

Minutes of May 24, 2016 CSGK Board Meeting

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

Call to order: 3:30pm

Opening Prayer: Fr. Farrell

Approval of Agenda: May 24, 2016

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

Approval of Consent Agenda:

1. Minutes: April 22, 2016

2. Principal

2.1. Hackett Catholic Prep (B. Kosmerick)

2.1.1. Hackett swept the Top 3 spots in the inaugural diocesan Capstone project!!! Caroline Yapp finished 1st and will receive a \$5000 scholarship; Amanda Lawrence finished 2nd and will receive a \$3000 scholarship; Genenvieve Bogedain finished 3rd and will receive a \$2000 scholarship. Mitch Yelton and Becca Radomsky also finished in the Top 10 and will receive \$500 scholarships. Our Theology department (Mr. Scoles, Mr. McGroarty, & Deacon Lucas) and English department (Ms. Briggs, Mrs. Jenrich, Mrs. Allbee, & Mrs. Russell), along with Father Adams, Mr. Heidelberg, and Ms. Luzenske, deserve a tremendous amount of credit for their efforts in preparing our students for this project.

2.1.2. Hackett celebrated its May Crowning ceremony on May 5th.

2.1.3. Our Service Fair was held on May 11. Students had an opportunity to visit with organizations in the Kalamazoo area who are looking for volunteer or service help.

2.1.4. Hackett held a Situational Awareness Training on May 18. Brian Uridge, from Compliance One Group, presented during the 2 hour session.

2.1.5. Our final Holy Hour of Adoration will be on Friday, June 3, from 1:20-2:20. Thank you Father Adams for your help with that.

2.1.6. Alex Bohr, Will Knoll, and Becca Radomsky were named as members of the Southwestern Athletic Conference (SAC) All-Academic team for the 2015-2016 school year. They were honored at a luncheon on April 28.

2.1.7. The SAC held its annual Student-Athlete Luncheon on May 10. All SAC senior athletes with at least a 3.25 cumulative gpa and 4 varsity letters in at least 2 separate sports are invited to this program. HCP had the most student-athletes meeting that criteria – 23. They were – Rachael Anglin, John Bartholomew, Jenna Behrje, Maggie Benjamin, Jacob Buchmann, Jack Dales, Grace Erving, AJ Estes, Maura Gillig, Matthew Johnson, Kate Ketels, Will Knoll, Angela LaPenna, Andrew Marshall, Rachel Niesen, Kieran O'Brien, Tara Schamehorn, Madeline Schneck, Kawika Singson, Lizzie Stull, Chris Swendris, Abbie Takacs, and Mitch Yelton.

2.1.8. The Top 10 for the Class of 2016 will be honored at a breakfast on Monday, May 23. The Top 10 include: Valedictorians (perfect 4.0 cumulative gpa): Jacob Buchmann, Will Knoll, Angela LaPenna, Kieran O'Brien, Ian Poage, Becca Radomsky, and Mitch Yelton; Salutatorian: Bryant Neal; Other members of our Top 10: Genevieve Bogedain and Lizzie Stull.

- 2.1.9. Nikki Smith has agreed to help update our Crisis Response Manual. She went through this process while interning at Portage Central High School this past fall.
- 2.1.10. We will be updating our Student Handbook over the summer and are in the process of surveying teachers and staff to identify which virtues we want to emphasize with our students (and in our Student Handbook) moving forward.
- 2.1.11. HCP will be reducing its teaching staff by one for next school year.
- 2.1.12. Father Adams has been appointed as Chaplain of Hackett for next year. Father Farrell will remain as Canonical Administrator. Brian Kosmerick has officially named as principal of HCP.
- 2.1.13. We are continuing to look into quotes for the re-design of our gymnasium floor for this summer.
- 2.1.14. Our Strategic Plan is essentially finished. Nikki Smith will meet with me on Wednesday, May 25, to go over the results and findings.
- 2.1.15. Submitted registration, for the incoming freshmen class (Class of 2020) is currently at 59. We expect that number to increase by 3-5 over the next few weeks. All other classes are maintaining their enrollment.
- 2.1.16. We have 3 new foreign exchange students enrolled for next school year. We expect 2 additional enrollees from that company.
- 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. Bishop Bradley celebrated Mass with the school April 14. That was an unplanned honor for us, as Bishop offered to help during Monsignor's absence/recovery.
 - 2.2.2. We are honoring Mary during the month of May. We celebrated May Crowning before Mass on May 5, we will pray the rosary, led by grade 5, before Mass on May 12, build a shrine for Mary in our foyer the week of May 16 and close our celebration with a prayer service honoring Mary on May 25.
 - 2.2.3. We celebrated Special Persons Day May 6. The morning included making rosaries with our Special Persons, praying the rosary, led by 4th grade students, with the entire community gathered, and concluded with the spring concert, hosted by Ms. Werner.
 - 2.2.4. The regional Bring it on Book Challenge came to St. A on April 29. We hosted 7 teams from around the diocese and the non-public schools in Kalamazoo.
 - 2.2.5. We have the opportunity this year, for the first time in a long time, for teachers to look at their goals and to identify areas that professional development would benefit them. Based on their needs, they will then look for PD opportunities that I can write in to our Title II plan for 16-17.
 - 2.2.6. Shawna Gallagher came to our staff meeting April 20 with a presentation, "Generational Diversity". The presentation gave teachers an understanding of generational differences and strategies to use when communicating with parents and colleagues of different generations.
 - 2.2.7. Teri Grossman, our school's K-5 rep to the diocesan science curriculum committee, is working with Amy to get the new science resources ordered for 16-17. I received a nice compliment from the associate superintendent that Tom Maihofer is leading the efforts of the middle school science teachers in our diocese to adapt current science resources to the new science standards.
 - 2.2.8. !We made it through our site visit days, April 26 and 27. Thank you to the PTO for hosting the team. A special thanks to the teachers and the SIT for all the work they put in to writing summary statements and putting together evidence in the powerpoints. The team commented on the amount of and quality of evidence both during our site visit and during a site visit at another diocesan school.
 - 2.2.9. March financials are attached.

2.2.10. I received the estimate for the window on the east side of Monsignor's apartment. I'd like to move the \$5110 estimate forward to CSGK finance committee for approval.

2.2.11. We have received notification of distributions for our funds held at the Kalamazoo Regional Catholic Schools Foundation.

CSGK Education Fund - \$4444.50

Lawrence Fund - \$10,781.05

St. A Endowment - \$5809.35

Amat Fund - \$4466.09

2.3. St. Monica School (B. Reits)

2.3.1. Our May Crowning ceremony was celebrated Monday, May 2 under cloudy skies and chilly temperatures, but there was no rain!

2.3.2. The second grade students attended their First Eucharist retreat on Friday April 29th.

2.3.3. The second grade students of St. Monica Parish received their First Eucharist on May 7th at 11:00.

2.3.4. Jen Whiting's fourth grade class raised \$1000.00 during their month-long math-a-thon for a student's grandmother who is suffering the debilitating effects of a stroke. The monies raised will assist with rehabilitation expenses.

2.3.5. Math coaching will wrap up by the end of May. Gina will work on videotaping math lessons with her focus group so as to encourage peer and self-observations among the group members.

2.3.6. Becky attended the Educator Evaluation Conference on April 28 & 29 with other administrators and Margaret Erich, to streamline the teacher observation process. The team of administrators who attended will decide which teacher observation tool will be used throughout the diocese. This decision will be made by August. The four platforms being researched are: Marzano, 5D, Thoughtful Classroom, and Charlotte Danielson.

2.3.7. Teachers are working on stages 2 & 3 of the science UbD curriculum through the end of the school year. They will design those stages for physical, life, and earth science, as well as STEM initiatives.

2.3.8. NWEA MAPs are being administered May 2 - May 20 for students in grades K-7.

2.3.9. Our teachers will attend an all-day training on Office 365, by Tina Tribu, on June 13th.

2.3.10. Margaret Erich has approved ongoing and future participation in the Student Spaceflight Experiments Program. Kate Willard and Jen Callahan are also supportive of the program and will be working to secure donors. We will assess administrator interest in the program, in the fall.

2.3.11. A school survey, designed by our LAC, has been made available to all school families, via Notify Me.

2.3.12. Teacher observations will be completed next week.

2.3.13. Our Ambassador Family group is starting up and running. The committee chairs have collected the names of parent volunteers to match up with new families and have contacted many new and prospective families. We are excited for the new energy of the committee and the work they will do for our school.

2.3.14. Enrollment is showing steady inclines as Michele Buchmann works to process the paperwork that was collected during the last early enrollment week.

2.3.15. One student was expelled on Thursday, May 5 for ongoing harassment and intimidation methods imposed upon another student over the past month.

3. Local Advisory Council Reports

3.1. Hackett Catholic Central (T. Harding)—No Report

3.2. St. Augustine Cathedral School (E. Brown)

- 3.2.1. Confirmed eight LAC members for the 2016-2017 school year ballot: Nichole Cekola, Chris Christian, Jeff Appeldoorn, Brian Mullally, Stephanie Nobis, Liz Peot, Andrew Riker, Ellen Brown
- 3.2.2. Conducted our Parent Survey in April and received more than a 40% response rate. Parents offered kind and constructive comments. We use survey results to improve our school through teachers, PTO, LAC and SIT.
- 3.2.3. All eight 2015-2016 LAC members completed the Administrator Evaluation.

Motion: Fr. Schmidt moves to approve Jeff Appeldoorn, Chris Christian, and Andrew Riker as members of the St. Augustine Local Advisory Council; VanderMolen seconds. Motion passes.

- 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 Kalamazoo Area Catholic Schools Athletic Hall of Fame induction dinner was held on Friday, April 29 at 6:00 p.m. in the HCP cafeteria. Six new honorees were inducted, including alumni from the classes of 1975, 1990, 2002, and 2005. The Advancement Director is working with the Athletic Director and Hall of Fame committee to formalize the role of the Advancement office in planning and promoting this event in future years.
 - 4.2.2. Hackett will host a reception for legacy families as part of this spring's commencement celebration. Graduates with a parent and/or grandparent who also graduated from Hackett, O'Brien, or St. Augustine have been invited to attend with their families. The class of 2016 includes 22 legacy members, representing nearly one-third of the class.
 - 4.2.3. The HCP baseball team will be retiring a jersey at a ceremony on Thursday, May 26, between games of their home doubleheader. Four players who have worn the number 1 will be honored that night, from the classes of 2006, 2010, 2013, and 2016. A reception will follow the games.
 - 4.2.4. HCP Student Ambassadors for the 2016-2017 school year will be selected before the end of the school year. Applications are due within the week, with interviews to follow. This is a joint program between Advancement and Admission.
 - 4.2.5. To date, CSGK has raised \$450,128 in the 2015-16 fiscal year. \$138,602 are unrestricted funds, including \$86,368 in unrestricted CSGK funds.
 - 4.2.6. Endowed funds through the Kalamazoo Regional Catholic Schools Foundation have provided a further \$164,859 this year.
 - 4.2.7. The Kalamazoo Regional Catholic Schools Foundation board met this month. The board made the decision to add an \$80,000 gift whose designation was pending to the CSGK unrestricted fund. This should produce upwards of \$4,000 annually in additional unrestricted funds for CSGK moving forward. The board also made the decision to hold a strategic planning meeting in the near future, to discuss the direction of the foundation over the next five years.
 - 4.2.8. The CSGK annual fund spring appeal has been mailed to parents, alumni, and friends.
 - 4.3. Marketing/Enrollment Committee (S. Gillig)—No Report
 - 4.4. Enrollment Review (S. Gillig)
 - 4.4.1. Ellen Brown, Brian Mullally, and I finalized the CSGK Survey this month. The plan is to distribute the surveys during the weekend of May 21 and May 22. Parishioners have the option of completing the survey on paper or online. Paper copies are available in the weekend bulletin and the link is open through June 5, 2016. This information should be

included in parish bulletins and in parish wide email announcements. The three of us began this process last October and we are very grateful for the tremendous support, interest and help we have received along the way. We look forward to hearing from the parishioners and we are excited to share with the Board what the survey results tell us.

- 4.4.2. Hackett Catholic Prep is introducing a Parent Ambassador program this June. Partners in Mission introduced the Parent Ambassador program to our diocese as an initiative to increase parental involvement in recruitment and retention in our schools. Our goal is to invite any parent who may be interested in the program to attend our first meeting. Mr. Kosmerick has extended an invitation in his Monday updates and he has asked teachers to nominate parents for the program as well. Our first meeting is scheduled for June 7 at 6:30pm in the HCP Library.
- 4.4.3. Last September, Advancement and Enrollment combined efforts to introduce a Student Ambassador program at Hackett Catholic Prep. Student Ambassadors are a select group of student leaders dedicated to the positive promotion of HCP. They serve as the front line representative of HCP to prospective families, prospective students, alumni, and community members. Kate and I met with this group monthly to develop skills in communication, public relations, marketing and interpersonal skills. This month, we met with each Ambassador looking for feedback on how the year went, were expectations met, and interest in continuing the program next school year. The feedback has been extremely positive with a 100% return rate. We plan an end of year celebration at Olive Garden next week. We are in process of inviting students to apply for a Student Ambassador position for the 2016-17 school year. Please encourage your high school student to apply
- 4.5. Strategic Planning Committee (P. Jodelis)
 - 4.5.1. The Strategic Planning Committee did not meet but each school reported on their individual progress via phone or email.
 - 4.5.2. **Hackett Catholic Prep** Nikki Smith has held her committee to a tight schedule. They have finished the Strategic Plan on-time. It will be given to Brian Kosmerick, who will then take it to the HCP LAC.
 - 4.5.3. **St Augustine's** cite visit was completed.
 - 4.5.4. **St Monica** is evaluating their current Strategic Plan.
- 4.6. Communications Review (P. Jodelis)
 - 4.6.1. Photos of Hackett Catholic Prep's Senior Decision Day were taken and submitted to the Kalamazoo Gazette along with a short story and media package but nothing appeared in the newspaper or on-line.
 - 4.6.2. We met with Ed Finnerty (regional editor of Mlive) and Julie Hoogland (State-wide manager for Mlive from Grand Rapids) to discuss what CSGK can do to receive better news coverage. In light of the recent staff cuts at the Kalamazoo Gazette and the leaving of education writer, Julie Mack, it was evident that CSGK would see few, if any of our articles published. But with that said, Mlive sent a photographer to cover HCP's "May Crowning" and photos did appear on their website. We were able also to send Mlive additional photos from St Augustine's May Crowning ceremony and they too were displayed on Mlive. It is becoming increasingly difficult to determine what will and will not appeal to the Mlive editors and therefore what they will and will not publish.
 - 4.6.3. Hackett Catholic Prep's website has been changed to reflect the ad in FYI Magazine's Camp edition which is currently on the newsstands. The ad highlights the Hackett Summer Camp Program which targets elementary and middle school students.
 - 4.6.4. We are working on improving all schools websites by adding additional photos, improving the content and highlighting our Catholic Identity

- 4.6.5. 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, Decision Day and Hackett Catholic Prep seniors, "Oh the places they will go," and May Crowning at Hackett Catholic Prep.
- 4.7. Facilities Committee (J. Cavanaugh)—No Report
- 4.8. Policy Review Committee (M. Anderegg and S. Bradshaw)
- 4.8.1. All policies have been updated by various committee members. Anderegg, Bradshaw, and Williams are currently reviewing and finalizing those updates. Once complete, the new policy manual will be made available to the board for approval (in June or July).
- 4.8.2. Future goal for 2016-2017: to review and revise the current CSGK Employee Manual.
- 4.9. Administrator Evaluation Committee (S. Clark)
- 4.9.1. Messages were sent to those participants to complete Administrator Evaluation surveys with a link to the online form. LAC presidents have compiled the findings and will share at the Executive session portion of our May meeting and will then we forwarded to the Office of Schools.
- 4.9.2. The committee will work through the summer months to identify a tool for the upcoming year.
- 4.10. Food Services Committee (G. Buday)—No Report
- 4.11. Technology Committee (R. Remyense)—No Report
- 4.12. Enhancing Community (S. Bradshaw)—No Report

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

5. Financial Review (K. VanderMolen)
- 5.1. The committee reviewed the April 30, 2016 financial statements. Expenditures were at 83%, which is right on budget 83% (10/12) of fiscal year, see explanations of fluctuations attached.
- 5.2. Committee members continue to work on different tuition methods.
- 5.3. The committee reviewed enrollment data see attachment.
- 5.4. Capital expenditure needs: finance approved St A's window addition for Rectory to be funded with Legacy funds for \$5110. Finance approved Flooring donation of \$20,000 to be allocated to Hackett for Hackett Gym floor and St A's and St Monica to split the \$20,000 Religious education facilities donation. Finance approved new door for St. Monica for \$4880 to be funded thru capital funds
- 5.5. The committee met monthly and reviewed and approved financial statements for each month.
- 5.6. Committee members continue to research different tuition methods.
- 5.7. The committee reviewed enrollment data monthly.
- 5.8. Capital expenditure needs were reviewed and approved monthly.
- 5.9. Committee performed teacher salary review.
- 5.10. Committee reviewed and approved the 2016-2017 budget and met with administrators.

5.11. Committee reviewed Cafeteria Review project

Motion: Fr. Schmidt moves to approve the April 30, 2016 financial statements; Ogrin seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the St. Augustine window addition for the Rectory to be funded with legacy funds for \$5,110; Ogrin seconds. Motion passes.

Motion: Ogrin moves to approve the St. Monica door addition for \$4,880 to be funded through capital funds; Brown seconds. Motion passes.

Motion: [Electronic, 6-1-16] Clark moves to approve the use of a \$20,000 donation for flooring to refinish the Hackett gym floor; Bradshaw seconds. Motion passes.

6. Other Business

- 6.1. Clark reported that the Diocesan Collaborations and Pastor assignments and re-assignments will impact the board. For some Pastors, their last meeting as a CSGK Board member will be the June meeting. This will be discussed in greater detail at the next meeting once the assignments are publicly posted.
- 6.2. Enrollment: As of May 18, 2016, 269 students are enrolled at St. Augustine (287 are budgeted), 225 students are enrolled at St. Monica (247 are budgeted), and 212 students are budgeted at Hackett (254 are budgeted).
- 6.3. Irish View Proposal: Jodellis proposed the CSGK Communication team concentrate its efforts on a new, 4 page, 4 color newspaper. It would measure 11 ½" by 14" (The same size as the Diocese of Kalamazoo's Good News newspaper). This new communication vehicle would retain The Irish View name and would supersede what we currently have in place. Each of the three schools would have a page entirely devoted to their own activities, but the newspaper would have an overall editorial theme each time it is published. The new Irish View would be published 6 times per year. The board reviewed the proposal. Bradshaw showed support for the proposal as long as the mission of the original CSGK Tweets (aka, The Irish View) was followed. The CSGK Tweets was initially developed in 2010 after extended personal interviews with Pastors and others from our supporting parishes, as well as Principals, teachers, LAC members, CSGK members, and parents. The intent of the interview process was to explore and determine the nature of the relationship between the CSGK schools and the 8 supporting parishes. It was determined that there was almost no relationship between our schools and our supporting parishes except in the case of schools attached to parishes where a strong relationship existed. To remedy the situation, we developed the Tweets (and the CSGK Mass Initiative program). The format of the Tweets was to follow a Twitter-type presentation, and its mission was to provide a medium which allowed our parishioners to read about the depth and breadth of our Catholic school community and its activities.

Motion: Fr. Schmidt moves to approve the Irish View proposal submitted by Petra Jodellis; Ogrin seconds. Motion passes.

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