

## ***Minutes of March 18, 2016 CSGK Board Meeting***

**Attendees:** Pastors: Fr. Adams, Creagan, Farrell, O'Leary, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown (Liz Peot representing), M. Ogrin; T. Harding (Craig Stull representing); Principals: B. Kosmerick, B. Reits, A. Zommers; CSGK Staff: M. Anderegg, S. Gillig; Other School Staff: Charles Heidelberg

**Call to order:** 3:30pm

**Opening Prayer:** Fr. Creagan

**Approval of Agenda:** March 18, 2016

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

### **Approval of Consent Agenda:**

1. Minutes: February 26, 2016

2. Principal

2.1. Hackett Catholic Prep (B. Kosmerick)

2.1.1. We have made it through our Capstone presentations and have identified our Top 5, who will move on to the Diocesan Scholarship competition, which also includes student from Battle Creek St. Phil and Lake Michigan Catholic. The date for this event is April 22.

2.1.2. Juniors may begin signing up for their Capstone topic on Monday, March 21. An informational parent meeting will be held in April. This meeting will be a part of the Junior Parent Night meeting held by the guidance department.

2.1.3. HCP started a tithing and prayer challenge 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 has won twice and the senior class has won twice. Organizations that have been supported through this initiative include the St. Vincent de Paul Society, the family of Tyler Smith, Catholic Charities of Kalamazoo, and Ministry with Community.

2.1.4. We continue our Holy Hour of Adoration each Friday, from 1:25-2:25. Thank you Father Adams for your help with that!

2.1.5. Next Thursday, March 24, we will have Stations of the Cross, starting at 1:10 pm. We will have adoration directly after Stations of the Cross.

2.1.6. Our Alternative Spring Break group will be traveling to Tampa, Florida, this year.

2.1.7. The senior retreat date will be April 12.

2.1.8. Our annual Work-a-Thon is scheduled on April 29.

2.1.9. Our juniors will be participating in the Michigan Merit Exam (MME) on April 12, 13, and 14. The SAT will be taken on April 12. Also, on April 12, our sophomores will take the PSAT 10 and our freshmen will take the PSAT 8/9.

2.1.10. Our band received all Division 1 ratings at the MSBOA District 11 Band Festival in late February.

2.1.11. Three band students took solos to the MSBOA District Solo & Ensemble Festival in early February. All three students received a Division 1 rating and qualified for the state-level

festival. However, none of the three were able to attend the state festival due to scheduling conflicts.

- 2.1.12. The Hackett Jazz Band will be performing in the Thornapple Arts Council Jazz Festival, in Hastings, on April 28.
  - 2.1.13. The last two shows of Seussical will be March 18 at 7 pm and March 19 at 7 pm.
  - 2.1.14. Our National Honor Society Induction Ceremony is scheduled for April 26 at 7 pm.
  - 2.1.15. A draft of our strategic plan should be finalized by the end of May and posted for comments by the community. They are making good progress and plan on having the plan complete by early summer. The staff and LAC will be briefed on the progress of the Strategic Plan in either late April or early May.
  - 2.1.16. We are working on obtaining 1-2 more quotes for a re-design of our gymnasium floor.
  - 2.1.17. Financials through the end of February look good. We were just under 67% of total expenditures.
  - 2.1.18. We are waiting for final numbers from the Shamrock Auction. So far things look very promising. We could still use some support on our Irish Champion items. ---- an e-alert will be sent out regarding this need.
  - 2.1.19. Hackett has two foreign exchange students, who are currently at other area high schools, who would like to attend Hackett next year. This is part of a potential relationship with "Each Future Cultural Network". This program has the benefit of allowing us to vet incoming exchange students for their language ability and compatibility with our school climate before accepting them into the program. Each Future handles family sponsors and requirements for entering the country and sees that tuition and fees are paid in full up front.
- 2.2. St. Augustine Cathedral School (A. Zommers)—No Report
  - 2.3. St. Monica School (B. Reits)
    - 2.3.1. Third, fourth, fifth, and sixth graders attended a Lenten retreat on "Mercy" over the past four Fridays of Lent. 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.
    - 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, this month.
    - 2.3.3. Our Virtue of the Month is Temperance (honesty).
    - 2.3.4. We continue with our silent, prayerful Friday lunches during the last two weeks of 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 Tuesday, March 15, with seventh grade.
    - 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, on Monday, February 29 was a huge success for our students in grades K-8! Students participated in several stations - incorporating science, technology, religion, engineering, art, and mathematics that challenged students' creativity, innovation, collaboration, and perseverance. We thank Representative Jon Hoadley, Senator Margaret O'Brien, and Dr. Terry Nugent for sharing this day with us.
    - 2.3.10. Students in grades 3-8 are in the final two weeks of designing and improving their STEM models for the STEM Challenge Day scheduled on March 31<sup>st</sup>.

- 2.3.11. Our March Reading Month Calendar of Events is posted to the school website. Our used book proceeds will benefit the "Bottles for Babies" collection through St. Monica Parish. We've received many book donations for our students to purchase!
- 2.3.12. Teachers and Staff will be trained in Office 365 by Tina Tribu on Wednesday, March 16<sup>th</sup> at 3:30 p.m.
- 2.3.13. LAC members reviewed and discussed updated diocesan policies during the March meeting.
- 2.3.14. We recently received four donations from our Shamrock tree, displayed at our Booster Bash on Saturday, February 6<sup>th</sup>. All four donations totaled \$9399.35 and have covered the replacement costs of two drinking fountains within the school. We plan to replace the remaining two fountains and have researched the installation of several outdoor basketball hoops.
- 2.3.15. Proceeds from our Booster Bash have come in around \$12,000. 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. Two additional students, one preschooler and one kindergarten student, enrolled in our school and began their first day on Monday, March 14<sup>th</sup>
- 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 29<sup>th</sup> Annual Hackett Shamrock Auction took place on March 5 at the Radisson. 225 Hackett parents, alumni, faculty and staff, pastors, and other guests attended.
    - 4.2.2. Thirty Student Ambassadors and other student volunteers volunteered at the auction in various capacities. We appreciate their assistance, and particularly appreciate their presence as a reminder of the purpose behind the event.
    - 4.2.3. The Shamrock Auction committee – the Clarks, Hardings, Budays, and Urygas – along with dozens of HCP parents made the event possible through their leadership and many volunteer hours spent preparing for the auction. Thank you!
    - 4.2.4. To date, CSGK has raised \$457,387 in the 2015-16 fiscal year. \$129,276 are unrestricted funds, including \$81,933 in unrestricted CSGK funds.
    - 4.2.5. The Shamrock Auction has raised \$95,500 through the silent and live auctions, sponsorships, reservations, and donations. We will be able to share an accurate net total at the April meeting, after all invoices have been paid and the month closes.
    - 4.2.6. 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. Recruitment: Four prospective families have visited HCP during the month of March. One family is relocating to Kalamazoo; they have two prospective high school students. We are one of the schools in the area that the family is considering. Our visit went very well. The family really appreciated the individual attention and the community spirit of HCP. To date, the family has not enrolled. Another student is in the 8<sup>th</sup> grade at KCD and is very interested in HCP. He has completed the HSPT and "shadowed" last Friday. Another family has preschool aged children and they visited HCP this month to help determine a long term

school plan for their children. Their children currently attend KCD but are looking for options beyond grade eight. The fourth student is an international student who is currently attending Mattawan High School. She would like to continue her high school education at HCP. She will shadow on Friday, March 18, 2016. This student is part of an international agency, Each Future. The agency has discussed the possibility of enrolling two other students in HCP for the 2016-17 school year. These other students may "shadow" on Friday, March 18, 2016 too. We are very interested in working with this agency because the quality of the students seems very high both socially and academically, the housing arrangements are not under our responsibility, and the students fall under the full pay tuition scale. We have checked references on the agency and the students who expressed interest thus far. References are all positive.

- 4.4.2. The third and final series in the Partners in Mission conference was Wednesday, March 16, 2016. The morning session wraps up the seminar on Parent Ambassador Programs and the afternoon session focuses on developing a calendar for enrollment/retention.
- 4.4.3. After sharing the CSGK/Parish Survey with the Board in February 2016, I met with the survey committee to modify questions and "soften" the tone of the survey. To date, we continue to finalize the survey and determine next steps.
- 4.4.4. Nina Laney, Enrollment/Retention Specialist for the Diocese has called a meeting for the Enrollment Directors on March 23, 2016. We hope to create a common Enrollment/Retention calendar at this meeting.
- 4.4.5. The CSGK Enrollment Committee plans to meet March 22, 2016 at 6pm. All are welcome to attend. The meeting is planned for HCP in the Enrollment office. Please let me know if you plan to attend.
- 4.4.6. Social Media: We continue to keep our twitter and facebook pages active for HCP.
- 4.4.7. During Lent, each Friday, there is a video post of a student commenting on what Lent means to him/her. On Good Friday, the plan is to post a video of our Theology teachers and their perspective on Lent. This has been very popular.
- 4.4.8. We created a profile image (avatar) for twitter and facebook that we are distributing to athletic team coaches. It is individualized by team but also each has the same brand look. This uniformity continues to push our brand in a consistent and recognizable way on the social media platform.
- 4.4.9. We are in process of "following" colleges where our alum our athletes so that we can "retweet" alumni accomplishments. This not only shows support for our graduates but also increases awareness of HCP through social media.
- 4.4.10. Please continue to like/share HCP pages, St. Monica and St. Augustine pages.
- 4.4.11. Retention: Registration packets have been mailed to all current families. Charles Heidelberg, Brian Kosmerick, Betsy Ulbrich and I have a shared spreadsheet tracking registered/non registered students. This helps us develop action plans for students who are possibly not returning in the fall semester. Currently there are eight students from the eighth grade CSGK who did not take the HSPT and we suspect will not enroll at HCP. This is lower than last year's number-13. We will graduate 69 seniors in June; we hope to replace if not exceed that number of new students for fall 2016-17.
- 4.4.12. The last High School Placement Test was given Monday, Feb. 28, 2016. Betsy Ulbrich mailed letters to all families of students who took the placement test to report scores and invite these students to set up an appointment to schedule courses for the fall semester 2016.
- 4.4.13. Any prospective student who has not taken the HSPT may contact Betsy Ulbrich to schedule an individual testing date.

- 4.4.14. For recruitment purposes, I have two students who took the HSPT, toured the building with their parents, and spent a day as a "shadow." Both of these students also took the entrance exam for KAMSC. The comment from both of these families is that if the student is accepted at KAMSC, he/she will not enroll at Hackett Catholic Prep. Neither student is currently a CSGK student.
- 4.5. Strategic Planning Committee (P. Jodelis)
- 4.5.1. **Hackett Catholic Prep** had a SWOT session with the teachers and the LAC. Their first committee meeting was on Thursday, January 21st at 3:45 in Hackett's library. The committee has held meetings every other Thursday since that first meeting. Their completion date for the data gathering portion of the planning process is the end of March. Their goal is to have a rough draft ready by the end of April. Nikki Smith is the head of this committee and will provide the strategic planning committee with a bi-monthly updates as they progress.
- 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 Kalamazoo Gazette and Mlive have moved their education reporter off the local "beat" and as a result we are seeing less and less "newspaper coverage". Therefore, we have started our own "*Irish News*" which we will distribute 4 times per year through the 8 supporting CSGK parishes in their weekly bulletins. (Similar to the *Irish View* but the *Irish News* will feature just one story) An example of this is a story written about St. Augustine Students passing through the Holy Door.
- 4.6.2. 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.
- 4.6.3. We have placed an ad in FYI Magazine's Camp edition which will be available at the end of this month. The ad highlights the Hackett Summer Camp Program.
- 4.6.4. We will attend the final installment in the Partners in Mission Catholic School Enrollment Management Workshop Series on March 16th. We will discuss implementing a Parent Ambassador program, assessing our schools customer service and fortifying our retention efforts.
- 4.6.5. A general Covenant Scholarship flyer was developed and is now available to all supporting parishes, if they would like to include it in their bulletin, newsletters or websites. St Monica's will run the flyer in their Palm Sunday Bulletin and St Joseph's Parish will run the flyer on Easter Sunday.
- 4.6.6. 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 we have yet to see anything in print. An article on the Jubilee Year of Mercy is being drafted, which will feature all three school's commitment to community service.
- 4.6.7. We have scheduled an appearance on the Lori Moore Show for Amy LaRue, Chairperson of the St Augustine Blue Moon Sale for Wednesday March 16<sup>th</sup>. This will help build community awareness and support.
- 4.6.8. We are working on improving all schools websites by adding additional photos, improving the content and highlighting our Catholic Identity.

- 4.6.9. 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 50<sup>th</sup> Dedication Celebration. The list of articles include: "School Begins at SMCS w/New Playground", "Hackett Catholic Prep Celebrates 50<sup>th</sup> Anniversary", "CSGK Families Travel to See Pope Francis", Msgr. Osborn talks about rosary with SMCS kids", HCP "50<sup>th</sup> 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 been in communication with one another via email.
- 4.8.2. 5 of 8 sections of the policy manual have been reviewed and updated.
- 4.8.3. Three sections have yet to be completed and should be done by the end of spring break.
- 4.9. Administrator Evaluation Committee (S. Clark)
- 4.9.1. This committee met March 17<sup>th</sup> and discussed the timeline for the Administrator Evaluation and the process as required by Diocesan policy. We also discussed the need for changes to this process and some possible ideas to share with the Office of Schools.
- 4.9.2. A document was given to the Board that outlines the timeline and process.
- 4.10. Food Services Committee (G. Buday)
- 4.10.1. Pat Byrne, Melissa Anderegg and Gwen Buday met with the head of KVCC's new Food Innovation Center. We will follow up in May, as the Center may be able to provide fresh produce to the schools as well as potentially 1 or more interns to help establish and operate a salad bar at Hackett and, later, St Monica and St Augustine.
- 4.10.2. Melissa Anderegg and Gwen Buday met with Mike Leeuw (EMA) to explore the option of having EMA provide food service to the three schools, including a salad bar at Hackett to start and later the elementary schools. Addressed cost structure and the possibility of withdrawing from the free and reduced lunch program to increase flexibility in menu choices and improve quality.
- 4.10.3. Explored options of keeping current in-house lunch program, moving to a vended service contract or a managed contract. Determined that either keeping in-house or a managed contract (or a combination of those) would work the best for a district of our size, allowing us the most flexibility and control over the service provided.
- 4.10.4. Continue to explore whether it is feasible to withdraw from the free and reduced lunch program at the elementary schools. Aside from food discounts, CSGK receives around \$25,000 annually in government reimbursement for lunches. To withdraw from the program would end that reimbursement and we'd have to cover free and reduced lunches another way. Doing so would be advantageous, as it would free us from the rigid nutrition and other guidelines (including the onerous and restrictive bid process) imposed by the state. It appears that it would be considerably easier to produce reasonably healthy and good quality lunches with a vendor of our choosing if we do not participate in the government program. We are considering various options for assuring that we could provide lunches to those who cannot afford to pay in the absence of the reimbursement revenue, including an annual fee or other fund that would be used to pay for free and reduced lunches.

- 4.10.5. We are continuing to explore the option of a point of sale card or other way to handle ordering and payment for meals at all schools. This would allow students to select food day to day rather than a month in advance.
- 4.10.6. Melissa Anderegg and Gwen Buday are preparing an RFP (Request for Proposal) for submission to the State of Michigan for a Vended School Meal Contract. The State mandates the list of vendors to whom the RFP be presented, and we can add vendors to the list as well. There are limits on which bid we can choose, and the final contract must be approved by the State. This is a very labor intensive process and is required if we continue to participate in the free and reduced lunch program. Unless and until we determine that we can withdraw from the program, this is the required way to explore moving to a managed contract.
- 4.11. Technology Committee (R. Remynse)—No Report
- 4.12. Enhancing Community (S. Bradshaw)
  - 4.12.1. To organize the scheduled Group Mass for April 24<sup>th</sup>. The following Hackett teams will be participating in a group Mass on Sunday, April 24<sup>th</sup>: 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).
  - 4.12.2. Reviewed the CSGK Group Mass Initiative and whether or not the CSGK wants to continue its efforts. The effort is important because the supporting parishes give \$1.45 million towards the cost to educate our students. Without parish support, families would be expected to pay \$1,677 more per child in tuition. In next year's campaign for this initiative, we will make an effort to educate parents further regarding its importance and significance.
  - 4.12.3. The initiative is now done only with Hackett students, and there was discussion about extending the initiative with St. Augustine and St. Monica students. While the elementary and middle school students were included in this initiative in the past, several factors made it more difficult with this group. The principals of St. A and St. M. were asked to consider ways they might be able to extend this initiative in their schools a few times per year to parishes they are not physically connected to.

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

5. Financial Review (K. VanderMolen)
  - 5.1. The committee reviewed the February 29, 2016 financial statements. Expenditures were at 64.6%, which is under 66.67% (8/12), see explanations of fluctuations attached.
  - 5.2. The committee reviewed the restated financial statements for June 30, 2015. A reconciling difference on the bank statement was resolved which affected the payroll accounts and therefore needed to be reflected in the June 30, 2015 financial statements.
  - 5.3. Committee members continue to study Tuition and will continue to look at options.
  - 5.4. The committee reviewed detail and approved carpet request for St. As for \$8700 to be paid out of current budget.
  - 5.5. The committee discussed the Cafeteria Review Project which continues to move forward. • Budget meetings with the 3 schools set for Thursday March 24.
  - 5.6. Approve the February 29, 2016 Financial Statements.
  - 5.7. Approve the Restated June 30, 2015 Financial Statements.
  - 5.8. The next finance committee meeting is scheduled for Thursday, April 21<sup>st</sup>, 2016; 3:15 at Hackett.

*Motion: Fr. Schmidt moves to approve the February 29, 2016 financial statements; Ogrin seconds. Motion passes.*

*Motion: Fr. Schmidt moves to approve the restated June 30, 2015 financial statements; Ogrin seconds. Motion passes.*

6. Other Business

6.1. Enrollment Update: 74 took the Hackett placement test which is an increase over last year.

7. The next meeting is scheduled for Friday, April 22, 2016 – 3:30pm at Hackett Library.

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