

Minutes of August 26, 2016 CSGK Board Meeting

Attendees: Pastors: Frs. Farrell, Hyman, O'Leary, Richardson, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: B. Reits and A. Zommers; CSGK Staff: M. Anderegg and S. Gillig; Other Parish Staff: J. Emilio

Call to order: 3:30pm

Opening Prayer: Fr. Hyman

Approval of Agenda: August 26, 2016

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

Approval of Consent Agenda:

1. Minutes: June 24, 2016/No July meeting; no minutes/Electronic Motion July 19, 2016
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)—No Report
 - 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. Teachers attended retreat together with St. Monica, Immaculate Conception and HCP. This year we visited the Shrine of Chris's Passion in St. John, IN.
 - 2.2.2. The school will begin its focus on virtues, using the Disciples in Christ, Education in Virtue Program. Sr. John Dominic will be joining us for parent information afternoon and teacher training on September 30.
 - 2.2.3. 1 parent completed Catechesis of the Good Shepherd Level I training and Mary Keyte completed Level III training. Atrium will now extend in to the 6th grade.
 - 2.2.4. Andra met with Monsignor Osborn and Fr. Marotti for a quick (2hr.!!) introduction to the school on August 11.
 - 2.2.5. Teachers participated in a professional development day, August 16. Pam Bernards of NCEA joined us for a day of STREAM training – project based learning, integrating Science, Religion, Technology, Engineering, Art and Math in to one unit. 5 teachers, gr. 3-5, participated in an online course through Learner's Edge on project based learning. 5 teachers, gr. 6-8, participated in TRAC, Transportation and Civil Engineering, on integration of engineering.
 - 2.2.6. Teachers K-5 participated in a training to use the new science materials and standards on Friday, August 19.
 - 2.2.7. We have hired 2 new 2nd grade teachers, Ryan Moyer from Jackson and Anthony Nacci from Kalamazoo.
 - 2.2.8. We have 341 students registered Pre – 8. We started 15-16 with 342. Still praying for that one student!
 - 2.2.9. Sarah Gillig and I attended the Latino Enrollment Initiative offered by Notre Dame University in June. We came away with new ideas and a new understanding of how to begin to serve the Hispanic population at St. Joseph parish. We spoke at the Spanish Mass at St. Joseph Church on August 14 and since then, we have enrolled 10 new students, 7 families, from St. Joe parish.
 - 2.2.10. We purchased new textbooks for K-5 Science, and we are now following Next Generation Science Standards.

- 2.2.11. The Legacy Celebration Golf Outing was a huge success! We raised \$28,793 in sponsorships, and together with golf outing, it takes us to \$30K.
- 2.2.12. Phase IIIA of the Community Anchor Project is complete The perimeter of our entire Cathedral campus is now beautifully defined.
- 2.3. St. Monica School (B. Reits)—No Report
- 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)—No Report
 - 4.3. Marketing/Enrollment Committee (S. Gillig)—No Report
 - 4.4. Enrollment Review (S. Gillig)—No Report
 - 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)
 - 4.9. Administrator Evaluation Committee (S. Clark)
 - 4.9.1. The committee met and reviewed our current tool provided by the Diocese and reviewed some other tools from various sources as well as discussed utilizing the National Standards and Benchmarks to guide the evaluation process. We are planning to meet with Pastors and Principals in the next few weeks and anticipate more details at our September meeting.
 - 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. The 2016-2017 CSGK Mass Attendance Schedule was developed and distributed to Brian Kosmerick and Mike Garvey. In turn, Kosmerick was asked to distribute the schedule to teachers and staff along with a letter of explanation. Kosmerick was also asked to distribute (via email or school website) the schedule to parents along with a letter of explanation. Also, Garvey was asked to distribute the schedule to coaches along with a letter of explanation (see schedule and letters attached)
 - 4.12.2. The 2016-2017 CSGK Mass Attendance Schedule was sent to Bishop Bradley, all of the CSGK Pastors and Parish personnel along with a letter of explanation (see attached letter)
 - 4.12.3. The first scheduled group mass attendance is for Sunday, September 25th. Hackett's Boys' Soccer and Girls' Golf Teams are scheduled to attend the 11:30am Mass at St. Augustine Cathedral. Hackett's Cross Country and Girls' Swim & Dive Teams are scheduled to attend the 9am Mass at St. Mary. Hackett's Volleyball and Boys' Tennis Teams are scheduled to attend the 11:30am Mass at St. Monica.

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

- 5. Financial Review (K. VanderMolen)
 - 5.4. The final adjustments to the June 30, 2016 statements are still being worked on.
 - 5.5. The committee reviewed enrollment data. As of August 26, 2016, 800 students are enrolled in the CSGK schools (788 were budgeted, so we are 12 above our goal). For Hackett Catholic Prep, 258 students are enrolled (254 were budgeted, so we are up 4 from our goal). For St. Augustine, 297 students are enrolled which is 10 students above the goal). For St. Monica, 245 students are

enrolled (247 were budgeted, so we are 2 from the goal). And the Preschool numbers are very good (43 at St. Augustine and 45 at St. Monica).

- 5.6. Capital expenditure needs; none at this time.
- 5.7. The committee continued discussions on tuition options. Mike met with some parents who shared their ideas. He will revise tuition options detail with some additional information requested and committee will discuss at next finance meeting.
- 5.8. Committee reviewed 2016-17 budget, still on track to break even.
- 5.9. The next Finance Committee meeting is scheduled for Friday September 23rd, 2016, 3:15 at Hackett. Conference call scheduled for September 14 at 9:00 AM regarding tuition analysis. Call number will be provided.

6. Other Business

- 6.4. Clark indicated we needed to complete the Officer Votes for CSGK.

Motion: Ogrin moves to approve Steve Clark for President, Kristy VanderMolen for Vice President/Treasurer, and Susan Bradshaw for Secretary; Brown seconds. Motion passes.

- 6.5. CSGK Committees are being formed and finalized.
- 6.6. CSGK Meeting dates were distributed and will be placed on the calendar. The date of the next meeting is Thursday, September 29, 2016.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Fr. Hyman seconds. Motion passes. The meeting was adjourned at 4:00pm.