

Minutes of April 24, 2015 CSGK Board Meeting

Attendees: Pastors: Msgrs. Hazard and Martin; Frs. Adams, Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: T. Eastman, B. Reits, A. Zommers; Diocesan Staff: M. Erich; CSGK Staff: M. Anderegg, K. Gilbert, S. Gillig; Other Parish Staff: John Emilio

Call to order: 3:30pm

Opening Prayer: Fr. Farrell

Approval of Agenda: April 24, 2015

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

Approval of Consent Agenda:

1. Minutes: March 27, 2015
2. Principal
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. Capstone project was rolled out to Jr. year students the week of March 1 and then out to parents via letter. A Q&A session was held for parents on April 15. The overall response has been very positive. A link to the Q&A presentation is below.
<http://www.hackettcatholicprep.org/?PageName=LatestNews&Section=LatestNews&ItemID=395946&ISrc=School&Itype=News>
 - 2.1.2. Senior year students, Emma Smith and Zach Isaacs have been nominated for the Volunteer Center of Kalamazoo STAR Awards. Zach has been selected as the winner in the young adult category.
 - 2.1.3. Our annual Work-a-thon will be held this Friday, April 24.
 - 2.1.4. Lucy Ankenbauer was named a National Merit Corporate Scholarship Winner. Junior Rebecca Radomsky has been notified that she will be moving forward in next year's National Merit process.
 - 2.1.5. The State of Michigan has affirmed that the SAT will be given to all juniors next spring. We are beginning preparations to make that transition. Along with that move, our 8th, 9th, and 10th grade students will be using grade level versions of the PSAT. This will allow for the collection of longitudinal data on these students, to better direct instruction.
 - 2.1.6. I have included a profile report from the University of Michigan regarding their view of Hackett/Hackett students.
 - 2.1.7. Teachers are beginning training on use of the MacBook and ipads in the classroom. Per their requests, we are developing this Professional Development based on their perceived needs. We are looking to send out some teacher teams to schools in southwest Michigan to see how these schools are utilizing these new technologies in their classrooms.
 - 2.1.8. Plans are being made to solicit membership on committees and then begin the strategic planning process.
 - 2.1.9. Hackett is currently below budget on total expenditures. We are at just over 71%.
 - 2.1.10. We are waiting on final numbers on the Shamrock Auction. Net receipts appear to be in the \$85K range.
 - 2.1.11. We have begun an Energy Efficiency Assessment through a Mi.gov/Retired Engineer Technical Assistance Program. This analysis will give us some benchmark numbers as we

move to install new boilers and begin developing a facilities plan within the strategic planning process.

- 2.1.12. Boiler Project – Bid form Lochnivar has been approved and boilers will be ordered this week. Contractors have been in the building to develop their bids for installation.
- 2.1.13. Weight Room – a plan has been submitted to the athletic boosters for their proposed contribution to the weight room renovation project. Once we are aware of the final funding, bids will be submitted to the CSGK board.
- 2.1.14. Signage Changes – ongoing over the course of this year. We have finished the logo standards for apparel and have disseminated those to vendors. We are currently working on developing the new banners to go in the gym. This is part of our re-branding and also the move into the new league.
- 2.1.15. Because of cost and timing, we are moving re-design of the gym floor until the summer 2016.
- 2.1.16. The advancement team will be hosting an alumni event on May 7 at Arcadia Brewing from 6-8 pm. Please join us.

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

- 2.2.1. Teachers continue to work on Theology units. We are 2 units away from having all units completed.
- 2.2.2. Bishop Bradley visited the school March 26. This was a wrap up to Reading Month activities and a way to honor the 10 year anniversary of Bishop Bradley's being Bishop. 3 students were chosen to read essays on their favorite Gospel passage. Bishop then blessed a bible and gifted the Bible to each of the 3 students. He made a quick visit to classrooms before heading back to the Chancery.
- 2.2.3. All students received the sacrament of Reconciliation during Lent.
- 2.2.4. We had a beautiful celebration of Holy Week, focusing on the saints, and how their works relate to Catholic Social Teaching. We closed the week with a Holy Thursday prayer service in School Families, including washing of the feet.
- 2.2.5. Students participated in Operation Rice Bowl throughout Lent. Those gifts will be sent to Catholic Relief Services.
- 2.2.6. April 15th staff meeting was dedicated to catechist reflection. As we near the end of the school year, teachers spent time reflecting on the new Theology standards, the new resource and their role as catechist and model of the faith.
- 2.2.7. 3rd quarter report cards were sent home March 24.
- 2.2.8. The Science Fair ran on March 25 and we had good reviews from parents that visited the exhibits.
- 2.2.9. Teachers were treated to a presentation by 5th grade students. These are students who have mastered grade-level skills and are now progressing at their own pace through project-based learning.
- 2.2.10. We began the M-Step this week. This is the first time for the assessment in the state of Michigan. St. Augustine is the only school in the diocese participating in the assessment. This week has been very smooth. The additional netbook carts, along with the lab, help the administration process.
- 2.2.11. PTO is planning to renovate the teachers' lounge as their gift for Teacher Appreciation Week.
- 2.2.12. Phase III of the Community Anchor Project – Love Thy Neighbor is in the planning stages. Work should begin around the edges of the entire Cathedral, school and DPC campus very soon.

2.2.13. Because of our expanded play space, a parent group is hosting a special Track and Field day for our Catholic preschools on May 15. We have invited St. Monica, St. Catherine and St. Ann preschools to join us for a morning of activities and a picnic lunch. We hope to get all our Catholic preschool students together for some fun and fellowship. 2 schools have responded. Our parent group, with the help of our Student Leadership Council, will be running activities, and we'll provide refreshments for any parents who join us for the morning.

2.3. St. Monica School (B. Reits)

2.3.1. Four students, one parent, and one of our tutors were received into the Church at Easter.

2.3.2. Our second grade students will attend their First Eucharist retreat on Friday, May 1st.

2.3.3. NET retreat members will be providing service work throughout the building on Friday, May 1st.

2.3.4. The seventh grade NET retreat is scheduled for April 30 in the Parish Community Building.

2.3.5. May Crowning is scheduled for Monday, May 4, in the Mary Garden.

2.3.6. The eighth grade NET retreat is scheduled for Tuesday, May 5 in the Parish Community Building.

2.3.7. Meagan McAfee submitted a St. Elizabeth Ann Seton Professional Development Grant application and received an award to use toward professional development in the area of dealing with harmful adolescent behaviors. The diocese provided us with a recent contact through Holy Family HealthCare that we will investigate.

2.3.8. Teachers are working on Stage 3 of Understanding by Design for theology. Teachers have completed: Creed, Sacraments, Moral Development and are now working on Prayer Life.

2.3.9. Our fifth grade team, supported by their fifth grade peers, participates in the Regional Bring It On Book Challenge at St. Joseph School in Battle Creek on Tuesday, April 21. We wish them luck.

2.3.10. My administrator evaluation will be designed and distributed in electronic format to parents with the April E-Pak on Wednesday, April 29th and will be accessible for two weeks via Survey Monkey.

2.3.11. Career Day for seventh and eighth grade is scheduled for Wednesday, April 29th.

2.3.12. Mrs. Monica Geurin and Mrs. Dannie Hickson have decided to retire at the conclusion of this school year. We appreciate their many years of dedicated service to the Catholic school families in our diocese.

2.3.13. Projectors and Apple TV's have been installed in the remaining classrooms (108, 107, and 109).

2.3.14. 3M Glass Coverings were installed on all entryway windows, over spring break.

2.3.15. Quotes to replace our roof have been obtained. Comparisons and analyses of them have been done with help from Greg Farrer. We are requesting a modified quote from Sherriff-Goslin before being submitted to the Board and Please Advise committees for approval.

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. Enhancing Community (S. Bradshaw)

- 4.1.1. Organizing group mass attendance for Sunday, April 26th. Attending the 11am Mass at St. Catherine of Siena will be the Girls' Soccer, Boys' Golf, and Girls' Tennis Teams. Attending the 9am Mass at St. Mary is the Baseball, Softball, and Track Teams. All coaches have been contacted. I have heard back from only the Boys' Golf Team coaches (Mr. Steve Rider and Mr. Jim Holton), and they will be attending the Mass at St. Catherine of Siena.

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

Advancement Review: (K. Gilbert)

1. Financials/Annual Fund: Please see the attached financials through 4/14/15. We are fairly consistent with last fiscal year with increases in some restricted giving categories. Please note that the annual distribution from our fund at the Kalamazoo Community Foundation (\$27,799.35) this year has not yet been received. The 2013-14 distribution was included in the previous fiscal year's April financial report. We will continue to work toward our unrestricted goal for 2014-15. The final solicitations for the Annual Fund are in process now with a combination of mailed and emailed communications.
2. Shamrock Auction: A wrap-up meeting is scheduled for Wednesday, May 13, 2015. We continue to look for parent co-chairs and committee leaders for the 2016 event; strong parental support is critical to the event's success. We welcome any interested individuals and/or recommendations.
3. Alumni Events—An Irish Mixer meet-up for alumni in the Kalamazoo area is scheduled for May 7, 2015, at Arcadia Ales. The event will be marketed through the HCP Facebook page, Constant Contact emails, and school announcements in the parish bulletins where possible. Area alumni (outside of current parents in our system who receive regular email communications) will also receive a post card invitation.
4. Irish Pride--The expanded spring issue was mailed last week.
5. Earth Club Event--We facilitated a partnership between Hackett's Earth Club and an alumnus-owned company, Epaint Recycling. The Earth Club will host a latex paint recycling drive on Saturday, May 16 in the school parking lot.
6. Marketing Collaboration—Advancement and Enrollment/Marketing are collaborating with St. Augustine Cathedral School and Stuart Area Restoration Association to host a Chamber Connect event (Kalamazoo Chamber of Commerce) on Thursday, May 14, 2015, from 4-6 p.m. at the site of the Community Anchor Project.
7. Kalamazoo Regional Catholic Schools Foundation—The next quarterly meeting is in May.

Enrollment Review: (S. Gillig)

1. Enrollment Registration is in process. The deadline is April, 29, 2015. All of the CSGK supporting parishes have been asked to announce the registration deadline at Mass this past weekend and the weekend of 4/25-4/26. Principals have included reminder announcements at least weekly in their updates to parents. Typically registration packets come in at or days within the deadline. We expect that many parents will complete the packet this weekend (4/25-26). Please note that the registration fee does increase after the April 29, 2015 deadline.
2. I will provide an updated CSGK Enrollment Data sheet for review at the meeting on Friday. We will wait until at least noon Friday to print that data.
3. St. Monica and St. Augustine hosted their monthly Open House April 16, 2015. St. Augustine recorded 4 family tour/visits as of 4/21/15 and St. Monica reports 3 family tour/visits as of 4/20/15.

4. Next month's Open House is scheduled for May 21. Please help us spread the word and encourage interested families to stop by the schools during an Open House and/or at their convenience. We do announce events like this on social media and appreciate any *likes* or *shares* to help spread the word.
5. The CSGK Marketing sponsored an advertisement with KZOOKids.com website. As part of the membership, we have 2 posts/month on their facebook page. Becky reported that they welcomed a family visit this month who heard about St. Monica through the KZOOKids.com facebook page. Please take a moment to check out this website or *like* this page on facebook.
6. The annual incoming Freshman Dance is May 2 from 8pm-10:30pm. The freshman class advisors organize and host this yearly event. It is designed to welcome our freshman students in a fun way. There are games and prizes all night long. The advisors are seeking donations for these prizes.
7. The annual Freshman Mass is Sunday, May 3 at 9am in the Hackett Catholic Prep Chapel, followed by a breakfast with the families.
8. We are in the process of developing a systematic process for Exit Surveys. The enrollment office plans to survey each family that exits a school within the CSGK or exits the CSGK entirely. The purpose is to provide an opportunity to hear our families' voices. The survey sends the message that we care about our families and how they feel about our schools. The survey can also serve as a general guideline to identify our strengths and weaknesses. The enrollment office proposes to send the surveys to families via email or postal mail. The enrollment office will keep a copy of each completed survey and also distribute a copy to the respective principal.
9. Gwen Buday and I have worked with the St. Augustine LAC to create some marketing materials. These materials are designed for current families as an information guide to help our families actively promote the school(s). The guide also promotes our new family incentive program which provides tuition incentives to existing families who bring a new family to the CSGK. The guides are planned to be complete by April 29, 2015.
10. A Summer Camp brochure is in the editing stages. We are hosting athletic and academic camps for students in grades 2-8. Also an open lab for high school students to work on ACT prep is planned. Camp brochures will be available at the end of April or early May.
11. Each of the CSGK schools is connected to social media. Please continue to *like, share, and comment* to help boost our presence in the social media community.

Financial Review: Finance Committee (K. VanderMolen)

1. The committee reviewed the March 31, 2015 financial statements with expenditures at 71.2% and below 75% (9/12) of the fiscal year. See financial highlights included.
2. Melissa received communication that insurance premiums are going up by 3% not 5% so budget was adjusted accordingly.
3. Enrollment numbers were reviewed as of April 25, 2015. Comparing the numbers to last year's enrollment at this same point in time, overall we are close to last year's numbers. Hackett's numbers are close to the same as last year; St. Augustine's numbers are well above last year's numbers; St. Monica's numbers are below last year's numbers. The early enrollment deadline is April 29, 2015, so next month we should get a more accurate picture of the enrollment numbers.
4. St. Monica needs a new roof over the junior high section and received 4 bids. Melissa reviewed the quotes. The cost will depend on whether there is a full or partial tear-off of the roof. With partial tear-offs, a full warranty is not guaranteed. More information will be provided at the next meeting.
5. Mike Leeuw started reviewing the cafeteria procedures and processes and will provide recommendations when complete.

6. Next Finance Committee meeting is scheduled for Thursday, May 28, 2015, 3:15 pm at Hackett.

Motion: Fr. Schmidt moves to approve the March 31, 2015 financial statements; Ogrin seconds. Motion passes.

Other Business:

1. The 2015 Exit Survey Process and Exit Survey have been developed. The enrollment office plans to survey each family that exits a school within the CSGK or exits the CSGK entirely. The purpose is to provide an opportunity to hear our families' voices. The survey sends the message that we care about our families and how they feel about our schools. The survey can also serve as a general guideline to identify our strengths and weaknesses. The enrollment office proposes to send the surveys to families via email or postal mail. The enrollment office will keep a copy of each completed survey and also distribute a copy to the respective principal. A copy of the process and survey will be sent to Margaret Erich.
2. Steve Clark was notified by both Katie Gilbert and Sarah Harding that they would be leaving their Advancement positions. Postings of both positions will be placed on each school website as well as the Diocese.
3. A copy of the revised CSGK By-Laws was distributed to each board member prior to the meeting so that each member would have a chance to view the changes. Bradshaw indicated that the formatting of the index needed to be changed because it did not match the numbering/phrasing within the text. Margaret Erich was going to make those changes.

Motion: Fr. Schmidt moves to accept the amended Bylaws of the Association of the Catholic Schools of Greater Kalamazoo; Msgr. Hazard seconds. Motion passes.

4. A copy of the revised LAC By-Laws was distributed to each board member prior to the meeting so that each member would have a chance to view the changes. Clark asked the LAC Reps to distribute the new by-laws to the other LAC members and to post them publicly on their respective school websites.

Motion: Fr. Schmidt moves to accept the Bylaws of the Member Schools of the Association of Catholic Schools of Greater Kalamazoo Local Advisory Councils; Harding seconds. Motion passes.

5. A copy of the Role of the Canonical Administrator of Msgr. John R. Hackett Catholic Prep was distributed to each board member prior to the meeting so that each board member would have a chance to view the information. Clark informed the board that Fr. Farrell has accepted the three-year term as Canonical Administrator of Msgr. John R. Hackett Catholic Prep.
6. Clark asked Bradshaw and Buday to put together a communication package which will include information on the CSGK Board and LAC By-Law changes and the newly-created Canonical Administrator position. That communication is to be distributed in-house within the next several weeks.
7. Clark distributed the 2015 Administrator Evaluation Process/Timeline handouts. Each of the LAC Reps is being asked to bring the handout to his/her committee and to begin following the timeline process as closely as possible.
8. Clark distributed the Board of Directors Action and Committees handout. Board members are to review the handout and any discussions regarding its content and necessary future actions will be discussed at the next meeting.

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.