

Minutes of December 19, 2014 CSGK Board Meeting

Attendees: Pastors: Frs. Farrell & Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: T. Eastman, B. Reits, A. Zommers; CSGK Staff: M. Anderegg, K. Gilbert; Other Parish Staff: J. Emilio

Call to order: 3:30pm

Opening Prayer: Fr. Farrell

Approval of Agenda: December 19, 2014

Motion: Ogrin moves to approve Agenda; Cavanaugh seconds. Motion passes.

Approval of Consent Agenda:

1. Minutes: November 21, 2014
2. Principal Reports
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. The high schools will be rolling out the capstone overview letter to parents over the Christmas break. A comprehensive packet, which describes the capstone project and its elements, is being developed for roll out to students in January/February.
 - 2.1.2. A team from Apple will be in the building in January to begin inservices for faculty on how to teach in a 1:1 environment. A team from Hackett will be going to Apple-Chicago to further our knowledge of the "Apple Ecosystem".
 - 2.1.3. The math department will be communicating with the middle school principals and math teachers on our new Algebra Support seminar. This program will be available to students that are struggling in their entry level math course at Hackett.
 - 2.1.4. The business curriculum is being modified to include a "survey" course. This new course will be an Intro to Business and Entrepreneurship class and will be offered in lieu of marketing. This course should be considered a springboard to the business offerings at KRESA Education for Employment.
 - 2.1.5. The admin team is also looking at some additional ideas/offerings at KVCC and WMU and On-line for the next year.
 - 2.1.6. Hackett has received approval to begin the strategic planning process. This process is necessary as we approach our accreditation in 2 years.
 - 2.1.7. A communications survey – what do our parents use/prefer – is being developed for roll out after the break. By the way...Follow Us on Facebook.
 - 2.1.8. Hackett is currently at budget on total expenditures.
 - 2.1.9. The roof-top solar project is about ready to be energized. Consumers Energy installed a new pole and transformer this week. After completion of these tasks, the system will be started.
 - 2.1.10. Boiler Project – Specs were reviewed on 12/10. These were sent to the diocese for review and for approval to move forward with the project.
 - 2.1.11. The branding Signage Changes are ongoing over the course of this year.
 - 2.1.12. The application process for the head coach of football was closed a week ago. Twelve candidates applied to the position. These twelve were narrowed down to 6 by the 2 Athletic Directors and 2 Principals. A team has been developed to begin the 1st round of Interviews.

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

- 2.2.1. November 19 staff meeting was dedicated to Advent and our Theology standards related to Advent. Teachers established plans for classroom observance of Advent that incorporates the standards.
- 2.2.2. Our first session with the teachers who will work with us on Understanding by Design is scheduled for January 21.
- 2.2.3. Reconciliation is scheduled for all students the 2nd and 3rd week of December.
- 2.2.4. Teachers in grades 3-8 were given an opportunity to read about the M-Step assessment to be taken in the spring. The Office of Schools is not mandating schools to participate, however St. Augustine Cathedral School will be participating. The format of the test is very different from the MEAP. There are online pieces which our students are comfortable with. In addition, there will be "performance tasks" in math and English. "Performance tasks involve significant interaction of students with stimulus materials and/or engagement in a problem solution, ultimately leading to an exhibition of the students' application of knowledge and skills, often in writing or spoken language".
- 2.2.5. Online Learning Days are ready to be launched. If a snow day is called, parents/students can head to their teacher's webpage where the activities will be activated.
- 2.2.6. School Improvement Team met November 20 and December 11 to go over the action items written in to the Strategic Plan.
- 2.2.7. It was unfortunate, but the snow day cancelled our Fall Concert. It was rescheduled for the morning of November 25. Students did a nice job with the performance.
- 2.2.8. Teachers spent the December 3 staff meeting breaking open the writing standards. Our goal is to evaluate assessment and process for consistency grades Pre – 8.
- 2.2.9. Boys' basketball teams participated in the Adam Pulling Tournament December 6. The 8th grade team won the Small Schools League tournament December 13.
- 2.2.10. 6th, 7th and 8th grade bands performed at the Band Concert December 10.
- 2.2.11. Knights of Columbus Spelling Bees are going on in the building. Winners will be announced once all grades have competed.
- 2.2.12. Student Leadership Council ran 2 events to raise funds to put together "Playground baskets" for our neighborhood families. Dollar for Denim Day and Penny Wars brought in nearly \$1300 to be spent on playground supplies.
- 2.2.13. Legacy Celebration committee met for a follow up meeting December 3. Dates have been tentatively established for 2015: June 12 for Gold Outing and November 6 for Dinner/Auction/Dance.
- 2.2.14. 8th grade hosted the annual "Senior Brunch" for senior parishioners after Mass on the Feast of the Immaculate Conception.
- 2.2.15. 8th grade hosted our first School Families activity Friday, December 12. The focus was "The World Isn't Always Fair". The 8th grade worked with Jeter's Leaders on the focus of all "School Families" activities this year. They are based on Derek Jeter's 10 Life Lessons.

2.3. St. Monica School (B. Reits)

- 2.3.1. The Sacrament of Reconciliation is offered on Friday mornings from 7:30-8:00 a.m. in addition to Mondays and Wednesdays to actively respond to the Bishop's Pastoral Letter during this new liturgical year, to provide hope and renewal in our diocese. The three CSGK school administrators will request that Rhonda provide a meatless lunch option on Fridays as well.

- 2.3.2. Over \$200 was collected for "Pennies for Priests" during the month of December as our Student Council designed a snowman competition between classrooms to collect monetary votes. Students will have a silly sock day on Friday, December 19th for their admirable work.
 - 2.3.3. Our school has focused on modesty as the virtue for December.
 - 2.3.4. Students across the grade levels are working to learn new prayers outlined in their grade level theology standards.
 - 2.3.5. All math teachers are working with Gina Garza Kling on mapping the math curriculum to ensure all grade level critical areas are emphasized.
 - 2.3.6. Our Understanding by Design curriculum development process is well underway, and each committee member will be working with their assigned school from February to May to complete stage 3 of the process. The teachers will be creating lesson plans for theology from the established PK-12 big ideas, understandings, transfer skills, and assessments developed from stages 1 & 2 of the process.
 - 2.3.7. Our SSEP experiment has been recreated and is now set to the SpX-5 launch on January 6, 2015. There have been a few slipped launches, so we hope that this one comes to fruition.
 - 2.3.8. We thank Jenny Niesen for her work as our fifth grade teacher during the first semester and welcome Theresa Lytwyn who will take over upon our return from Christmas break. Theresa has spent some time in the classroom with Jenny and is anxious to get started.
 - 2.3.9. One new kindergarten student will begin in January.
 - 2.3.10. The Boosters raised over \$1300.00 during Santa's Workshop last week.
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. Organized group mass attendance on Sunday, December 7. The following group attended Mass as a group with their advisors: (1) The Hackett Catholic Prep National Honor Society attended the 11:15am Mass at St. Ambrose.

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

Advancement Review: (K. Gilbert)

- 1. The financials through 12/12/14 were reviewed.
- 2. The Annual Report has been completed and is being processed at the printing facility. With mailing prior to the end of the calendar year, this report will be received by constituents over 3 months earlier than in previous years. The report will also be available online.
- 3. The Annual Fund letters continue to be processed. To date approx. 5800 annual fund appeal letters have been sent to alumni classes through 2004 as well as to parents of alumni and current parents. The other constituencies currently in production are: friends, parishioners, clergy and grandparents. All letters will be out by December 19, 2014.
- 4. To date, we have received approximately 75 gifts which are in line year-to-date with the two previous years. We will continue to monitor any fluctuations and constituent feedback and follow-up with donors individually as necessary.

5. Shamrock Auction/50th Anniversary: Save the Date cards were mailed to approximately 1300 CSGK constituents and previous attendees of the auction. A general committee meeting was held on December 10. The solicitation committee is actively seeking donations, and parents will receive information on making material donations via email.
6. Irish Pride: The next issue is scheduled for late March.
7. We are currently seeking recommendations for the Distinguished Alumni Award. This award will be presented at the Shamrock Auction/50th Anniversary Celebration on March 7, 2015.
8. Alumni Event—Advancement is collaborating with Tim Eastman on holding an alumni meet-up event on Thursday, February 12, 2015, in the Chicago area.
9. Kalamazoo Regional Catholic Schools Foundation--The next quarterly foundation meeting is scheduled for February 2015.

Enrollment Review: (S. Gillig)

1. Preschool Marketing Push- The CSGK will design and produce a postcard to mail to all families who have children ages 2-5. The promo card will announce Open House dates for the Catholic preschools in the Kalamazoo area. Its purpose is to highlight open house dates and to create awareness for the Catholic school options in Kalamazoo.
2. Thank you to the CSGK parishes for providing address lists for these targeted families.
3. I am working with St. Augustine and their LAC to develop marketing materials for existing parents as well as prospective parents. In an effort to recognize the huge impact parent referrals hold for our enrollment, the LAC's goal is to create a packet of marketing information for existing parents to share with prospective families.
4. Recruiting Events- A Middle School night is planned for January 16. This event invites local middle school students to our varsity game. We provide special seating, some prizes, and recognition of our middle school students. The idea is to invite future students to our campus and create energy and excitement as these students look forward to high school. Please help us spread the word. More details will follow in early January.
5. Placement Test- The Guidance Department will send a letter to all CSGK parents of 8th grade students outlining the details of the placement test in the next few weeks. We will then have the details posted to the website for prospective families as well.
6. Parent Ambassador Update- I invited Betsy Ulbrich, Guidance Counselor, to speak at the next meeting. She will share information about the guidance department and highlight what makes our guidance department unique in the community. This is another bit of information parents can utilize when promoting our schools. Next meeting date TBT- late January or early February.
7. Marketing: Our team met to discuss an advertising plan for 2015. During the past year we advertised in the following mediums: Print, Radio, Digital Signs, Static Signs, Flyers, Yard Signs, and Car Magnets. The KRCSF provided funding for the digital signs campaign. Our marketing funds supported the remaining efforts. We plan to repeat a digital board in May with a message to our graduating class at HCP. We will emphasize the \$ amount for scholarships and grants. Also we plan to incorporate St. Augustine and St. Monica in this ad. We plan to repeat the Yard signs to congratulate the class of 2015 and a yard sign campaign to welcome our freshman class. This is a grassroots effort, but a very nice retention activity and also some subtle exposure in the community.
8. We are exploring the Direct Mail options. We think this option will help us better target prospective families. We welcome feedback especially from the Pastors as we would like to use parish address lists of school age families.

Financial Review: Finance Committee (K. VanderMolen)

1. The committee reviewed the November 30, 2014 financial statements with expenditures at 40.7% and below 41.6% (5/12) of the fiscal year.
2. The committee discussed the boilers and Tim gave an update indicating that the diocese needed 2 more bids before he can pursue the final contract.
3. Mike Leuw will come out in January to review the lunch program.
4. The next Finance Committee meeting is scheduled for Thursday, January 15, 2015, 3:15 pm at Hackett.

Motion: Fr. Schmidt moves to approve the November 30, 2014 financial statements; Cavanaugh seconds. Motion passes.

Other Business:

1. Bishop's Taskforce (By Laws review): This taskforce completed its review and will be meeting with the CSGK Pastors on January 15th to review the findings. Clark has asked all LAC reps to inform their LACs that the By-Laws changes will be discussed in a meeting for all LAC members scheduled for January 30th at 5pm at the Hackett library. CSGK members are asked to attend this meeting also.
2. On February 21, Scott Haan is coming to speak at Hackett Catholic Prep. Doors open at 8am.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Cavanaugh seconds. Motion passes. The meeting was adjourned at 3:55pm.