

## Minutes of February 2019 CSGK Board Meeting

**Attendees:** Msgrs: Hazard, Osborn; Fathers: Farrell, Hyman; Lay Members: M. Ogrin, M. Romstadt, R. Basler; LAC Reps: E. Brown, S. Clyne, T. Harding; Principals: B. Kosmerick, A. Zommers; Diocesan Staff: M. Erich; CSGK Staff: M. Anderegg, K. Willard

**Call to Order:** 3:34pm

**Opening Prayer:** Father Hyman

**Introduction of Guests:** Jen Whiting, Jason Clyne, Linden Buck, Jennifer Buck, Steve McNeill, Mariah Mandeville, Lauren McNeill

**Approval of Agenda:** February 22, 2019  
Motion: Tim Harding moves to approve Agenda. Fr. Hyman seconds. Motion passes.

**Office of Schools/Executive Session:** 3:37pm - 4:05pm

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

1. Minutes: January 25, 2019
2. Principal Reports
  - 2.1. Hackett Catholic Prep (B. Kosmerick)

### ***Mission and Catholic Identity***

- 2.1.1.** Catholic Schools Week wrap-up:
  - The CSW all school Mass was cancelled due to snow/cold
  - Hackett still held our annual Student Appreciation lunch on Feb. 4
  - Students and parents participated in "welcoming" at parishes on Feb 2/3 by holding doors and handing out materials.
  - Food collection for Loaves and Fishes will be rescheduled
  - St. Augustine and St. Monica 8th grade Shadow Day is rescheduled for Feb 25
- 2.1.2.** HCP hosted its 2nd Faith, Science, and Reason Presentation on Feb. 11. Father McNally presented on "How to Keep Your Children Catholic". 51 people attended, including HCP, St. Augustine and St. Monica staff, and some area parishioners
- 2.1.3.** Class retreats will take place during the week of Feb 25, at St. Catherine of Siena Parish. Thank You to St. Catherine of Siena for allowing us the use of Marian Hall and the Church. Theology faculty and staff will lead retreats along with a few outside presenters.
- 2.1.4.** Seniors will be presenting their Capstone Projects on March 12th or 13th
- 2.1.5.** The HCP Right for Life Club will be participating in the 40 Days for Life Silent Protest outside the local Planned Parenthood

### ***Academic Excellence/School Governance:***

- 2.1.6.** Hackett has partnered with Aquinas College to offer dual enrollment classes on the HCP campus. Classes will begin in the fall of 2019
- 2.1.7.** 8th grade students took the High School Placement Test this past week. HCP uses the data, along with MAP scores and teacher recommendations, for course placement for incoming freshmen; the test is also used in awarding Faith Scholarships to incoming Freshmen
- 2.1.8.** The HCP Spring Musical, The King and I, will be on March 15, 16, 22 & 23. Show times are 7:00pm
- 2.1.9.** Mrs. Ulbrich will soon begin meeting with students regarding scheduling classes for next year.
- 2.1.10.** Mr. Kosmerick is meeting (one-on-one) with 8th grade parents to answer questions and help them with transitioning to HCP
- 2.1.11.** HCP staff began ALICE training with an hour of online tutorials on Feb 7.

### ***School Funding:***

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- 2.1.12. The 2019 Shamrock Celebration is Saturday, March 2, at the WMU Bernhard Center
  - 2.1.13. Chapel Restoration - interior confessional walls have been installed, some trim work needs to be finished in the upcoming weeks

## 2.2. St. Augustine Cathedral School (A. Zommers)

### ***Faith:***

- 2.2.1. Due to the Snow Week, we celebrated some of our planned Catholic Schools Week events the week of Feb. 4. We honored our Altar Servers, celebrated Mass, enjoyed the Talent Show, had a day of service, collecting money for Caring Network, food for the Loaves and Fishes pantry, reviewing the principle of "Call to Family, Community and Participation", and extending our grade-level service to community organizations. Wednesday the kids enjoyed a Scavenger Hunt around the school and we thank the Knights of Columbus for rescheduling the Free Throw Contest.
- 2.2.2. The CSW Pancake Breakfast for the John Robert Amat Fund was a joint effort by the 7<sup>th</sup> grade and the Knights of Columbus. 270 people were fed in spite of the poor weather. The following weekend our students, parents and teachers participated in holding doors and greeting parishioners. We were well represented. 8 teachers, 8 parents, 53 students were present in 7 of our 8 parishes over all weekend Masses.
- 2.2.3. We celebrated a Blessing of Throats after Mass on February 4.

### ***Knowledge:***

- 2.2.4. Winter MAP results have been compiled and distributed to parents via e-alert. I met with all teachers to go over what they see in the data and how this will adjust their teaching over the next few months. We have a higher population of 'at risk' students coming in to our school family in the upper elementary and middle school grades. Teachers are planning to adjust groupings and carve out time for workshops in order to offer additional support to all students. Teachers in the early elementary are adjusting schedules in order to allow for additional time to partner teach.
- 2.2.5. Parent teacher conferences went well. Participation this winter was at about 80% vs. the 95% we have in the fall.
- 2.2.6. PTO hosted a book fair together with Book Bug during parent teacher conferences. The funds generated are used to expand our library collection.

### ***Stewardship:***

- 2.2.7. St. A teachers began posting online learning days January 30. To date, teachers have provided 5 days of lessons and assignments via RenWeb and other online platforms. Online learning was based on planned work in the classroom. Teachers tried to plan for 2-3 hours of work. Our participation rate was 81% in K-5 and 84% in 6-8 for the first 3 days and 94% for the last 2 days. Those are great percentages! Those students who had done no work were required to make up assignments.
- 2.2.8. The Dollar for Denim day generated \$380 for Caring Network and we filled our St. A food pantry during our Catholic Schools Week observed.

## 2.3. St. Monica School (B. Reits)

### ***Mission and Catholic Identity:***

- 2.3.1. Deacon Lucas continued with the next series of the Parent/Student Bible & Catechism Study today, February 14, focusing on "Devotion to the Holy Trinity" with fourth grade. Six parents attended this session.
- 2.3.2. Lenten retreats have been scheduled throughout March. We are finalizing the details for each grade level.

### ***Academic Excellence:***

- 2.3.3. Student-led Conferences were well-attended last week. Due to the snow days, NWEA MAP tests were extended, thus delaying their distribution.

- 2.3.4. Teachers in grades K-3 continue the second semester, developing CLE lessons to share with their parents.
- 2.3.5. Four teachers (Miss Carr, Mrs. Thompson, Mrs. Hammer, and Mr. Beery) are attending the ICLE School Leaders Forum in Denver, Colorado from March 14-16. We look forward to learning of their experiences.
- 2.3.6. Ten SMCS and Light of Christ Academy teachers plan to attend the CLE training on "How to Apply Liberal Arts Principals in the Classroom" from June 10-12 in the Diocese of Marquette.
- 2.3.7. Two additional Q & A sessions for CLE were offered to parents during Student-led Conferences last week. Six families took advantage of the opportunities and conveyed support for CLE.
- 2.3.8. Our faculty meetings have been dedicated to preparations for our February compliance and March accreditation visits. I've spent our snow days uploading evidence. All will be finalized by Monday, February 18.
- 2.3.9. Congratulations to Alex Dumont, sixth grade winner of our Geography Bee on Tuesday, January 22. Alex took the assessment during one of the snow days to see if he will qualify for the State-level competition.
- 2.3.10. The Math Counts competition has been rescheduled for February 22. St. Monica will host the event in the gym. Thank you to Chuck Buxton for his dedication to our students and the program.

***School Governance:***

- 2.3.11. Recent strategic planning meetings have focused on implementation of Catholic Liberal Education in preparation for the 2019-2020 school year. Jason Clyne and I recently shared these plans with Fr. Farrell.

***School Funding:***

- 2.3.12. Johnson Controls completed the final phase for installation of the electronic door locks. The next phase will be training on the system. Crookston Audio recently installed speakers for all of our specials classrooms. This project is now complete.
- 2.3.12. Thank you to Consumers Energy and Ed Clifford for the donation of 45 Dell laptop computers and docking stations for our teachers and seventh/eighth grade students!
- 2.3.13. Booster Bash and the Irish Jubilee were huge successes for our St. Monica community and beyond! Thank you to all who dedicated so many hours to these events!
- 2.3.14. Many phone calls from prospective parents have been coming in with requests for tours to be scheduled.

**3. Local Advisory Council Reports**

- 3.1. Hackett Catholic Prep (T. Harding) - No Report
- 3.2. St. Augustine Cathedral School (E. Brown) - No Report
- 3.3. St. Monica School (S. Clyne) - No Report

**4. CSGK Report (M.Ogrin)**

- 4.1. Task Force - To look in to CLE and to bring information to CSGK Board only. By-laws should be reviewed to make changes as to what is CSGK role with regards to school recommendations.

**5. Committee and Staff Reports**

- 5.1. Advancement Review (K. Willard)

**Mission and Catholic Identity:**

- 5.1.1. The Athletic Hall of Fame has selected their class of new members, to be announced at the Shamrock Celebration.
- 5.1.2. The Hall of Fame induction ceremony, along with the HCP golf outing and Homecoming celebrations, will take place during the inaugural Alumni Weekend this fall. The date will be finalized this week, and will be in late September or early October.

**School Funding:**

- 5.1.3. As of 2/15/19, we have raised \$291,973.56 for CSGK and \$68,565.53 toward KRCSF endowed funds. The annual fund is 59% to its unrestricted goal.
- 5.1.4. KRSCF's board will met in February and approved a preliminary amount of \$195,000 for this year's disbursement. The funds will reach CSGK in April.

- 5.1.5.** The HCP Shamrock Celebration is coming up soon on March 2. Sponsors have committed over \$75,000 to date. All HCP parents, St. Monica and St. Augustine middle school parents, clergy, local alumni – and board members! – are invited and encouraged to attend.

Motion: R. Basler moves to approve Consent Agenda. S. Clyne Seconds. Motion passes.

**Financial Review:** Finance Committee (M. Anderegg)

***School Funding:***

- The committee reviewed the January 2019 financial statements with expenditures at 54%, which are better than 58% (7/12 of the fiscal year).
- The committee reviewed the January 2019 cafeteria financials. Net income is up compared to last year at this time.
- Minimum wage increases March 29, 2019 from \$9.25 to \$9.45. It will also increase on Jan. 1, 2020 to \$9.65. Discussed impact on hourly employees who are just above the new minimum wage. Melissa will provide an analysis to the committee at a future meeting to determine the impact on those employees for the 2019-2020 school year.

***Open Item for the Committee to Focus on for the Current School Year:***

- Teacher salary and benefits endowment fund. Nothing new at this time.

**Action/Motions required of Board**

- Approve the January 31, 2019 financial statements.

Motion: T. Harding moves to approve Financial Statements for January 2019. E. Brown seconds. Motion passes.

**Building Updates (verbal):**

**St. Augustine Cathedral School**

- MSP safety grant available
- working on safety plan and Grant - Johnson Control
- Grant for Cameras

**St. Monica Catholic School**

- Film on all Classroom windows
- Door locks updated - card system
- Jubilee was success this year - better than last year
- Education on CLE 85% student body all in
- Pizza Party Monday for CLE
- March - sending some staff members to Denver for CLE conference
- Later in year sending some staff to Marquette for CLE conference

**Hackett Catholic Prep**

- Partnering with Aquinas College - dual enrollment class; Credits to transfer to other colleges and universities
- Shamrock Auction next Saturday - 3/2/19
- King and I - musical

**Committee Updates:**

**Marketing and Enrollment Committee**

Maureen Yanik and Tony VanEs led the coordination of a CSGK presence at the Kalamazoo Baby & Family Expo this past weekend, promoting our schools and particularly our preschools to the young families who attended. Emily Turner-Hollman made a connection with local radio station WRKR to arrange a series of on-air interviews in conjunction with the Loaves & Fishes event they host annually. Brian Kosmerick and HCP senior Emme O'Brien

braved the elements to speak about our Catholic schools during Catholic Schools Week, on January 30. HCP tech teacher Lorri Batsie has edited the recordings from that morning into a file we can use in future promotions. The next meeting date is being determined.

**Human Resources/Policies Committee**

CSGK Personnel Manual:

Reviewed sections 3, 4, 6 and committee members providing edits or suggestion

**Food Services Committee**

- Reviewed itemized cost list of food items. Move up kitchen clean out and limit items at Hackett in the last few weeks of school to only those high selling items at the end of school year.
- Suggestions: add signs at elementary schools with pictures, highlighting new items on Boonli, highlighting new items at Hackett during daily announcements. Add pictures to Facebook pages of each school.
- Reviewed the survey done at Hackett this past Fall. We will conduct another survey in May so we can see how changes were received. Will conduct a survey at elementary/middle schools. Consider adding coffee at Hackett.

**Adjournment**

Motion: T. Harding moves to adjourn meeting at 4:13pm Father Hyman Seconds. Motion passes.

**Next Scheduled Meeting:** March 29, 2019– 3:30 pm – Hackett Catholic Prep.

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***Principal Reports***

**Hackett Catholic Prep Principal Report—NO REPORT**

**Administrative Position:** Hackett Catholic Prep Principal

**Administrator:** Brian Kosmerick

**Month Report:** March

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**St. Augustine Principal Report**

**Administrative Position:** St. Augustine Principal

**Administrator:** Andra Zommers

**Month Report:** March (through March 26)

***Faith:***

- HCP offered an evening with Fr. McNally on “helping students remain in the Catholic Church”. I was super pleased to see parents from 11 of our families at the event!
- We celebrated Fat Tuesday with pancakes and sausage, and a School Families activity reflecting on the virtues and our Lenten commitments to fasting, praying and giving alms.

- We are focusing on “Signs of Holiness in today’s world”, from Pope Benedict’s exhortation this Lent. As well, we are “taking 5 for Lent”, following the suggestions of Education in Virtue’s Lenten program. Weekly Stations of the Cross are part of our Lenten observance. Thank you to Monsignor Osborn, Fathers McNally, Vinh Le, Hyman, Doctor, Farrell, Potter and Raczkowski for celebrating Reconciliation with our students.
- Middle School students enjoyed their annual retreat. This year it was hosted by NET Ministries, “Fully Alive”. Thank you to St. Catherine of Siena parish for letting us use your space!

**Knowledge:**

- Our Lady Irish participated in both the Pulling Tournament as well as the Galesburg Augusta Middle School Jamboree which made up for some of the games we lost to snow days.
- Our Odyssey of the Mind teams did very well at tournament. Miss Appleyard’s team is continuing on to state competition.
- HCP administered the high school placement test to our 8<sup>th</sup> grade students on Feb. 20.
- Author Kamilla Benko visited with grades 2-5 on Feb. 22.
- Teachers continue to read “Mindsets in the Classroom”. After our last discussion on understanding the importance of letting kids fail, I am adding short videos to Monday Mailings, encouraging parents to learn more about the growth mindset.
- Mr. Peters hosted a great band concert on Feb. 27, followed by our 7/8 band kids attending festival in Fowlerville on March 1.
- St. A is proud of our 11 students and many graduates participating in HCP’s production of the King and I Great event!
- Three students participated in the Knights of Columbus spelling bee at the state level. Erin Cook and Graham Zygadlo placed 11<sup>th</sup> and 8<sup>th</sup> at the 4<sup>th</sup> – 6<sup>th</sup> grade level. Nick Doerr placed 5<sup>th</sup> at the 7<sup>th</sup>/8<sup>th</sup> grade level. And one of our Odyssey of the Mind teams participated in state competition on March 16 and took 5<sup>th</sup> place. Congratulations!
- Our Science Olympiad team placed 3<sup>rd</sup> in the Regional Competition March 23 and they will be heading to state competition later this spring.

**Stewardship:**

- \$24,180 was transferred from St. A restricted funds to operations for tuition assistance. Additional tuition assistance comes from Covenant Scholarship and parish assistance.
- The PTO hosted another wonderful Daddy Daughter Dance attended by nearly 200 dads and girls.
- PTO hosted their annual fundraiser, the Once In A Blue Moon Sale. We had 50% of our families volunteer at the sale, some spending 2 hrs helping, some spending the entire week helping! PTO uses the funds raised, \$11,500, to fund their community events throughout the year.
- February financials look good. We have had large building repair expenses. Ellen, Melissa and I went over those and I have a plan.

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**St. Monica Principal Report**

**Administrative Position:** St. Monica Principal

**Administrator:** Becky Reits

**Month Report:** March

**Mission and Catholic Identity:**

- Deacon Lucas concludes this series of the Parent/Student Bible & Catechism Study on “Fasting and Mortification” with sixth grade. The final study will commence after spring break and will focus on “Sacred Images”.
- Students in grade 6 will attend a retreat this week, Friday, March 29, based on Bishop Barron’s Lenten reflections on the “Tre Ore”. Students in grades 3,4, and 5, attended on previous Fridays during Lent. Students also received the Sacrament of Reconciliation and attended Stations of the Cross and Mass.
- Thank you to Kathy Williams and her HCP students for planning our seventh and eighth grade retreats this year. They were well-received by our students.

**Academic Excellence:**

- The 2019-2020 school calendar is available in Ren Web’s Resource Documents.
- Andra and Becky recently met with PPS administration to discuss shared time staff for the upcoming school year.
- Teachers received new ideas from Diana Philpot to design upcoming CLE lessons for the second semester.
- The School Leaders Forum in Denver, Colorado was canceled in March due to inclement weather. The Institute for Catholic Liberal Education recently rescheduled the session for May 14-16. Four teachers will attend.
- Ten SMCS teachers plan to attend the CLE training on “How to Apply Liberal Arts Principals in the Classroom” from June 10-12 in the Diocese of Marquette.
- A presentation on Classical Education will be hosted by Light of Christ Academy on March 28 at 7:00 p.m.
- Teachers have started working on designs for their 2019-2020 web pages. These are linked to our new website at [stmoniaczoo.org](http://stmoniaczoo.org). Check it out!
- Reading Month wraps up with “Dress as your Favorite Book Character” Day, Guest Reader Week, and a school wide play on “Rikki Tikki Tavi”, directed by our librarian, Mrs. Flynn.

**School Governance:**

- The accreditation site visit is complete.

**School Funding:**

- Johnson Controls finished the final phase for installation of the electronic door locks. Clare has been trained on programming the electronic key cards and has been working to distribute them to all school employees.
- The finance committee approved the purchase and installation of several updated short-throw projectors, to be paid from our bequest. We look forward to expediting the approval process so as to schedule replacement work ASAP.
- MDE declined approval of the School Leaders Forum in Denver, CO and the June training in Marquette. The Institute for Catholic Liberal Education will assist us with new verbiage for these conferences in the fall.
- Flynn O’Hara provided a proceeds check to us for \$2625.00 which was turned back around to purchase gift cards for the spring and fall 2019. Thank you to Aimee Pienta for all her work in detailing new options for fall. A fitting day is scheduled for May at SMCS.

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**Local Advisory Council Reports**

**Hackett Catholic Prep LAC Representative —NO REPORT**

**Administrative Position:** Hackett Catholic Prep LAC Representative

**LAC President:** Tim Harding

**Month Report:** March

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**St. Augustine LAC Representative —NO REPORT**

**Administrative Position:** St. Augustine LAC Representative

**LAC President:** Ellen Brown

**Month Report:** March

**St. Monica LAC Representative – NO REPORT**

**Administrative Position:** St. Monica LAC Representative

**LAC President:** Sue Clyne

**Month Report:** March

**CSGK Report**

**Administrative Position:** CSGK Board President

**Board Member:** Michael Ogrin

**Month Report:** March

Enrollment information as of Wednesday, March 27, 2019 is presented below:

	2018-2019 Enrollment					2019-2020 Enrollment					Over (Under) Budget
	Budget	Beg. of Year	Final	At 03/23/18	%	Budget	In Progress	Enrolled	At 03/27/19	%	
St. Augustine	290	292	291	108	37%	279	45	61	106	38%	(173)
St. Monica	255	254	245	79	32%	237	22	18	40	17%	(197)
Hackett	236	236	236	94	40%	253	27	43	70	28%	(183)
<b>Totals</b>	<b>781</b>	<b>782</b>	<b>772</b>	<b>281</b>	<b>36%</b>	<b>769</b>	<b>94</b>	<b>122</b>	<b>216</b>	<b>28%</b>	<b>(553)</b>
Note: Includes TK- 12th grades only											
<b>Preschool:</b>											
	<b>18-19</b>	<b>19-20</b>									
St. Augustine	37	14									
St. Monica	41	4									
Total	78	18									
Note: Preschool includes enrolled and in progress											



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## Staff and Committee Reports

### Advancement Director – NO REPORT

**Staff Member:** Kate Willard  
**Month Report:** March

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### Business Manager/Financial Review

**Staff Member:** Melissa Anderegg  
**Month Report:** March (no meeting held – items approved electronically)

#### **School Funding:**

- The committee reviewed the February 2019 financial statements with expenditures at 64%, which are better than 67% (8/12 of the fiscal year).
- The committee reviewed the February 2019 cafeteria financials. Net income continues to be higher compared to last year at this time.

#### **Capital Items:**

- Capital item for Hackett Band for outerwear - The band purchased new uniforms in 2015-2016 and would like to add rain coats, hat boxes, and garment bags. The total cost is \$6,650 and \$5,250 was raised at the Shamrock Auction this year and the remaining balance of \$1,400 will be paid by the Band Boosters. The order takes 180 days to turn around so David Peters would like to get this approved now to get the items by the start of the 19-20 school year. Note: Due to the dollar amount, this item only required Finance Committee approval.
- Capital Item for St. Monica for new projectors - St. Monica would like to replace projectors in nine classrooms. The classrooms are middle school and upper elementary grades. The current projectors are over eight years old. Three quotes were obtained as follows: Secant Technologies for \$24,146.73, Bridges Audio Visual for \$16,650, and Newman IT Solutions for \$15,673.35. The project will be funded by a restricted account, The LaRocca Fund, which was a donation for technology and music. The fund has \$10,945 left and the remaining balance will be paid from operations – capital improvements. Rick and Becky would like to select Bridges Audio Visual for the project. We have used them to install projectors in our buildings and have been happy with their work.

#### **Open Item for the Committee to Focus on for the Current School Year:**

- Teacher salary and benefits endowment fund. Nothing new at this time.

#### **Action/Motions required of Board**

- Approve the February 28, 2019 financial statements.
- Approval for the new projectors for St. Monica was granted via a separate e-mail vote. This was requested as approval is also needed from the Please Advise Committee. Brown made motion, Harding supported. The following members voted to approve: Msgr Hazard; Fathers Farrell, Hyman, Richardson, Schmidt; Basler, Brown, Clyne, Harding, Ogrin, and Romstadt.

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**Advancement Committee – NO REPORT**

**Staff Member:** Kate Willard  
**Month Report:** March

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**Marketing and Enrollment Committee – NO REPORT**

**Staff Member:** Kate Willard  
**Month Report:** March

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**Facilities Committee – NO REPORT**

**Staff Member:** Kate Willard  
**Month Report:** March

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**Technology Committee – NO REPORT**

**Staff Member:** Melissa Anderegg  
**Month Report:** March

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**Human Resources/Policies Committee – NO REPORT**

**Staff Member:** Melissa Anderegg  
**Month Report:** March

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Food Services Committee – NO REPORT

Staff Member: Melissa Anderegg  
Month Report: March

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CSGK and CSGK School Mission Statements

CSGK Mission Statement

The Catholic Schools of Greater Kalamazoo is an unparalleled school system formed to develop hearts as well as minds through Gospel values, character formation, and Catholic faith experiences in an environment that nurtures life-long learning, commitment, and service to our church and civic community.

Hackett Catholic Prep Mission Statement

Hackett Catholic Prep is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

St. Augustine Cathedral School Mission Statement

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

St. Monica Catholic School Mission Statement

A Mission Ordered towards Reaching Eternal life.

“In the spirit of Saint John Paul II’s call for a New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharistic Christ and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other's salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives.”