

## ***Minutes of February 27, 2015 CSGK Board Meeting***

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

**Call to order:** 4:30pm

**Opening Prayer:** Fr. Schmidt

**Approval of Agenda:** January 30, 2015

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

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

1. Minutes: January 30, 2015
2. Principal
  - 2.1. Hackett Catholic Central (T. Eastman)
    - 2.1.1. The three high schools will be rolling out the capstone overview letter to parents by the end of February. A comprehensive packet, which describes the capstone project and its elements, is being developed for roll out to students in March. An informational meeting will be held for parents in April.
    - 2.1.2. A team from Apple was in the building on January 21 to begin in-services for faculty on how to teach in a 1:1 environment. A team from Hackett will be going to Apple-Chicago on February 25 to further our knowledge of the "Apple Ecosystem".
    - 2.1.3. The math department has been 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 the entry-level Algebra course at Hackett.
    - 2.1.4. We are currently looking at the current coursebook, making modifications and some new options for courses for the next school year. 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. We are also considering a business math course.
    - 2.1.5. The admin team is also looking at some additional ideas/offerings at KVCC, WMU, and On-line for the next year. An example of this would be an evening psychology course – presented by WMU grad students. An interest survey for the WMU course(s) was completed this week.
    - 2.1.6. The Academic Council has crafted recommendations on "Independent Learning days" for when school is canceled. These recommendations will be presented to the rest of the faculty and reviewed by the admin team.
    - 2.1.7. Hackett has received approval to begin the strategic planning process. This process is necessary as we approach our accreditation in 2 years.
    - 2.1.8. A communications survey – what do our parents use/prefer – is being developed for roll out in February/March. 2 athletics surveys are being developed. One will be on overall efficacy of the athletics program. The second will be a coach/program evaluation survey. The information from these surveys will be utilized in the strategic planning process.

- 2.1.9. Hackett is currently below budget on total expenditures (January). The roof-top solar project has finally been energized. The meter was installed in January and the panels are currently producing power.
- 2.1.10. Boiler Project – Specs were reviewed on 12/10. These were sent to the diocese for review and approval was given to move forward with the project. The selection of a construction management firm was finalized this week, with notices sent to those who were not approved. Next step is creation of bid packets for all of the materials and labor.
- 2.1.11. Fr. James has received approval to proceed with a re-do of our confessionals and new entry doors to the chapel.
- 2.1.12. Branding Signage Changes – ongoing over the course of this year.
- 2.1.13. Football - Jesse Brown was named head coach of the United football program.
- 2.1.14. Advancement - The advancement team has set up our very first “alumni event” in Chicago on February 26. The team is working to develop one for Kalamazoo on May 7 at Arcadia Brewing and evaluating the possibility of hosting events in GR, Ann Arbor, and Detroit.
- 2.1.15. Events
  - March 7 – Shamrock Auction
  - March 20, 21, 27, 28 – Spring Musical

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

- 2.2.1. Teachers began the process of planning units within the Understanding by Design template. Camille Delano of St. Stanislaus and Raelynn Stein of St. Augustine worked with teachers Wednesday, January 21. Teachers are now working in divisions in order to meet the upcoming deadlines established by the Office of Schools. Performance tasks for the “Creed” unit were shared at the February 18 staff meeting.
- 2.2.2. Teachers spent time talking about ‘building the classroom family’, which is part of the Conscious Discipline program. The Pre – 2 division has chosen to have the books ordered so they might further get to know the program.
- 2.2.3. Catholic Schools Week was great fun! We had many folks pitch in to make it a memorable week:
- 2.2.4. Dave Marks, St. A Knights of Columbus, volunteered to be ‘caller’ for our school-wide Bingo afternoon. The K of C contributed 2 gift cards to Barnes and Noble for the big winners.
- 2.2.5. HCP did a fantastic job hosting our CSW Mass.
- 2.2.6. Friday’s rosary was beautiful, but for the balloons getting stuck in the tree. God knew our intent!
- 2.2.7. 8<sup>th</sup> grade was marvelous with Family Fun Night. We got some good reviews on the change in games and activities.
- 2.2.8. Knights of Columbus were able to reschedule the Free Throw Contest for the following Thursday.
- 2.2.9. And our rescheduled Talent Show was spectacular!
- 2.2.10. The school celebrated Candlemas with a blessing of the candles, and the Feast of St. Blaise with a blessing of the throats, both at the school Mass February 5.
- 2.2.11. Ash Wednesday Mass was followed by our annual Sacrificial Lunch. Teachers made an effort this year to give students a better introduction to the Sacrificial Lunch and its importance. Participation by students was higher this year.

- 2.2.12. The school is participating in Operation Rice Bowl through CRS this year. We are praying the Chaplet of Divine Mercy each morning. We continue to focus on prayer, fasting and almsgiving
- 2.2.13. Andra did a quick evaluation of winter MAP scores and students are still achieving at high levels, avg. 76<sup>th</sup> percentile, and beyond national and diocesan norms.
- 2.2.14. Formal observations of teachers are nearly completed.
- 2.2.15. Parent Teacher Conferences went well. Attendance was not as high as fall conferences, but teachers are scheduling make-up conferences with families who were out of town during the scheduled days. Prior to conferences, teachers participated in a review of Active Listening and role-played conference conversations to be better prepared to respond to parents.
- 2.2.16. Teachers completed the conversation about teaching writing, and a number of changes have been implemented to ensure vertical alignment and consistency grades Pre – 8.
- 2.2.17. Lady Irish participated in the Pulling Tournament at HCP on February 14 and Science Olympians participated in Tournament at Hudson on Feb. 14.
- 2.2.18. 8<sup>th</sup> grade was welcomed at HCP for Shadow Day. Thank you.
- 2.2.19. Kathy Stoneburner and Lori Pearson attended a day long in-service in preparation for the M-Step, the new assessment to be administered to schools in Michigan this spring. St. A will be participating and Lori and Kathy presented what they learned to teachers. They will also be presenting to diocesan administrators at the next admin meeting.
- 2.2.20. Reliable Glass has scheduled installation of the south facing windows between February 23 and 27. We realize it's the dead of winter; however, we have a better chance of staying on schedule if we allow them to install windows during their 'off season'.
- 2.2.21. Bathroom renovations will be complete as soon as the Bradley sinks arrive from the manufacturer.
- 2.2.22. The Pancake Breakfast to kick off Catholic Schools Week was very well attended. We raised nearly \$2000 for the John Robert Amat Fund.
- 2.2.23. \$42,614 was transferred from Restricted Funds to CSGK for St. Augustine Cathedral School tuition assistance. This is the school's contribution to the nearly \$120K that was distributed in tuition assistance to families for 14-15.
- 2.2.24. January financials look good.

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

- 2.3.1. Students and teachers attend Stations of the Cross, Benediction, and Adoration on Fridays during Lent. The students also observe a silent, prayerful lunch on Fridays.
- 2.3.2. Our students and teachers are praying each day for the success of the 40 Days for Life campaign.
- 2.3.3. Seventh and eighth grade students and their families have been invited to join me in standing and praying as witnesses to the sanctity of life, on Saturday mornings at 7:45 a.m.
- 2.3.4. Several teachers are working on significant STREAM activities for their students to design during the third quarter. Sixth grade will center the STREAM activity on ancient Greek city-states; fifth grade will center their STREAM activity on the Constitutional Convention; and the seventh and eighth grades will be working with bread. More details will follow next month.
- 2.3.5. I met with each teacher this week to continue discussions regarding progress on goals as well as to design more classroom specific goals.

- 2.3.6. One teacher submitted a St. Elizabeth Ann Seton Professional Development Grant application and we await the results.
  - 2.3.7. Math teachers are working to implement stations 2-3 times per week that are designed around math fluency games and task cards that have been completed by Gina Garza Kling.
  - 2.3.8. Socratic seminars continue to gain momentum in structure and student engagement in our fifth through eighth grade classrooms in ELA.
  - 2.3.9. Formal teacher observations begin next week.
  - 2.3.10. Teachers are working on Stage 3 of Understanding by Design for Sacraments. The process seems to be going well.
  - 2.3.11. The Booster Bash was a success with the silent auction netting ~\$11,500.00. We will outfit the remaining classrooms (108, 107, and 109) with projectors and Apple TV's.
  - 2.3.12. School tours continue to be scheduled for prospective families, and we've had a couple of students shadow. For this reason, we suspect that the poor attendance at the last two open houses has more to do with the weather. It may be worth our while to explore alternatives to monthly open houses.
  - 2.3.13. Two teachers plan to retire at the close of this school year.
- 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 on Sunday, March 2<sup>nd</sup>. Hackett Clubs and Organizations (Ad Gloriam Dei, Agnus Dei, Alternative Spring Break, Chess, Earth, Quiz Bowl, Life, Spanish, SAAB, Respect Life, Student Council, SLT, Theatre, and Yearbook) will be attending the 11am Mass at St. Ann Church. So far, I have received confirmation from Fr. James.

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

**Advancement Review:** (K. Gilbert)

- 1. Financials: Please see attached for financials through 2/18/15.
- 2. Annual Fund: The 2014-15 Annual Fund process is on track. We are working to reach our CSGK unrestricted goal of \$150,000. Other restricted categories are strong. A digital and print communication for donors who have not yet pledged or given for this fiscal year will go out at the end of March.
- 3. Shamrock Auction/50<sup>th</sup> Anniversary: We are looking forward to the March 7, 2015, event. Reservations are steady and include alumni, parents of alumni, and other friends as well as our current CSGK families.
- 4. Alumni Events—Advancement is collaborating with Hackett Catholic Prep Principal Tim Eastman on the first "Irish Mixer" meet-up for alumni in the Chicago area on February 26, 2015. Follow-up calls to attendees will occur after the event.
- 5. We have scheduled an Irish Mixer in Kalamazoo on May 7, 2015, at Arcadia Ales.
- 6. Distinguished Alumni Award—The 2015 award will be presented at the auction on March 7, 2015.

7. Kalamazoo Regional Catholic Schools Foundation--The quarterly meeting was held on February 10, 2015. The estimated grant distributions to CSGK are \$172,000.00 which reflects an increase from 2014.
8. HCP Band Uniform Fundraiser: As a result of the initial challenge grant received by the Advancement Office, we continue to assist the marching band with the uniform fundraiser.
9. Irish Pride: We are compiling the spring issue which will be published late March/early April prior to the Hall of Fame event.

**Enrollment Review:** (S. Gillig)

1. January and February kick off registration, Open Houses, and shadow days at the high school. Michele Buchmann distributed registration packets to all CSGK families during the conferences last week.
2. Under the direction of Andra and her LAC members, Gwen Buday and I created a mailer announcing Preschool Open Houses. We mailed the postcard to families in the CSGK parishes who have children ages 2- 5 years old. Each card had a personal message from a CSGK student. The feedback I have received is very positive about the card and the personalized note.
3. Hackett Catholic Prep hosted a Placement Test for prospective students on Feb. 7. We added a Q&A session for parents during the test. It was very successful. 8 students took the test. We have 4 additional students planning to take the test.
4. Shadow Numbers  
February- 3  
March - 2 students from Gagie School; St. Margaret Otsego 8<sup>th</sup> grade class.
5. Lunch and Learn with Diocese of Grand Rapids Enrollment/Admissions Team  
I invited their team to visit Hackett and spend some time sharing ideas and thoughts about enrollment growth. We plan to meet March 10. This is a good learning opportunity for all parties.

**Financial Review:** Finance Committee (K. VanderMolen)

1. The committee reviewed the seven Months Ended January 31, 2015 financial statements with expenditures at 55.6% and under 58.3%, which is 7/12's of our fiscal year.
2. The committee discussed the boiler replacement at Hackett. A construction manager has been selected and approved by the Diocesan Please Advise Committee. He received a bid on a packaged boiler system for approximately \$162,000. He is obtaining bids from two other vendors.

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

**Other Business:**

1. The By-Laws are still in the hands of the Bishop, and there is no update on the Canonical Administrator for Hackett. The priests will be meeting to discuss this issue.

*Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Ogrin seconds. Motion passes. The meeting was adjourned at 4:01pm.*