

Minutes of February 3, 2017 CSGK Board Meeting

Attendees: Monsignors: Hazard and Osborn; Pastors: Frs. Farrell, Richardson, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: B. Kosmerick, B. B. Reits, and A. Zommers; CSGK Staff: M. Anderegg, S. Gillig and K. Willard; Other Staff: Fr. Adams

Call to order: 3:35pm

Opening Prayer: Fr. Adams

Approval of Agenda: February 3, 2017

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

Approval of Consent Agenda:

1. Minutes: December 16, 2016
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. 35 Hackett students traveled to Washington D.C. for the 2017 March for Life Rally.
 - 2.1.2. Father Adams, Father Farrell, and Father Marotti continue to provide weekly opportunities for confession. Also, Father Adams and Deacon Lucas continue to provide weekly Adoration of the Blessed Sacrament.
 - 2.1.3. Catholic Schools Week events include the All Schools Mass on Wednesday at 10 am in the HCP gymnasium, and the Student & Staff Appreciation lunch on Thursday. Also, HCP will host the 8th graders from both St. Augustine and St. Monica for its annual Shadow Day on Wednesday.
 - 2.1.4. Student Ambassadors from Hackett will speak at masses during the both weekends of Catholic Schools Week.
 - 2.1.5. Class retreats are scheduled for the week of February 20.
 - 2.1.6. TJ Tyus is continuing to meet with groups of students in our ongoing effort to develop character in line with our mission. He will also speak to the entire school during our Winterfest Pep Assembly on Friday. This will be his 2nd school-wide assembly of the school year.
 - 2.1.7. Capstone Update – Hackett will runs two panels for the Senior Capstone presentations. The dates of the presentations are March 8, 10, and 21. Students will begin to sign up for their date and time in mid-February.
 - 2.1.8. Juniors have begun reading source material and collecting information for their Capstone topics.
 - 2.1.9. Hope Baldwin and Quinn Epkey were both named finalists for the MHSAA Scholar-Athlete Award – meaning HCP had 2 of the 12 senior female finalists from Class C schools. They will appear in the program that is distributed throughout the state and at the Basketball State Finals. In addition, Hope has been named a winner of the \$1000 award and will be honored at the Boys Basketball State Finals on March 25.
 - 2.1.10. Betsy Ulbrich has begun to talk with students regarding scheduling classes for next school year.
 - 2.1.11. Juniors will be taking the SAT on Tuesday, April 11. Sophomores and Freshmen will be taking the PSAT on that day.

- 2.1.12. Tracy DeMars, WMU faculty specialist, came in during January to work with staff on creating a framework to institute professional learning communities among our staff.
- 2.1.13. Planning continues for the 2017 Shamrock Celebration on March 11, at the WMU Bernhard Center.
- 2.1.14. 60 prospective 8th grade students have taken the High School Placement Test and will be receiving their results in the next few weeks. 3-4 more students, who have not taken the test, are also interested in HCP.
- 2.1.15. HCP has had 2 student shadows (current 8th grade students from non-feeder school) in the past month. We have also met with 2 other prospective families in the past two weeks.
- 2.1.16. Hackett is at or below budget on most expenditures.
- 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. All students grades 3-8 celebrated the sacrament of reconciliation during the 3rd and 4th weeks of Advent.
 - 2.2.2. We are hosted a Catechesis of the Good Shepherd, Level II, Part 1 training, the week of January 16. The 2nd part of training will be in June.
 - 2.2.3. TJ Tyus, Strength2Be motivational speaker, worked with our 7th and 8th grade students December 16. The conversation centered on being the best that you can, using God's gifts wisely, and using your gifts to lift others. He returned January 16 and spent the day with us, speaking to small groups of middle school students on specific topics, including diversity, tolerance, standing up for what's right, and more.
 - 2.2.4. We used our staff meeting in December to discuss our current behavior rubric. We have re-categorized the behaviors and are now working to tie them to their opposing virtues. The committee meets again Feb. 3 to complete the work.
 - 2.2.5. We used our staff meeting in January to review the Special Needs Flowchart and Accommodations Checklist with teachers.
 - 2.2.6. 2nd quarter report cards went home January 17.
 - 2.2.7. Andra attended the diocesan admin meeting where we had a day-long training for the new teacher evaluation tool to be implemented next year. The tool, iObservation, is based on Robert Marzano's work.
 - 2.2.8. Winter MAP testing was successfully completed. We'll share results once diocesan and national norms are provided to us.
 - 2.2.9. All teachers have been observed. We move forward now with peer observation for our new teachers.
 - 2.2.10. SIT meets January 27 to go over progress on school improvement goals.
 - 2.2.11. Carpet was replaced in 4 classrooms and the copy room over Christmas break. We had an additional expense for asbestos removal in Rm. 110. As the carpet was being pulled up, the tiles were also popping up and so we needed to add the abatement. Legacy funds cover the entire cost.
 - 2.2.12. Catholic Schools Week begins with pancakes on January 29. The week's agenda is attached.
- 2.3. St. Monica School (B. Reits)
 - 2.3.1. We prepared 600+ bags with hard candies and prayer cards during Santa's Workshop, prior to Christmas break. Bags were donated to The West Michigan Cancer Center and to Borgess Hospital. Students enjoyed a Boostersponsored hot chocolate treat upon completion of the event.
 - 2.3.2. Several grade levels also collected family gift donations for Catholic Charities, prior to the Christmas holiday.

- 2.3.3. We are concluded the new/used athletic shoe collection for children of Camaroon, Africa, on January 19th. We sent Mr. Dave Chengue with two large totes filled with shoes. Many of our old St. Monica uniforms were also donated to children in orphanages in this area. We are happy they will be put to good use.
- 2.3.4. We began our celebrations of Catholic Schools Week with a student-led Mass on Sunday and a continental breakfast in the gym for all parishioners and families. We enjoyed our Eucharistic celebration at HCP on Wednesday, and tomorrow we conclude our week-long celebration with our annual Booster Bash.
- 2.3.5. Teachers taught Vocations lesson #2 this week.
- 2.3.6. Our Parent/Student Bible and Catechism Study commences next Tuesday with our third grade. Father Farrell will continue our fall discussions on human dignity and Mrs. Reits will facilitate a Socratic seminar during the latter portion of the study. Parents will play the role of observer; and teachers will assist in facilitating.
- 2.3.7. Today, Mr. Buxton escorted Isaac Backman, Andrew MacKay, Alex Blasen, Jack Gordon and Dayeon Ham to the annual Math Counts competition at Western Michigan University. Our students placed 5th out of 12 teams. We are proud of the way these students represented our school and their willingness to forego our traditional CSW bowling event.
- 2.3.8. We hosted the annual Knights of Columbus Spelling Bee in our gym on Sunday, January 15th.
- 2.3.9. Our annual school Geography Bee competition took place on Friday, January 27th. Patrick Ogrin is the school champion and will be studying to move onto the next level of competition.
- 2.3.10. Student-led conferences are scheduled for next week.
- 2.3.11. Our teachers will begin designing Stage 3 of the ELA curriculum, in the upcoming weeks. Terry Nugent spent time with the teachers on Wednesday communicating the plan for this piece.
- 2.3.12. Online professional development on STEM is scheduled for all teachers on Wednesday, February 15 from 3:30-4:30.
- 2.3.13. Our kindergarten and eighth grade students' winter NWEA MAP test scores will be shared with parents during conferences
- 2.3.14. We continue the process of transitioning over to Ren Web (student information system) and look forward to its many benefits. Five parents were able to attend the January 10th parent forum, and I received positive feedback about the parent's portal. We dedicated the following two faculty meetings for teacher training in the areas of attendance, lesson planning, and gradebook. Many teachers are piloting the various components of the portal, but all parents will be informed when we decide we're ready to add a new component to Parents Web
- 2.3.15. Tomorrow's annual Booster Bash is showing signs of a greater turnout than past years, based on pre-sale tickets. Mrs. Kristen Bethell has done an amazing job organizing the Silent Auction this year and has kept the parents informed of all donated items in her Pre-Bid Marketing Packet. We look forward to a fun time for all!
- 2.3.16. Calls from prospective parents continue to come in and our touring schedule is picking up momentum.
- 2.3.17. Charles Hess, Helen and Rosie Deman, and Franchesca Rivera are the newest members of our St. Monica family who started after Christmas break.
- 2.3.18. We received a significant donation from the Housler family that is earmarked for increasing the STEM resources in our building.

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)
 - 4.1.1. The LACs are continuing to share information with each school's parents to educate on the purpose and impact of the annual fund, and encourage participation.
 - 4.2. Advancement Review (K. Willard)
 - 4.2.1. During Catholic Schools Week, we shared multiple messages of thanks with our supporting parishes. This included visits to each parish from HCP student ambassadors, who spoke before or after Mass to thank parishioners for their support of Catholic education. This weekend, bulletins will contain a flier including photos of students from that particular parish. Each parish will also have a poster with photos of student parishioners surrounding a message of thanks from the schools.
 - 4.2.2. At the end of December, HCP alumni as well as the CSGK community received an email message highlighting students' service activities during the Christmas season, sharing our thanks for the support the schools receive, and providing an opportunity to make a charitable gift before the end of the year.
 - 4.2.3. HCP has reframed the Shamrock Auction as the Shamrock Celebration. As for the past two years, the celebration will include presentations of the Distinguished Alumni and Bishops' Service awards, in addition to the auctions, dinner, and dancing.
 - 4.2.4. To date, the annual fund is 77% to goal.
 - 4.2.5. St. Monica will hold Booster Bash tomorrow! – February 4.
 - 4.2.6. HCP is preparing for the Shamrock Celebration on March 11. It will be held in the Bernhard Center ballroom at WMU.
 - 4.2.7. Jim Carr and the Carr family are establishing the Mary K. Carr Memorial Fund for the Arts at Hackett Catholic Prep. The fund is intended to support four \$500 scholarships – awarded to an incoming freshman and continuing through their time at Hackett – for students who are engaged in music, theatre, or visual arts. As the fund grows, it will also support administrative or other needs of HCP arts programs.
 - 4.2.8. Josh Cypher '01 of Cypher Technologies, Inc, who has funded a \$1,000 scholarship to an HCP upperclassman since 2008, will be offering a new, one-time scholarship in recognition of the tenth anniversary of the Cypher Technology Scholarship. The Cypher Foundation Scholarship, announced to HCP students today, will provide \$10,000 to a graduating senior of the class of 2017 who will study science, technology, engineering, or math in college.

Motion: Fr. Schmidt moves that the Board of Directors authorize CSGK Advancement Director Kathleen Willard to enter into agreement on behalf of the Catholic Schools of Greater Kalamazoo with The Vanguard Group, Inc. and/or its affiliates for investment portfolio management and brokerage services according to the terms of Vanguard's Organization Resolution forms; VanderMolen seconds. Motion passes.

- 4.3. Marketing/Enrollment Committee (S. Gillig)
 - 4.3.1. The committee reviews ongoing CSGK enrollment activities, and goals and discusses ideas and goals moving forward. Our discussion included the following:
 - There is a general feeling that parents of children enrolled in St. Monica and St. Augustine seek more frequent and consistent communication and connections with

Hackett Catholic Prep. They are interested in this communication beginning in the early grades.

- The committee requested an updated or new version of a marketing piece specifically for the CSGK.
- Andra has offered to host the float building for the CSGK entry in the 2017 Holiday parade. We are thinking that the student leadership teams from each school will collaborate on the design and build of some kind of float or banner for the parade. Andra has agreed to elicit parent volunteers to help with this activity. We plan on three build days prior to the parade.
- Members expressed interest in summer camps at HCP or possibly at the elementary schools.

4.3.2. The next enrollment committee meeting is February 22, 2017 9am at Hackett Catholic Prep. Board members and interested parents are invited to attend.

4.4. Enrollment Review (S. Gillig)

4.4.1. In celebration of National Catholic Schools Week, the CSGK Advancement/Enrollment teams collaborated with HCP Science teacher, Michelle Guthrie to create a parish bulletin insert emphasizing gratitude for the generous subsidies our Catholic Schools enjoy from the 8 supporting parishes. Watch you bulletin this weekend for the insert. HCP Student Ambassadors (collaboration between Enrollment and Advancement) spoke at the amble during parish masses last weekend and will speak this weekend as well. The student's speeches included a thank you for their parish support and each student shared stories of how a catholic education has impacted his/her educational experience. Two of the Student Ambassadors prepared their speech in Spanish and will present at St. Joseph's Spanish Mass Sunday 2/5 at 1:15pm. We hope you have or will have an opportunity to hear one of our Student Ambassador's stories.

4.4.2. Have you seen the new banner outside the Hackett building? The banner celebrates our gratitude toward the 8 supporting parishes. Check it out as you drive down Kilgore Road or pull up in front of Hackett.

4.4.3. The CSGK has reserved a booth at the Kalamazoo Family & Baby Expo. This event is Sunday, Feb.26 from 10-3pm at the Radisson Convention Center downtown. We hope to join the other private schools who have reserved a booth for this event. Parents from St. Augustine and St. Monica will volunteer to make this a success for our schools.

4.4.4. The CSGK has advertisements in the FYI Preschool Edition magazine and the Kzookids.com website promoting primarily our preschools and lower grades. The communications team is in process of an ad. design for Encore Magazine. This focus will be CSGK promoting the Catholic schools in our community.

4.4.5. The CSGK has several activities in progress to promote Hackett to younger families. We hosted a Middle School Event at the Varsity basketball games providing admission to each student in grades 6-8. There was reserved seating and giveaways from the IRISH Fan Shop. The communication team will print a HCP information flyer for parents with students in grades 5-8. We are hoping to distribute during parent teacher conferences. We have a HCP information meeting on the calendar at St. Monica and St. Augustine in April. These meetings are intended for families who have enrolled their 8th grade student at HCP for the 2016-17 school year. Our goal is to get this information to our registered families sooner than the summer months. (We however encourage any family to attend whether registered or not).

- 4.4.6. Hackett will join other area high schools at Paramount Charter School for a high school information night-m February 22. We do this yearly and join schools such as Heritage Christian, Kalamazoo Christian, KPS, Comstock, and Portage Schools.
- 4.4.7. Hackett's Fan Shop which is in the trial stages during the basketball season is open during Varsity basketball games. We have Under Armor and Adidas gear as well as Retro HCC t-shirts, sweatshirts, flags, mugs and more.
- 4.4.8. The Fan shop is located in the upper bleacher area. Please stop by and check out some of our gear. There is something for everyone and a great way to show our IRISH pride.
- 4.4.9. Hackett Catholic Prep hosted the final High School Placement test in January. The scores will be used for placement purposes and for determination of FAITH Scholarships. Any interested students who has not taken the HSPT may contact Betsy Ulbrich for additional information.
- 4.4.10. I met with the international student exchange program agency we have worked with for this school year. We have agreed to enroll a maximum of 10 Asian students pending language proficiency. These students are full pay tuition and typically expect to study at Hackett for two years; earning a high school diploma.
- 4.4.11. Data:
- High School Placement Test- 60 (this number includes non CSGK students)
 - Did not Take Test, Intends to Enroll-1
 - Total Number of CSGK 8th Grade Students-62
 - Prospective Students (outside CSGK)- 8 (2 of these students have not taken the HSPT)
 - International Student Inquiry (outside of Agency)-1
- 4.4.12. The Renweb Online registration and enrollment is quickly approaching and we are excited to debut the new software system. We are looking forward to the opportunity to provide a convenient- anytime, anywhere access to enrollment and much more student/school information for our parents.
- 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)
- 4.12.1. The 4th scheduled group mass attendance will be this Sunday, February 5th. Hackett's Bowling, Ski, Hockey, and Boys' Swim & Dive Teams will attend the 11am Mass at St. Ann. Hackett's Boys' and Girls' Basketball and Winter Cheer Teams will attend the 11:30am Mass at St. Augustine Cathedral.

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

5. Financial Review (K. VanderMolen)
- 5.4. Finance committee reviewed the December 31, 2016 financial statements. No concerns, on track with budget.
- 5.5. Capital expenditure needs: none
- 5.6. The committee continued discussions on tuition options. See below for update from Mike Ogrin.
- 5.7. Kate gave an update on advancement and will cover at board meeting as well.

- 5.8. The committee discussed the budget at length. See attached information regarding the 2017-2018 fiscal year budget.
- 5.9. Next Finance Committee meeting is scheduled for Thursday February 16th, 2017, 3:15 at Hackett.
- 5.10. Ogrin reported: Since last March or April, the Finance Committee has been discussing (at almost every meeting), potential changes that could be made to the tuition scale in order to retain more of our existing families and encourage new families to attend CSGK schools. We have put together and discussed many models with varying levels of changes to tuition levels. Since our schools currently operate at a breakeven each year, any proposed decrease in tuition requires additional students to enroll in our schools to balance the budget. Some of the models have required rather significant increases in students, while other models have required more modest increases in students.
- 5.11. Ogrin reported: The principals have some thoughts on ways to increase students in their buildings. In addition, the Finance Committee would want to receive input from the pastors as to how they feel the number of students attending CSGK schools from their parish could increase. Since half of the CSGK pastors are new to their parishes since July 2016, this process will take some time as the pastors become more familiar with their parishes. We have to be careful about making decreases in tuition in one year that have to be reversed the next year if enrollment does not increase by the necessary amount.
- 4.4. Ogrin reported: We understand the need to contain the increasing tuition amounts and hope the recommendation for tuition for 2017-18 is acknowledgement of that and the first step in making additional changes for future years.

Motion: Fr. Schmidt moves to approve the December 31, 2016 Financial Statements; Clark seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the 2017-2018 fiscal year budget; Ogrin seconds. Motion passes.

5. Other Business

- 5.4. The Board discussed the need for a CSGK Parent Meeting and/or a Faculty Staff Meeting this year rather than just a written communication. It was determined that first an electronic communication would go out to parents and then a meeting would be scheduled.
- 5.5. The RenWeb system is 90% complete and should be up and running by February 13th to allow parents to start doing enrollments online.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Ogrin seconds. Motion passes. The meeting was adjourned at 4:23pm.