

Minutes of December 16, 2016 CSGK Board Meeting

Attendees: Monsignor: Osborn; Pastors: Frs. Farrell, Hyman, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: B. Kosmerick, B. and A. Zommers; CSGK Staff: M. Anderegg, S. Gillig and K. Willard; Other Staff: Fr. Adams (Chaplain) and C. Heidelberg (Asst. Principal/Dean of Students); LAC Guests: J. Appledorn, J. Bradshaw; C. Christian, C. Stull, and T. Wenzel

Call to order: 3:37pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: December 16, 2016

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

Approval of Consent Agenda:

1. Minutes: No Minutes of November 17, 2016—no meeting held; Reports from November submitted
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. J. Tyus started working with students on character development in November. He will be in once a month to meet with groups of 25-30 students at a time.
 - 2.1.2. During November, each 1st hour classroom collected Thanksgiving Baskets (food and other items) for Catholic Family Services.
 - 2.1.3. During the first two weeks of December, students collected toys for the U.S. Marine Corps Reserve Toys for Tots program.
 - 2.1.4. Students and staff prayed a rosary on Friday, December 9, led by students, for school families who are dealing with serious health issues.
 - 2.1.5. Theology classes attended Adoration and Confession on December 6th & 7th.
 - 2.1.6. To help celebrate Adoration, Father Adams has encouraged students to spend "Just One Minute" with the Lord on Fridays. There is a special prayer that they can say as well.
 - 2.1.7. Hackett's Theology and Science departments were selected to participate in the Notre Dame Institute for Church Life in June 2017. The program will focus on assisting teachers in the classroom and laboratory as they strive to integrate scientific and religious perspectives into their curricula.
 - 2.1.8. Four teachers attended the CHAMPS (Classroom Management) Training at KRESA in November.
 - 2.1.9. The staff continues to work our accreditation project.
 - 2.1.10. Seniors continue their work on their Senior Capstone Project. Their paper is due next week.
 - 2.1.11. Father Adams has finished meeting with juniors on their Capstone Thesis Statement.
 - 2.1.12. 35 8th grade students took the High School Placement Test this past weekend. Currently, 20 students are signed up for the January date – Saturday, January 21.
 - 2.1.13. In January, Tracy DeMars will begin working with the teaching staff to help build a more collaborative culture at HCP. This is part of the EFE Excellence in Education Grant that HCP was awarded last year.

- 2.1.14. The admin team has reached out to the WMU Science Department to establish a relationship for Instructional Coaching for Hackett's science teachers. This should begin during the 2nd semester.
- 2.1.15. Teachers from Hackett are beginning to work with 8th grade teachers from St. Monica to see if/where gaps are in preparing their students for HCP.
- 2.1.16. Planning continues for the 2017 Shamrock Auction. The date has been set – March 11, 2017.
- 2.1.17. The Athletic Project (Soccer Field & Concession Stand/Bathroom) has been put on hold until the Diocesan "freeze" has been lifted.
- 2.1.18. Hackett has found a teacher to replace Molly Williamson. That teacher will officially be hired on Monday, December 19.
- 2.1.19. HCP had one student transfer to a public school in November.
- 2.1.20. Hackett is at or below budget on most expenditures.
- 2.1.21. HCP has started a Trap Shooting Team. The team procured a \$5000 donation from the Kalamazoo Rod and Gun Club for its start-up costs.
- 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. Fr. Marotti is offering Reconciliation to 3rd through 8th grade students in the Keating Chapel each Monday during lunch/recess.
 - 2.2.2. 5th graders have been trained as Altar Servers by Fr. Marotti and Dr. Fielding.
 - 2.2.3. Teachers attended the Convocation offered by Diocese of Kalamazoo on Friday, October 21.
 - 2.2.4. We celebrated the Month of the Rosary with a World Mission Rosary, a Living Rosary, on October 25.
 - 2.2.5. The fourth grade has a number of new Spanish speaking students. To honor their heritage, fourth grade proclaimed readings in both languages at the November 10 Mass that they hosted.
 - 2.2.6. We are celebrating Advent in the building, focusing on evangelization as our overriding theme.
 - 2.2.7. We have a grand celebration planned for the Feast of Our Lady of Guadalupe. Students will meet for the first time in School Families and enjoy an hour together.
 - 2.2.8. All are invited to join us for our annual Christmas Pageant December 20, 6pm in the Crowley Center.
 - 2.2.9. The Lady Irish played a great volleyball season. We added games with St. Monica Catholic School this year in our attempt to play teams from schools of a comparable size. The Lady Irish took 2nd place in the Small Schools League tournament October 22.
 - 2.2.10. Teachers finished four 2 hour sessions with Ethan Alexander on Positive Behavior Support. Ethan has completed five days of coaching specific teachers in our building.
 - 2.2.11. First quarter report cards were distributed November 1.
 - 2.2.12. Fall NWEA MAP scores were published for parents on our website and are included with this report.
 - 2.2.13. School improvement team met October 27 and went through the Strategic Plan to choose 'action' to be completed in 16-17. This will become our annual self-assessment or follow-up to accreditation site visit this year.
 - 2.2.14. Boys Scouts hosted a beautiful Flag Retirement Ceremony on November 11. Parishioners took advantage of the occasion to bring in flags to be used in the ceremony.
 - 2.2.15. Kim Lamp joined teachers for staff meeting November 16 to introduce us to Office 365. Most of our young ones are now using the One Drive!
 - 2.2.16. We hosted our annual fall concert November 29. We had a gym full of parents and the concert was very good!

- 2.2.17. A committee of teachers has started work on revising our Code of Conduct to reflect our attention to living the virtues. The committee went to staff meeting December 7 with the task of agreeing on behaviors that we continue to consistently address, ensuring that our behavior rubric is still relevant. Next steps are revising our parent communication, the handbook and a new visual for classrooms.
 - 2.2.18. Andra participated on the accreditation site team for Immaculate Conception Catholic School in Three Rivers on December 6 and 7.
 - 2.2.19. The St. A Loaves and Fishes Food Pantry came to us asking for help. Their pantry was empty and the need is high. We responded with a week-long food drive before Thanksgiving and collected 2,000 lbs of food.
 - 2.2.20. Nicole Buchmann is directing our Christmas Pageant this year. She is a St. Monica, HCP and Grand Valley grad and theater enthusiast.
 - 2.2.21. Jeff Appeldoorn, Ellen Brown and Andra attended the Kalamazoo City Planning Commission meeting November 3 in support of the Stuart Neighborhood Association. The Association asked for our support to convince commission to deny a special use permit request in our neighborhood.
 - 2.2.22. Teachers have been invited to contribute to the CSGK Annual Fund Appeal. To date we have 71% participation. Our goal is 100% participation.
 - 2.2.23. Legacy Celebration 2016 was a great success. We had 192 guests and we heard many accolades – best ever! Both Legacy events brought in a net of \$81,000.
 - 2.2.24. 8th grade hosted their annual Senior Brunch for the older parishioners of the Cathedral. Attendance was very high and the 8th grade class was commended for their hospitality and grace.
- 2.3. St. Monica School (B. Reits)
- 2.3.1. The seventh and eighth grade students thoroughly enjoyed the NET retreats on Tuesday and Wednesday, December 13 & 14. I continue to be amazed at the level of student engagement and excitement for the faith that the team inspires each year.
 - 2.3.2. Students in grades 3-8 will have the opportunity to receive the Sacrament of Reconciliation next Monday, December 19th.
 - 2.3.3. Our annual Christmas program is scheduled for Tuesday, December 20 at 6:30 p.m. in the school gym. Please join us if your schedule allows.
 - 2.3.4. We've redesigned Santa's Workshop this year to be more aligned with the season of Advent and preparation. Students in grades K-8 will take turns working in a "Santa's Workshop" assembly line to create gift bags for patients at the West Michigan Cancer Center. We plan to prepare 300+ bags with hard candies and prayer cards. Students will enjoy hot chocolate upon completion of the event, sponsored by our Boosters.
 - 2.3.5. Several grade levels collected family gift donations for Catholic Charities. Those items were delivered yesterday during our snow day.
 - 2.3.6. We are holding a new or used athletic shoe collection for children of Cameroon, Africa, ages 12-16. One of our newest basketball officials is a member of our Catholic community, and he will be traveling back home after 16 years, to offer a basketball camp to children of his village. He wants to give back to his community with his time and from the generosity of various local community donors. The collection will conclude on January 15.
 - 2.3.7. We will conclude our second quarter and dismiss for Christmas vacation after teachers, students, and parents participate in an Advent prayer service on Thursday, December 22 at 10:15 a.m. This prayer service will focus on the "O Antiphons".

- 2.3.8. Teachers continue to revisit the NWEA MAP test scores for instructional purposes in making sure our students reach their growth goals by the spring assessment. (See report [results](#) per class.) These reports are also accessible via our school website.
 - 2.3.9. Ethan Alexander, KRESA CHAMPS coach, has been contracted for 5 additional days this school year to aid our specials teachers in consistent implementation of the positive behavior model.
 - 2.3.10. Brian's Freshman writing and science teachers met with our seventh and eighth grade teachers on Wednesday to begin conversations about high school preparation, based on data. We hope to continue these meetings into the new year, as we only scratched the surface.
 - 2.3.11. We welcome back Phillip Schichtel to our Kids' Klub program. Phillip will begin supervising our students on a daily basis when we return from Christmas break.
 - 2.3.12. The new art/theology/Kids' Klub tables for room 113 have arrived.
 - 2.3.13. Jim Redmond had emergency surgery right before Thanksgiving and will not be returning to work until sometime after the holidays. Professional Building Services is working with us in the interim and has created a contractual plan for the remainder of the school year to keep our building clean and properly maintained. More information will be forthcoming.
 - 2.3.14. Plans for our annual Booster Bash are well underway as our Silent Auction is taking shape and gaining momentum. It should prove to be a wonderful event.
 - 2.3.15. Angel Willet is our newest eighth grade student who will be starting in January. Daniel Foley is our newest fourth grade student who started two weeks ago. We welcome them both.
- 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)
 - 4.1.1. The committee has been discussing strategies to increase parent understanding of and participation in the annual fund. Some strategies planned for this year include:
 - Parent appeal letter will be co-signed by the three LAC presidents
 - o Letter will include tangible examples of how annual fund dollars are used
 - o Letter will include parents' own reasons to choose to give
 - Each school's LAC will consider how to best share this message and encourage participation within their school community
 - o In FY2015-16, CSGK parent participation was 21%
 - Advancement Director will work with LACs beginning in January to share updates and collaborate on outreach
 - Focus is on participation, rather than dollars raised.
 - 4.2. Advancement Review (K. Willard)
 - 4.2.1. The Irish Pride alumni magazine has had some changes this year: we worked with a designer to update the look of the magazine, incorporating elements of the HCP brand, and also combined the magazine with the Annual Report of Giving. Look for it in your mailbox any day now.
 - 4.2.2. We modified the HCP All Souls Day outreach (inviting members of the Hackett community to share the names of departed loved ones to be remembered at an All Souls Day Mass, and to make a gift in their memory if they choose) to go out as a message from the Principal rather than the Advancement office. We also shared the message directly with parents, highlighting a Hackett tradition. Participation, Mass attendance, and donations all saw an increase this year.

- 4.2.3. To date, the annual fund is 17.6% to goal.
- 4.2.4. St. Augustine had a successful Legacy Celebration in November. St. Monica is preparing for Booster Bash on February 4. Hackett Catholic Prep is making plans for the Shamrock Auction, which will be March 11 at the WMU Bernhard Center.
- 4.2.5. Annual appeals have gone out to all segments of our donor base. • Faculty and staff have the option to give through continuous payroll deductions. 30% of faculty/staff donors have chosen to do so. • Parent letters went out over the signatures of the three LAC presidents. Thank you Ellen, Mike, and Tim for your assistance! • Alumni and friends received a letter profiling a young alumna, and highlighting the benefits of her CSGK education through college.
- 4.3. Marketing/Enrollment Committee (S. Gillig)—No Report
- 4.4. Enrollment Review (S. Gillig)
 - 4.4.1. I met with a family in early November who are relocating to Kalamazoo. They wanted Catholic schools, and contacted us directly from our website (this is the first impression they had of our schools). This shows us how important our website is for the marketing of our schools. Parents go directly to the website first. I took the family to St. Monica and St. Augustine, which is what I typically recommend for families. The mom reported that they were impressed with the program, and the community spirit of both schools. The mom will be working in Portage and they will live in Portage. They registered two children at St. Monica. The mom later sent me a note stating that they were impressed with the warmth and welcome they received from me and the other schools.
 - 4.4.2. The Latino Initiative Consultant for St. Augustine school met with Andra and I this month to continue our commitment to opening our schools to our Latino community. Some other schools in the Diocese have contacted me about the strategies we have learned from the Latino Initiative. This Latino Initiative conference is scheduled for June 2017 and is open to principals, pastors and Enrollment directors. I highly recommend this program for each school at some point (it is offered every June). As part of the conference, principals do a follow up conference in February 2017. Andra will be participating this February.
 - 4.4.3. In partnership with Jackie Lincoln and Steve Clark, we opened the IRISH FAN shop November 18 during the Fire up Irish event. We have gear labeled Irish that is applicable fan gear for all CSGK families and fans can also purchase HCP gear.. The IRISH FAN Shop will be open during most home basketball games and items are available for purchase online, too.
 - 4.4.4. I participated in RenWeb training and a discovery call this month as the CSGK prepares for the implementation of Online Enrollment and Online Application set for the 2017-18 Registration process.
 - 4.4.5. I am working with a translator to provide our Application and Enrollment paperwork in Spanish.
 - 4.4.6. Last May I met with the St. Augustine LAC to recommend direction for a marketing piece they wanted to create for prospective families. This month, their team completed the project, and is at the printer right now.
 - 4.4.7. I have continued an advertising relationship for the CSGK with the website Kzookids.com. This is a site directed to young families in the Kalamazoo area. The site allows us 2 facebook posts per/month. I submit colorful, eye catching photos with a quick description to promote our preschools each month. These posts direct viewers to our website.
 - 4.4.8. I conducted a post- Hackett Catholic Prep Open House survey. Results indicated the student testimony which I added this year was a huge success. Survey feedback

- 4.4.9. indicated that the parents want even more teacher engagement during the Open House. Survey feedback indicated that they like to feel welcomed and want to see examples of what happens in the classroom.
- 4.4.10. Follow-Up to the Open House included a postcard reminder to register and attend a placement test date. Our first test was held December 10, 2016 – 35 students took
- 4.4.11. the test.
- 4.4.12. January 21, 2017 is the next test date. To date, we have 12 students registered for this date.
- 4.4.13. I changed the location for entry and test check-in to the upper foyer. This location change provided a welcoming space for parents to visit, enjoy coffee and conversation with other parents adding to our community feel across the CSGK.
- 4.4.14. We opened the IRISH FAN Shop during the test time and offered free Christmas gift wrapping.
- 4.4.15. I update social media several times a day for Hackett Catholic Prep. I am posting things such as student accomplishments like "signing days", students involved in the community and students in the classroom, I update Facebook and Twitter with athletic events, scores, and media reports. And I follow the Facebook page of St. Monica and St. Augustine and try to share/like their posts. This helps us continue that community feeling across the CSGK and helps to create a dominant presence in the community.
- 4.4.16. I continue to work with the international students ; this month writing letters of recommendation for college applications and making sure all travel documents are signed and in order for holiday travel and re-entry.
- 4.4.17. I have updated the Transfer Guidelines for Hackett Catholic Prep. Pending approval, I will recommend placing this on the website under the Admission and Guidance page.
- 4.4.18. Next step is updating our International Student Admission policy and pending approval, I will recommend posting these guidelines under the Admission tab.

STA 08	33
STA 07	33
STA 06	33
STA 05	36
STA 04	37
STA 03	34
STA 02	37
STA 01	23
STA KF	31
STA TOTAL	<u>297</u>

STM 08	27
STM 07	23
STM 06	26
STM 05	30
STM 04	34
STM 03	20
STM 02	21
STM 01	33
STM KF	28
TK	7
STM	<u>249</u>

TOTAL	_____
HCP 12	69
HCP 11	65
HCP 10	55
HCP 09	<u>67</u>
HCP TOTAL	256

- 4.5. Strategic Planning Committee (TBD)—No Report
- 4.6. Communications Review (TBD)—No Report
- 4.7. Facilities Committee (J. Cavanaugh)—No Report
- 4.8. Policy Review Committee (M. Anderegg and S. Bradshaw)—No Report
- 4.9. Administrator Evaluation Committee (S. Clark)—No Report
- 4.10. Food Services Committee (G. Buday)—No Report
- 4.11. Technology Committee (R. Remynse)—No Report
- 4.12. Enhancing Community (S. Bradshaw)
 - 4.12.1. There is no scheduled group Mass for December.
 - 4.12.2. Susan and Brian will be meeting in December to devise ways to strengthen the communication process for this initiative.

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

- 5. Financial Review (K. VanderMolen)
 - 5.4. Finance committee reviewed the November 30, 2016 financial statements. No concerns, on track with budget.
 - 5.5. Capital expenditure needs: St. Augustine \$11,994 carpeting to be paid with Legacy funds.
 - 5.6. The committee continued discussions on tuition options. Still working on gathering information needed.
 - 5.7. Kate gave an update on advancement and will cover at board meeting as well.
 - 5.8. St Monica will go live with a new software, Renweb, in January that provides enrollment information, student information, and grading and lesson programs. The software allows for online enrollment and applications, which we will begin using for 2017-2018 enrollment. St. Augustine and Hackett will begin using for the 2017-2018 school year. The software will eventually be used by all schools in the Diocese of Kalamazoo.

Motion: VanderMolen moves to approve the November 30, 2016 Financial Statements; Bradshaw seconds. Motion passes.

Motion: VanderMolen moves to approve the carpeting purchase for St. Augustine for \$11,994; Bradshaw seconds. Motion passes.

- 6. Other Business
 - 6.4. Ogrin reported that members of the Finance Committee have been reviewing ways to reduce the 2017-18 tuition costs especially for the upper middle income groups. A plan will be reviewed by the Finance Committee and submitted at the next board meeting.
 - 6.5. The RenWeb system transition was briefly discussed. Clark indicated that all schools in the Diocese of Kalamazoo will eventually use this system. RenWeb is a school management software system for private and faith-based K-12 schools and allows those schools to better manage

information, automate processes, and communications. St. Monica will be a test site for the system starting in January and the remainder of the CSGK schools will start in June.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Clark seconds. Motion passes. The meeting was adjourned at 4:10pm.