

Minutes of February 26, 2016 CSGK Board Meeting

Attendees: Pastors: Fr. Adams; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown (Brian Mullally representing), M. Ogrin; T. Harding; Principals: B. Kosmerick; Diocesan Staff: Nina Laney (from Advancement); CSGK Staff: M. Anderegg, S. Gillig, P. Jodelis, K. Willard; Other Parish Staff: J. Emilio

Call to order: 3:40pm

Opening Prayer: Fr. Adams

Approval of Agenda: February 26, 2016

Motion: VanderMolen moves to approve Agenda; Bradshaw seconds. Motion passes.

Approval of Consent Agenda:

1. Minutes: January 29, 2016
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. Father Thank you to everyone who attended or helped prepare for the All Schools Mass during CSW.
 - 2.1.2. HCP started a tithing and prayer competition among classes during Lent – to devote prayer and support to those in need. The winning class each week will decide which group or organization the money collected will be distributed. Students are encouraged to pray or read the book *Rediscover Catholicism* before school, at lunch, or after school each day in the chapel. One minute of prayer = one dollar. The junior class won the competition during the 1st week and the money is being donated to the St. Vincent de Paul Society. The senior class won the competition during the 2nd week.
 - 2.1.3. We continue our Holy Hour of Adoration each Friday, from 1:25-2:25. Thank you Father Adams for your help with that!
 - 2.1.4. Retreats were this week. The senior retreat was snowed out – their rescheduled retreat day will be April 12.
 - 2.1.5. The Presence Retreat is this weekend – Feb. 26-28.
 - 2.1.6. Capstone Update – Final papers are due on Monday, February 29. Presentations start on Friday, March 4.
 - 2.1.7. Tracy DeMars provided a PD on formative and summative assessments to staff members on Feb. 17.
 - 2.1.8. 74 8th grade students have taken (or are scheduled to take on Feb. 29) the High School Placement Test.
 - 2.1.9. Hackett and KVCC are investigating the possibility of offering KVCC classes, in English and/or math, next school year. KVCC faculty will be meeting with HCP English and math teachers to discuss what type of classes we could offer.
 - 2.1.10. Hackett applied for an Excellence in Education grant to start a teacher mentor program.
 - 2.1.11. The HCP Spring Musical, *Seussical*, will be on March 11, 12, 18, & 19. Show times, each day, are 7:00 pm.
 - 2.1.12. Nikki Smith is continuing to work with our staff to develop our Strategic Plan. She met with the staff for a second time on Feb. 3 to discuss Academic Excellence, Mission & Catholic Identity, and Governance and Leadership.

- 2.1.13. Chapel Report – the oil paintings are finished and are hanging back up in the chapel.
- 2.1.14. A prospective family, relocating here from Pennsylvania, will visit Hackett next week. They have a daughter who will be a senior next year and a son who will be a freshman.
- 2.1.15. Financials through the end of January look good. Hackett is slightly under budget right now.
- 2.2. St. Augustine Cathedral School (A. Zommers)
- 2.2.1. Catholic Schools Week was successful – again.
- Movie Night brought about 50 kids and their parents out to watch Aladdin in the gym.
 - The Pancake Breakfast served 280+ guests and we sent \$1600 to the John Robert Amat Fund.
 - The Theology Fair was well attended and many families opted to forward the student projects to the diocesan student contest, “The Merciful Family”.
 - Placemats with Scripture passages on mercy were delivered to the Gospel Mission. The Loaves and Fishes donations built quite the pyramid in the Crowley Center. Religious bouquets have been shared with our diocesan seminarians and Friday found us in Adoration in our “Sunday best”.
 - The Knights of Columbus hosted the annual Free Throw Contest and Mrs. Burghard led the Geography Bee. Mr. Maihofer and Mrs. Stoneburner put together a great Talent Show, Dr. Brown’s Health Assembly was amazing, the 3rd through 5th grades prayed the rosary together with Fr. Ankley for vocations, the CSW Mass at HCP was, again, spectacular, School Families got together for an activity on mercy and the 8th grade hosted a wonderful Family Fun Night. Phew!
- 2.2.2. The school community began our Lenten journey Ash Wednesday. We are taking Pope Francis’ words to heart. He calls us to ‘go forth from our own comfort zone in order to reach all the ‘peripheries’ in need of the light of the Gospel.’ Focusing on the works of mercy, we are following a prayer calendar, offering condolences to those experiencing the loss of loved ones, collecting baby formula, donating books to the Juvenile Detention Center, hosting an additional food drive for the food pantry, creating cards for nursing home residents and offering a Saturday visit to Borgess Nursing Home to do crafts with the seniors, making fleece blankets for the homeless and providing clothing for our local shelters. We are praying the Chaplet of Divine Mercy in classrooms each day and Stations of the Cross as a school each Friday
- 2.2.3. We celebrated the Feast of St. Blaise with a blessing of the throats, and the 4th and 5th grades hosted a Mardi Gras parade, including floats.
- 2.2.4. Andra attended the leadership conference, Catalyst University, on January 28.
- 2.2.5. Parent Teacher Conferences were held February 10 and 11 and attendance was around 85%.
- 2.2.6. Two teachers have applied to the Office of Schools to serve on the new curriculum team that begins work in May. Two teachers applied to participate in the Office of Schools workshop series on leadership, in preparation for a principalship in our diocese.
- 2.2.7. Financials through the end of January look good.
- 2.2.8. We are heading in to the last stretch of our self-study year, looking forward to our accreditation site visit April 26 and 27. Teachers are responsible for writing summary statements and putting together evidence for Standards 1, 2, 3, 4, 7, 8, 9. The SIT is putting together standards 5, 6, and 10, 11, 12, 13. Teachers will review all benchmarks March 16 and the self-study will be turned over to the accreditation team March 23.
- 2.3. St. Monica School (B. Reits)
- 2.3.1. Third graders attended the Lenten retreat on “Mercy” last Friday and fourth grade attended today. Students attended Stations of the Cross, Benediction, and adored the Blessed

Sacrament, learned about 3 saints of mercy, made a pilgrimage to the Holy Door at St. Augustine Cathedral, attended Mass, prayed the Divine Mercy Chaplet, received the Sacrament of Reconciliation, and each day in song with Rachel Crouse. See the website for photos.

- 2.3.2. The teachers will be discussing lesson 5 "Ordering the Kingdom" of Archbishop Robert Barron's "Priest, Prophet, and King" Bible study program, next month.
 - 2.3.3. Our Virtue of the Month is Temperance (humility).
 - 2.3.4. We continue with our silent, prayerful Friday lunches during Lent.
 - 2.3.5. Join us each Friday at 9:00 for Stations of the Cross, Benediction, and Adoration of the Blessed Sacrament.
 - 2.3.6. A Bible study on the life of Peter is held in the library each Friday from 4-5 p.m. for all teachers, staff, and parents who are able to attend.
 - 2.3.7. The second session of our Parent/Student Bible and Catechism Study, on the Eucharist, concludes over the next two Tuesdays with grades seven and grade three.
 - 2.3.8. Our fourth grade students recently created care packages filled with food and prayers for the less fortunate in our Kalamazoo community.
 - 2.3.9. Our STREAM Maker Day is scheduled on Monday, February 29 from 8:30-2:30 for students in grades K-8. Students will participate in several stations - incorporating science, technology, religion, engineering, art, and mathematics, that challenge students' creativity, innovation, collaboration, and perseverance. Stop by if your schedule allows.
 - 2.3.10. The teachers decided this year to move away from our traditional Science Fair and instead try a STEM Challenge Fair. Students in each grade level are in the process of designing a model chosen for their grade level, and are working each day to improve the design. The STEM Challenge Day is scheduled on March 31st. Details are yet to be finalized.
 - 2.3.11. Our March Reading Month Calendar of Events is near completion and will be posted to the school website very soon.
 - 2.3.12. Upcoming and scheduled professional development (PD) opportunities for the teachers include the following: MiAEYC (Michigan Association for the Education of Young Children Conference) CHAMPs (positive approach to classroom management), PLC (Professional Learning Communities), MSTA (Michigan Science Teachers Association), MAMSE (Michigan Association for Middle School Education), MCTM (Michigan Conference for Teachers of Mathematics), and a Mobile Learning Conference at KRESA. All teachers will participate in at least one of these PD sessions during the spring and summer months.
 - 2.3.13. LAC members will bring prospective family names to March's meeting so that we can make contact with them and begin the process of introducing our school community to them.
 - 2.3.14. We recently received three donations from our Shamrock tree, displayed at our Booster Bash on Saturday, February 6th. All three donations total \$3399.35 and have covered the replacement costs of two drinking fountains within the school.
 - 2.3.15. Proceeds from our Booster Bash have not been finalized, but I expect they will come in around \$15,000. Boosters has agreed to cover the installation cost of additional access points for future technology upgrades, once approved by the CSGK Board and Please Advise Committee.
 - 2.3.16. Three new preschool students have enrolled in our program since Christmas break. We've realized a good amount of activity and interest in the school over the past month, many of whom are St. Catherine's parishioners. Again, we appreciate the support of our CSGK pastors in promoting Catholic education. It is working and makes a difference.
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 committee met this month and had a conversation about the timing and message framing of upcoming appeals, particularly to current CSGK parents. We also discussed strategies to lay groundwork to develop our major donor program.
 - 4.2. Advancement Review (K. Willard)
 - 4.2.1. To date, CSGK has raised \$333,103 in the 2015-16 fiscal year. \$123,286 are unrestricted funds, including \$77,193 in unrestricted CSGK funds.
 - 4.2.2. The Shamrock Auction is this coming weekend, March 5, 2016. See you at the Radisson!
 - 4.2.3. Hackett will be continuing to include Irish Champions items at the auction, inviting donors to fund capital improvements to the school. This year will focus on the lower lobby and bathrooms, among other items.
 - 4.2.4. St. Monica also included capital needs at their Booster Bash this month, which brought in several Shamrock Tree donations toward improvements including upgrades to drinking fountains.
 - 4.2.5. The Kalamazoo Regional Catholic Schools Foundation's February meeting had to be postponed. The rescheduled date should be in March, but has not been finalized.
 - 4.3. Marketing/Enrollment Committee (S. Gillig)—No Report
 - 4.4. Enrollment Review (S. Gillig)
 - 4.4.1. As part of our Catholic Church mission to provide Catholic schools to our parishioners, I have developed a survey with the help of Brian Mullaly and Ellen Brown. Our purpose of the survey is to understand reasoning for not enrolling children in the Catholic Schools. We believe this survey will do at least three things: Engage the opinions/thoughts of our parishioners who help support Catholic Schools, spread the news "Evangelize" the mission of our Church: Catholic Schools, glean documentation to guide the CSGK Board in strategic marketing and enrollment planning.
 - 4.4.2. We are looking to the Pastors to provide ideas on the best way to get this survey to our CSGK parishioners who are not enrolling their school age children in our CSGK schools.
 - 4.5. Strategic Planning Committee (P. Jodelis)—No Report
 - 4.6. Communications Review (P. Jodelis)
 - 4.6.1. Preparations were made for media coverage during Catholic School's Week (CSW). A media kit was sent to *the Kalamazoo Gazette/Mlive*, *Catholic Weekly*, *National Catholic Weekly*, *Michigan Association for Non-public Schools (Mans)*, *National Catholic Register*, and *WWMT Channel-3*. Photographs were taken of children from all three CSGK Schools as well as the Bishop and attending Priests. Mlive did not run our pictures, story or cut-lines.
 - 4.6.2. Kathy Doud wrote a feature article about the Gordon Family from St. Monica's parish and their commitment to providing their children with a Catholic education entitled, "The Gordon Family Makes Catholic Education a Priority: Local family finds faith, friendship and support within CSGK community". Mlive did run the story but only briefly.
 - 4.6.3. The CSGK Irish View was distributed on Sunday January 31, 2016 and covered all Catholic Schools Week activities for all three schools.
 - 4.6.4. The Kalamazoo Gazette/Mlive did pick-up our photos and cut-lines of St Monica's Ash Wednesday Services.

- 4.6.5. The Covenant Scholarship flyer specific for St Catherine's Parish was written and will appear in their bulletin on Sunday February 21st. A general Covenant Scholarship flyer was also developed and will be made available to all supporting parishes.
- 4.6.6. Future articles will include; The 20th Anniversary of St Augustine's Blue Moon Sale, a tribute to Bill Van Domelen, and an article on the Jubilee Year of Mercy, which will feature all three school's commitment to community service.
- 4.6.7. We are working on improving the schools websites by adding additional photos and improved content.
- 4.6.8. 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)
 - 4.8.1. Committee members have communicated via email and are working to finish their policy sections by the end of February.
- 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. To organize the scheduled Group Mass for March 13th. The following Hackett Clubs and Organizations will be attending the 11am Mass at St. Ann's on Sunday, March 13th: Ad Gloriam Dei, Agnus Dei, Alternative Spring Break, Chess, Earth, FBLA, Quiz Bowl, Model United Nations, Respect Life, Spanish, SAAB, Student Council, SLT, Theatre, and Yearbook.
 - 4.12.2. Review of CSGK Group Mass Initiative and whether or not the CSGK wants to continue its efforts.

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

- 5. Financial Review (K. VanderMolen)
 - 5.1. The committee reviewed the January 31, 2016 financial statements. Expenditures were at 57.0%, which is under 58.3% (7/12), see explanations of fluctuations attached.
 - 5.2. Committee members continue to study Tuition and will continue to look at options.
 - 5.3. Committee met with Rich Dykstra regarding teacher salary review project and Melissa will review costs and discuss with finance next month.
 - 5.4. The committee met with IT Director and approved the technology project called Access Point Project for St. As for \$7930 to be paid out of current budget and St. Monica for \$8676 to be paid out of Booster Funds. Mike moved to approve, Tim seconded, all approved. Once the CSGK Board approves, the requests will go to the Diocesan "Please Advise" Committee.
 - 5.5. The committee discussed the Cafeteria Review Project which continues to move forward.

- 5.6. The next Finance Committee meeting is scheduled for Thursday March 17th, 2016, 3:15 at Hackett.

Motion: Bradshaw moves to approve the January 31, 2016 financial statements; Ogrin seconds. Motion passes.

Motion: Ogrin moves to approve the technology project for St. Augustine School for \$7,930 and for St. Monica for \$8,676; Harding seconds. Motion passes.

6. Other Business

- 6.1. The Budget Meetings are schedule for Thursday March 22nd.
- 6.2. The Shamrock Auction is March 5th – please encourage people to attend
7. The next meeting is scheduled for Friday, March 18, 2016 – 3:30pm at Hackett Library.

Motion: There being no other business before the Board, Clark moves to adjourn the meeting; Ogrin seconds. Motion passes. The meeting was adjourned at 4:30pm.