Motion passes.*

### **Board Reports Submitted**

#### **St. Augustine Catholic School Principal**

**Board Member:** Andra Zommers

**Month Report:** Feb 17 through April 10

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

##### **Faith:**

- This year's Lenten focus was Pope Francis' message: "The Word is a gift. Other persons are a gift." We began our Lenten journey reflecting on the parable of Lazarus from Luke's Gospel. We participate in our traditional Lenten activities, praying the Stations of the Cross on Fridays, participating in Rice Bowl, as well as praying the Chaplet of Divine Mercy each morning. 5th grade presented "The Living Stations" to the entire school on Holy Thursday.
- Retreats for all three divisions were hosted during March. Thank you to St. Ann for allowing our 6-8 to use their facilities, and thank you to St. Catherine for allowing both K-2 and 3-5 to host retreats at their facility. This year, grade 5 students planned and led the entire retreat for students in grades 3 and 4.
- We have started new rotations for altar servers. We have teams of 3 seventh/eighth boys or 3 seventh/eighth girls serve school Masses. Students in grades 5 and 6 serve at daily Mass, 12:10, two 5th graders led by one 8th grader. This gives them more opportunity to practice serving in a smaller setting.

##### **Knowledge:**

- Science Olympiad and Odyssey of the Mind teams participated in regional tournaments February 18. 1 of our Odyssey teams participated in the state competition in March and placed 6th. Science Olympians also participated in the state tournament in March.
- The Lady Irish took the first place trophy in the Small Schools League Basketball tournament. We have made the decision to move to the Southwestern Athletic Conference (SAC) in order to compete against schools of a comparable size.

- Reading Month was celebrated throughout March with a number of 'fun' days, as well as reading logs and activities to encourage reading. Two parents organized our Book Fair through the BookBug. The culmination of the month was our local "Bring it on Book Challenge", where we had 8 teams compete for the honor of representing us at the Regional Challenge. The regional challenge was hosted by St. A and teams from 6 schools participated. This year St. A won the challenge!
- Teachers spent a staff meeting discussing grading practices K-8. The goal is to provide a consistent and developmentally appropriate experience to all students, including defining grades, opportunities for re-testing and weighting of grades on report cards.
- 7th and 8th grade students participated in their first ever band festival. Thank you Mr. Peters!
- Two students participated in the Knights of Columbus State Spelling Bee over spring break. Thaddeus Nowak placed 3rd in state!
- We are incredibly proud of our 4 current students and many graduates who performed in HCPs musical, "The Sound of Music".
- Grades 3-5 and 6-8 are working with WMU and Stewards of Kleinstuck to complete their first STREAM units by the end of the year.

#### ***Stewardship:***

- Teachers had a long conversation on service projects. We'd like to update our service opportunities to best fit the needs of our students and to cultivate a connection with the people we serve. A committee of teachers has been formed to complete this task ahead of 17-18.
- The PTO hosted an incredibly successful Daddy Daughter Dance. 99 families participated! The Blue Moon Sale was a great event, bringing in \$5800 for the work of the PTO.
- One of our current families spoke at the Spanish Mass at St. Joseph parish March 12. Our hope is to bring more Latino families in to our schools.
- We hosted 2 'enrollment mornings' in our CPU lab with support from our enrollment and business offices, as well as translators for our Spanish speaking families. This was a successful venture. We had about 12 families in between the 2 days.
- Laura Ynclan submitted a grant on the school's behalf for cafeteria upgrades and wellness program equipment.
- We have scheduled Chris McKenna, Protecting Young Eyes, to speak to all of our students, as well as our parents, May 10.

### **St. Monica Catholic School Principal**

**Board Member:** Becky Reits

**Month Report:** April

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

- We congratulate Jim & Julie Douglass, Aimee Reasoner, and Amy Aiello who entered into full communion with the Mystical Body of Christ by becoming Catholic this Easter!
- Our eighth grade students will receive the Sacrament of Confirmation next Saturday, April 29<sup>th</sup> at 9:00 a.m.
- Teachers and parents were encouraged to show support for life on Friday, April 21<sup>st</sup>, National Pro-Life T-Shirt Day.
- Our last Student-led Sunday Mass was scheduled on Sunday, April 23, with coffee and donuts to immediately follow in the Parish Community Building. We had a fair turnout for the busy springtime of the school year.
- We will celebrate our annual May Crowning with an All School Mass and crowning ceremony in the Mary Garden on Monday, May 1.

- The Sisters of St. Joseph have created prayer cards and small gifts for each of our students in second and eighth grades as they prepare in their final days before receiving the sacraments of First Eucharist and Confirmation. The Sisters will host a small cookie reception on Saturday, April 29<sup>th</sup> at 1:30 for any parent/students/teachers of these grades to attend.
- Congratulations to Ping Smith and Megan Bowden who have been recognized as finalists in *The Evangelizing Family* diocesan student contest. Ping was awarded 1<sup>st</sup> place in her division for her entry, "Giving Hands" and Megan was awarded Honorable Mention for her entry, "Giving Tree".

**Academic Excellence:**

- We congratulate Katey Reasoner, Lauren Rex, and Alex Blasen for their acceptance into the KAMSC program for the 2017-2018 school year.
- Teachers continue to work each week on developing stages 2 & 3 for the diocesan ELA curriculum. All is going as planned and should be completed by the beginning of June.
- Students in grades K-8 will participate in our annual spring music concert on the evening of May 23<sup>rd</sup> at 6:30 p.m.
- Miss Rachael Carr will be substituting for Mrs. Hammer while she is on maternity leave in May. Miss Alanna Kenney will teach theology each day during this time.
- Final formal teacher observations and evaluations will be scheduled and completed throughout the month of May.
- We plan to purchase new science textbooks that align with the NGSS performance expectations outlined for students in grades 6-8. We are aligning our middle school standards with those of the Michigan Science Teaching and Assessment Reform (Mi-STAR) course progression.

**School Governance:**

- We've held two RenWeb enrollment session with Michele Buchmann in our technology lab.
- Third quarter report cards were distributed via parent emails prior to spring break. The fourth and final quarter of the school year will illustrate grades in all four quarters. All teachers are using the gradebook option within RenWeb during the fourth quarter.
- LAC nomination and information forms have been made available electronically to parents yet this week. Four open seats exist on the LAC for next school year.

**School Funding:**

- The CSGK administrators are working together on a shared-time arrangement for the 2017-2018 school year that should alleviate some pressure on our collective CSGK budget. More details to follow when details become finalized.
- Our capital improvement funds and Boosters plan to cover the cost for replacement window coverings for the remaining classrooms, once approved by the Please Advise Committee. The three required quotes have been submitted and approved by the finance committee.
- The March financials show that we are well under-budget for the fiscal year. The one item not yet included on the expense portion of the line items is the payment for insurance benefits. The cost is roughly \$20,000 that will bring our expenses to 71.2% at this time of the year.

**Advancement Review**

**Board Member:** Kate Willard

**Month Report:** April 2017

**Date of meeting/activities:** Ongoing through April 28, 2017

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

***Mission and Catholic Identity:***

The spring edition of the *Irish Pride* will be mailed next month.

The end of school edition of the *Irish Connect* will be published in June.

The 25<sup>th</sup> annual Kalamazoo Area Catholic Schools Athletic Hall of Fame induction ceremony will be held this evening, April 28. Five alumni and one long-time supporter of the Irish will be inducted. For the first time, the Hall of Fame will also recognize teams. The first men's (1929 football) and women's (1997 cross country) teams to be state champions will be recognized this year.

***School Funding:***

To date, the annual fund is 93% to our unrestricted goal. Overall, CSGK has raised \$591,205.53 this fiscal year.

The final mailed Annual Fund appeal letter will go out in May.

The St. Augustine LAC has been publishing a series of Annual Fund facts in weekly parent emails, and LAC members in April signed notes to each family either thanking them for making a gift, or encouraging them to do so this year. We are evaluating the result (in increased awareness and increased giving) with the hope of replicating these communications CSGK-wide.

Members of the Turner family have established a new scholarship at St. Augustine in memory of Sue Turner, grandmother of five St. Augustine students. The scholarship will be awarded to a 4<sup>th</sup> grade student, as Mrs. Turner once taught 4<sup>th</sup> grade. The scholarship, in the amount of \$250, will begin in 2017-2018.

**Enrollment Review**

**CSGK Staff Position:** Enrollment Director

**CSGK Staff Member:** Sarah Gillig

**Month Report:** April 2017

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

***Mission and Catholic Identity:***

- The early enrollment deadline is Friday, April 28, 2017
- Check out the Enrollment posters we have added to the parish vestibules.
- Yard signs promoting CSGK schools coming soon to parish entrances/exits. These will be visible for several weeks and then again in August for the back to school enrollment push.
- St. Monica and St. Augustine have one more Open House May 23, 2017.
- The advancement team has been busy promoting the Mary K. Carr scholarship this month visiting religious education classes at supporting parishes, local private schools, and the KIA.
- The next IRISH CONNECT is scheduled to be in parish bulletins the weekend of June 10 and 11.
- We have some exciting things to promote in the next month including May Crowning celebrations, National College Decision Day, STEM Fair at St. Monica, Special Persons Day at St. Augustine, Top Ten, Capstone Finalists, and scholarship recipients. Follow our schools social media pages, and help us share all our good news!
- April 28- Enrollment Registration and Tuition Grant Application Due

**Enhancing Community Committee**

**Board Position:** CSGK Secretary

**Board Member:** Susan Bradshaw

**Month Report:** April

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

***Catholic Identity:***

- The 6<sup>th</sup> and last scheduled group mass attendance was Sunday, April 23<sup>rd</sup>. The Hackett Baseball, Softball, and Track Teams attended Mass together at the 11:15am Mass at St. Ambrose. The Hackett Girls' Soccer, Girls' Tennis, Boys' Golf, and Lacrosse Teams attended Mass together at the 11:15 am Mass at St. Joseph.
- I attended the Mass at St. Joseph which was well attended by the student athletes and coaches from Hackett. We were given a warm reception at the beginning of Mass by the parish personnel and parishioners of St. Joseph. Two of our students were selected to bring up the Gifts before the Eucharist.

**Financial Review**

**Board Position:** Treasurer and Finance Committee Chair

**Board Member:** Kristy VanderMolen

**Staff Member:** Melissa Anderegg (Business Manager)

**Month Report:** April

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

***School Funding:***

- Finance committee reviewed the March 31, 2017 financial statements. See narrative for variance explanations. No concerns, on track with budget.
- Enrollment reviewed – see report.
- Capital expenditure needs:
  - Finance approved \$5,700 replacement of skylights at Hackett. No board approval necessary due to under \$10,000. Fund balance reserved for capital will be used.
  - Finance approved \$12,750 replacement of two light poles at Hackett. One light pole was knocked down in a wind storm and we received insurance proceeds of \$4,017. The poles were installed in the mid 1980's so we would like to replace both lights at the same time. We will also receive a rebate of \$700 for using energy efficient LED lighting. The net cost will be \$8,033. Fund balance reserved for capital will be used.
  - Finance approved \$25,261 for window coverings for St. Monica. We have replaced some window coverings over the past two summers and would like to replace the rest of the rooms in the building this year. Fund balance reserved for capital will be used.
- Kate gave an update on advancement and will cover at board meeting as well.
- Committee approved the allocation of the Kalamazoo Community Foundation distribution. Total distribution was \$30,454.70 and the committee approved allocating evenly among the three schools to be used for tuition assistance.
- Committee reviewed cafeteria results and net income as well as total meal counts are up at the schools. Committee will continue to monitor results.

**Action/Motions required of Board (if any):**

- **Approve the March 31, 2017 Financial Statements**
- **Approve the replacement of two light poles at Hackett for a net cost of \$8,033.**
- **Approve the window coverings at St. Monica for \$25,261.**

**Next steps:** Next Finance Committee meeting is scheduled for Thursday May 11th, 2017, 3:15 at Hackett.