

No Minutes of March 24, 2017 CSGK Board: No Meeting

Email Motion & Submitted Reports Below

March 24, 2017 Email

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

Motion via Email: Clark moves to approve the March 24, 2017 Consent Agenda and Reports; Ogrin seconds. Motion passes.

Motion via Email: Clark moves to approve the February 28, 2017 Financial Statements; Ogrin seconds. Motion passes.

Motion via Email: Clark moves to approve capital improvements \$10,000 for carpet at St. Augustine School; Ogrin seconds. Motion passes.

Motion via Email: Clark moves to approve capital improvements of \$6,500 for STEM cart at St. Monica School; Ogrin seconds. Motion passes.

Advancement Review

Board Member: Kate Willard

Month Report: March 2017

Date of meeting/activities: Ongoing through March 24, 2017

Brief summary of meeting/activities since last report:

Mission and Catholic Identity:

The Shamrock Celebration took place on March 11, gathering 302 parents, alumni, parents of alumni, faculty, staff, clergy, and friends to celebrate and support Hackett Catholic Prep.

The next edition of the Irish Connect will appear in parish bulletins the last weekend in March. One more edition will follow at the end of the school year.

School Funding:

To date, the annual fund is 88% to our unrestricted goal. Overall, CSGK has raised \$558,282.03 this fiscal year.

The Kalamazoo Regional Catholic Schools Foundation has approved a total distribution of \$178,281.86 from our various endowed funds for the 2017-2018 fiscal year.

The HCP Shamrock Celebration, for the first time in recent memory, raised more than \$100,000, with a projected profit of \$111,555. This is due in large part to the work of the sponsorships committee, who secured over \$50,000.

On Saturday, March 18, preceding Hackett's performance of The Sound of Music, a reception was held to introduce the Mary K. Carr Memorial Fund for the Arts. Over \$5,000 was contributed to the fund in the week since – enough to endow half of one of the four planned scholarships the fund will support.

Enrollment Review

CSGK Staff Position: Enrollment Director

CSGK Staff Member: Sarah Gillig

Month Report: March 2017

Brief summary of meeting/activities since last report:

Mission and Catholic Identity:

Enrollment Report – On February 21, 2017, CSGK Business office sent an email to all parents with information and instructions on how to enroll their students for the 2017-18 academic year. The following morning, we had 48 submitted applications. We were impressed with the immediate response and the number of immediate responses. We attribute this to the online enrollment/application system.

School	Completed Applications	New Applicants	Withdrawal
St. Augustine	70	14	1
St. Monica	69	11	1
Hackett Catholic Prep	51	6 (3 freshmen)	0

**These numbers include P3 and P4 A completed application is one that has been submitted, all paperwork received, and registration fee paid.

International Student Applications- HCP has two international students scheduled to visit our school on Friday, March 24, 2017. These two students come from the agency, Each Future, and both students are currently enrolled at Mattawan. We have a current St. Augustine family who would like to bring their nephew from Vietnam to the US to attend HCP. We are working on his application. One more student has applied and he will live with his aunt and uncle in Kalamazoo while attending HCP. His application is also in process.

Marketing Update: The CSGK has an advertisement in the March issue of Encore Magazine. The CSGK participated in the Kalamazoo Family & Baby Expo on February 26, 2017. Thank you to Ellen Brown, Liz Peot and Mary Beth Romano for their help. The Irish Connect is scheduled to be in Parish bulletins this weekend, March 25 and 26.

Upcoming Events April Enrollment Events:

April 17- Incoming Freshmen Parent Meeting, St. Monica

April 20- Incoming Freshmen Parent Meeting, St. Augustine

April 28- Enrollment Registration and Tuition Grant Application Due

Enhancing Community Committee

Board Position: CSGK Secretary

Board Member: Susan Bradshaw

Month Report: March

Brief summary of meeting/activities since last report:

Catholic Identity:

- The 5th scheduled group mass attendance was Sunday, March 19th at the 11am Mass at Catherine of Siena. Those groups who were supposed to be attending included: Ad Gloriam Dei, Agnus Dei, Alternative Spring Break, Earth Club, Latin & Spanish Club, Quiz Bowl, Model United Nations, Respect Life, SAAB, Student Council, SLS (Students Leading Students), SLT (Student Leadership Team), Theatre, Student Ambassadors, Jazz Band, Philosophy Club, and Yearbook.
- Of the 18 groups invited to attend, I received replies from only 6 groups (Earth Club--Mrs. Margie Stone, Model United Nations and SLS--both Mr. Chris Adrian, SAAB--Mr. Mike Garvey, Jazz Band--Mr. David Peters, and Theatre--Mrs. Mary Kay Allbee.
- Of these 6 groups who replied, only 3 groups (the Earth Club--Mrs. Margie Stone and Jazz Band--Mr. David Peters, and SAAB--Mr. Mike Garvey) indicated they would attend (or would send someone in their place).

- It is possible that some of the Advisors replied to Brian Kosmerick because I asked for his help in contacting the advisors who did not reply to my email.
- Advisors attending Mass at St. Catherine included Mr. Charles Heidelberg (Ad Glorium Dei), Mrs. Margie Stone (Earth Club), Mrs. Kelli Rider (Respect Life), and me (sitting in for Mr. David Peters who had a prior commitment at his church). Mrs. Barb Hargarther was attending but I am not sure for which group. It is possible other Advisors were attending and I just did not see them.
- There were 20-30 students from Hackett attending this Group Mass Attendance.
- We received a welcome reception from Fr. Stan and the parishioners of St. Catherine of Siena.
- The 6th and last scheduled group mass attendance will be Sunday, April 23rd. The Hackett Baseball, Softball, and Track Teams are scheduled to attend Mass together at the 11:15am Mass at St. Ambrose. The Hackett Girls' Soccer, Girls' Tennis, Boys' Golf, and Lacrosse Teams are scheduled to attend Mass together at the 11:15 am Mass at St. Joseph.

Financial Review

Board Position: Treasurer and Finance Committee Chair

Board Member: Kristy VanderMolen

Staff Member: Melissa Anderegg (Business Manager)

Month Report: March 2017

Brief summary of meeting/activities since last report:

School Funding:

- Finance committee reviewed the February 28, 2017 financial statements. No concerns, on track with budget, total expenses at 61.6% which is under 67% (8/12).
- Capital expenditure needs: Finance approved \$6500 purchase of stem cart for St. Monica. Funds are being donated. No board approval necessary due to under \$10,000. Also approved carpet purchase for St. Augustine for \$10,325 with Migala to be paid out of operating funds.
- The committee is having a parent forum meeting on March 28th to cover tuition option ideas.
- Kate gave an update on advancement and will cover at board meeting as well.
- Committee reviewed cafeteria results and minutes from their last committee meeting on activities.

Action/Motions required of Board (if any):

- Approve the February 28, 2017 Financial Statements
- Approve the capital purchase of carpeting for St. Augustine for \$10,325 with Migala.

Next steps: Next Finance Committee meeting is scheduled for Thursday April 20th, 2017, 3:15 at Hackett.