

Minutes of January 29, 2016 CSGK Board Meeting

Attendees: Pastors: Msgrs. Hazard and Martin; Frs. Farrell and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin; T. Wenzel; Principals: B. Kosmerick, B. Reits; A. Zommers; Diocesan Staff: M. Erich; CSGK Staff: M. Anderegg, P. Jodelis, K. Willard; Other Parish Staff: J. Emilio; Other School Staff: C. Heidelberg

Call to order: 3:37pm

Opening Prayer: Fr. Creagan

Approval of Agenda: January 29, 2016

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

Approval of Consent Agenda:

1. Electronic Votes and Reports from November 2015
2. Reports from December 2015
3. Principal
 - 3.1. Hackett Catholic Prep (B. Kosmerick)
 - 3.1.1. Father Adams and 39 Hackett students traveled to Washington D.C. for the 2016 March for Life Rally. Although the students did come back early due to the weather, they were able to participate in the opening ceremonies, including the Opening Mass at the Basilica.
 - 3.1.2. Father Farrell celebrated mass with us while Father Adams was on the trip. Thank you Father Farrell.
 - 3.1.3. Father Adams, Father Farrell, and Father Jacobs continue to provide weekly opportunities for confession. Thank you!
 - 3.1.4. Catholic Schools Week events include Student/Staff Appreciation Day on Tuesday, the All Schools Mass on Thursday at 10 am in the HCP gymnasium, and a bottled water drive for the city of Flint. Also, HCP will host the 8th graders from both St. Augustine and St. Monica for its annual Shadow Day on Thursday.
 - 3.1.5. Student Ambassadors from Hackett will speak at masses during the weekends of Catholic Schools Week.
 - 3.1.6. Capstone Update – Hackett will run two panels for the Capstone presentations. The dates of the presentations are March 4, 11, and 15, from 12 – 3 pm each day. Students will begin to sign up for their date and time in mid-February.
 - 3.1.7. Class retreats are scheduled for the week of February 22.
 - 3.1.8. We will be rolling out the Capstone project to juniors in the next month.
 - 3.1.9. Mr. Kosmerick met with three families from St. Augustine Cathedral School and one family from St. Monica Catholic School during the recent “Coffee with the Principals” event.
 - 3.1.10. Betsy Ulbrich has begun to talk with students regarding scheduling classes for next school year.
 - 3.1.11. The 2nd High School Placement Test for incoming freshmen will be on Saturday, January 30.
 - 3.1.12. Tracy DeMars, WMU faculty specialist, has been scheduled to provide a PD to staff in February over formative and summative assessments.

- 3.1.13. The admin team continues to pursue the idea of Hackett offering KVCC classes, taught by HCP staff members, next year. So far we have had one meeting with KVCC and they are willing to go forward with the idea.
- 3.1.14. The admin team has reached out to the WMU Science Department to establish a relationship for Instructional Coaching for Hackett's science teachers. WMU is interested and an informational meeting is in the works.
- 3.1.15. Nikki Smith has begun meeting with the teaching staff and the LAC to gather data and information for the Strategic Plan. Nikki is currently conducting a SWOT analysis and is using the same template as St. Augustine Cathedral School.
- 3.1.16. Chapel Report – the red oak doors have been installed; carpet will be installed into the confessionals in the next couple of weeks; the sanctuary back wall will need repainted; drop lighting for Oils of Our Lady Undoer of Knots and Prodigal Son – Oils paid in full through donated funds; Predu's (confessional kneelers) installed – donated by friend of Hackett; we anticipate all detailing to be finished by Spring Break
- 3.1.17. Since the beginning of the 2nd semester, Hackett has gained one foreign exchange student and lost one foreign exchange student.
- 3.1.18. We have had three student shadows over the last two weeks.
- 3.1.19. Hackett is at or below budget on most expenditures. Maintenance supplies is above, but that is consistent with previous years.
- 3.1.20. The admin team has developed a list of capital improvements and is working with Mike Feist and the Facilities Committee on prioritizing the list.
- 3.2. St. Augustine Cathedral School (A. Zommers)
 - 3.2.1. We celebrated the Epiphany with a Blessing of the Doors the first week of January.
 - 3.2.2. Monsignor, Fr. Matthew and Fr. Creagan have celebrated school Masses with us in January and Fr. James and Fr. Creagan have provided instruction to the 8th grade this month in preparation for the sacrament of Confirmation.
 - 3.2.3. Our catechist, Mary Keyte, attended training for Level III of Catechesis of the Good Shepherd. This week our 5th grade experienced their first Level III presentation, The Plan of God. This presentation begins a thread that weaves throughout Level III catechesis, allowing students to explore how they fit in God's plan. We are purchasing materials in order to continue Level III catechesis in to grade 6 starting next year.
 - 3.2.4. Catholic Schools Week festivities begin with a Pancake Breakfast following all 3 Cathedral Masses. The breakfast benefits the John Robert Amat Fund. Please join us!
 - 3.2.5. The Boys Basketball team, led by Mark Heyduk, won the Small Schools League Tournament December 19. The girls season has begun with coaches Duane and Lindsay Meulman.
 - 3.2.6. Lead teachers together with divisions made the decision that only the 6th, 7th and 8th grades will participate in the MStep this spring. To date, we have student results from spring 2015 that have been distributed to parents. We are still waiting for school-wide results.
 - 3.2.7. Formal teacher observations are completed.
 - 3.2.8. School Improvement Team met January 12 and finalized the timeline leading in to our Accreditation Site Visit April 26 and 27. St. A will dismiss at 11am on March 16 for a teacher in-service day in order to complete the self-study process. The last push should take teachers 6-7 hours and together with Monsignor, Steve Clark and Ellen Brown, we made the decision to provide the time during and after a school day.
 - 3.2.9. We are in the 3rd week of our MAP cycle and all students will have finished by Friday, January 29.
 - 3.2.10. 2 students from St. Thomas More's sister parish in El Salvador visited St. Augustine School on January 14. Our students have written letters to the students at Mary Mother of the Poor

- in Spanish class and we were delighted to meet 2 of the students and take the opportunity for a Q&A about their life in El Salvador. Thank you Senora Kuipers for acting as translator.
- 3.2.11. Our art teacher, Ashley Fries, was hired full time by Portage Public Schools We welcome Maile Whipple to our building as the new shared time art teacher.
 - 3.2.12. All remaining windows were replaced over Christmas break. Music stands and chairs for band were ordered prior to Christmas break. Legacy Celebration funds are covering the cost of both projects.
 - 3.2.13. Food for the hungry: Students participated in a "Loaves and Fishes Day" collecting food for the food pantry at Green Meadow Elementary School in Comstock.
 - 3.2.14. Drink for the Thirsty: Students collected 3 truck-loads of bottled water for the people of Flint on January 22.
- 3.3. St. Monica School (B. Reits)
- 3.3.1. Our Catholic Schools Week Committee reported out plans for each day of the week, during yesterday's faculty meeting. The events are posted to the website and attached.
 - 3.3.2. Teachers will be instructing on the significance of Holy Doors during this Extraordinary Jubilee Year of Mercy. Classrooms will be focusing on the Corporal and Spiritual Works of Mercy throughout this Jubilee Year.
 - 3.3.3. Planning for the Lenten retreats for grades 3-7 is near completion. In addition to focusing on three saints of mercy: Faustina, Maximillian Kolbe, and John Paul II, we will make a pilgrimage to our diocesan Holy Door at St. Augustine Cathedral during our retreats. Students will also learn more about obtaining a plenary indulgence.
 - 3.3.4. The teachers will be discussing lesson 5 "Ordering the Kingdom" of Archbishop Robert Barron's "Priest, Prophet, and King" Bible study program, next month.
 - 3.3.5. Our Virtue of the Month is Temperance (meekness).
 - 3.3.6. The sixth grade students are finishing their STREAM projects. The hallways will soon be filled with miniature churches that have been constructed. Students researched saints and then named their churches. They learned about motion, forces, and energy in the construction of their churches. Each church also includes a 3D printed object to adorn the interior or exterior.
 - 3.3.7. The second through sixth grade students will be making a pilgrimage to Holy Family Parish on February 1 to view the exhibit and relic of Blessed Mother Theresa. They are encouraged to bring a religious item that will become a third class relic.
 - 3.3.8. Kindergarten and eighth grade students completed the winter NWEA MAP tests over the next three weeks. It was decided that the winter MAP results do not justify this loss of instructional time. All grade levels, with the exception of eighth grade, will take the spring assessments.
 - 3.3.9. The school Geography Bee champion is Patrick Ogrin. Patrick just completed his online geography assessment. We will learn about his scores next month, to see if he will advance to the state competition.
 - 3.3.10. We plan to sponsor a Maker Day on February 29 from 8:30-2:30 for students in grades K-8. Students will be able to visit several stations that incorporate engineering and technology, and actually construct items. Parent volunteers will be needed to assist at stations that day. Please let me know if you are available.
 - 3.3.11. The teachers decided this year to move away from our traditional Science Fair and instead try a STEM Challenge Fair. Students in each grade level will design a model chosen for their grade level, and they will need to work to improve the design. They will build it themselves and test it at home. The research, plan, and design will be prepared in school. Depending

on the way this evolves, we might plan a Challenge Day for students to display their work and for parents to observe how each model works.

- 3.3.12. The Coffee with the Principals (Mr. Kosmerick and Mrs. Reits) attracted one parent who had questions about HCP that were addressed.
 - 3.3.13. The open house on Thursday, January 21st, brought out 7 families who toured the building. Five of them came from St. Catherine's. Thank you to Fr. Creagan for your work in support of our schools.
 - 3.3.14. Updated diocesan policies were discussed with Margaret Erich at a November meeting of the regional principals.
 - 3.3.15. Santa's Workshop brought in \$2,000 prior to Christmas break. Although this is a good fundraiser, I've begun conversations about changing this for next year, so that the gifts are truly coming from the children or that they be more service oriented.
 - 3.3.16. Our financials for December look good, however, we've had to contract several visits from R. W. LaPine and Esper Electric, over the past two weeks. This will impact our subcontracting line item in January.
4. Local Advisory Council Reports
 - 4.1. Hackett Catholic Central (T. Harding)—No Report
 - 4.2. St. Augustine Cathedral School (E. Brown)—No Report
 - 4.3. St. Monica School (M. Ogrin)—No Report
5. Committee Reports
 - 5.1. Advancement Committee—No Report & Advancement Review (K. Willard)
 - 5.1.1. Students at the three schools have signed "thank you" boards to be displayed at our partner parishes the weekends of Catholic Schools Week. The boards include a letter from the principals, thanking each parish for its spiritual and financial support of CSGK and also highlighting the number of students from each parish enrolled in our schools. Teachers explained the purpose of the boards to the students as they signed, and reminded them that the parishioners they see at Mass are supporting their Catholic education.
 - 5.1.2. HCP Student Ambassadors will speak at our partner parishes following Masses on the weekends of Catholic Schools Week. They will thank parishioners for their support of Catholic schools, and share a personal experience from their Catholic education that has been particularly meaningful to them.
 - 5.1.3. To date, CSGK has raised \$287,998 in the 2015-16 fiscal year. \$102,275 are unrestricted funds, including \$64,930 in unrestricted CSGK funds.
 - 5.1.4. The Shamrock Auction is moving forward: logistics are being finalized with the Radisson and our online auction vendor Gesture, invitations are ready to be mailed, the acquisition team is bringing in items to be auctioned, and we are seeking sponsorships from businesses and/or families.
 - 5.1.5. All CSGK families will be invited to the auction, including St. Augustine and St. Monica parents. Families who are new to Hackett this year will receive a personal follow-up after invitations are mailed, encouraging them to attend. (As a reminder: Saturday, March 5, 5:30 p.m. at the Radisson!)
 - 5.1.6. The Kalamazoo Regional Catholic Schools Foundation board will meet on February 9.
 - 5.2. Marketing/Enrollment Committee (S. Gillig) & Marketing Review (S. Gillig)—No Report
 - 5.2.1. The month of January kicks off the enrollment push for the 2016-17 school year. Our Enrollment goal for the entire CSGK is to "Meet Budget" (See handouts with Enrollment data/trends). This is a system wide effort that involves more than the Board and the Principals to tackle. We expect to involve teachers, staff, families, and parishioners to help

spread our story. Below is a look at the action items currently in process toward this collective effort.

- 5.2.2. Coffee with The Principals- Each elementary school is hosting a meeting for interested parents to get to know Mr. Kosmerick and learn more about Hackett and the ins and outs of affording HCP. Meeting dates: January 18- St. Augustine, January 25- St. Monica.
 - 5.2.3. Middle School Basketball Night at HCP- HCP will invite interested middle school students to come to the Varsity game, Friday, Feb. 19. Each CSGK middle school student will receive an invite to the game, a chance to win an Irish Mob T-shirt, meet mascot, Paddy McHackett, and cheer for their Irish with HCP students.
 - 5.2.4. Paramount Charter School High School Night- HCP will host a booth at this event, Feb. 24, 2016.
 - 5.2.5. High School Placement Test is January 30 at 7:45am at Hackett. Interested students may register on the HCP website.
 - 5.2.6. Principals (with the direction of Enrollment Director) will write a letter to their respective staff highlighting the urge for Retention and suggest some action items to promote retention.
 - 5.2.7. We would like to ask the Pastors to send a letter to their parishioners emphasizing the value of a Catholic education and promoting the excellence of the Catholic education offered right here in the CSGK.
 - 5.2.8. We would like the principals to speak at the 8 supporting parishes beginning in February-August. Planning/Coordinating is underway.
 - 5.2.9. Watch List- This is a list of families who we want to carefully "watch" I am asking that all names of families be directed to the Enrollment Office. I will keep a centralized spreadsheet and begin the communication process with these families. The goal is to make sure these families feel important and their absence is most definitely noticed. We also want families to feel we will listen to their concerns/suggestions.
 - 5.2.10. The Enrollment Office continues to conduct exit surveys via the phone when a family leaves the CSGK.
 - 5.2.11. We continue to use Advertising and social media to spread our story in the community. Please continue to follow our schools' respective facebook and twitter feeds. "Liking" and "Sharing" from your pages spreads the news to an even wider audience.
 - 5.2.12. The Covenant Scholarship has expanded due to a new gift from an anonymous donor. This expanded funding is directed to parishioners of St. Catherine Siena. This has been announced in their bulletin during the month of January.
 - 5.2.13. The CSGK was awarded a grant by the Catholic Extension to attend a Latino Enrollment Initiative. This involves a 3 day conference and a yearlong mentor program to help attract and retain Latino students to our schools.
- 5.3. Strategic Planning Committee (P. Jodelis)—No Report & Communications Review (P. Jodelis)
- 5.3.1. Preparation for media coverage during Catholic School's Week (CSW) is well under way. CSGK Irish View will be in the parish bulletins on Sunday, Jan 31 with a list of activities planned during Catholic Schools Week by all three of our CSGK Schools. Kathy Doud has written a feature article about the Gordon Family from St. Monica's parish and their commitment to providing their children with a Catholic education entitled, "The Gordon Family Makes Catholic Education a Priority: Local family finds faith, friendship and support within CSGK community". It is hoped Mlive and the Kalamazoo Gazette will pick-up this story sometime during Catholic Schools Week, Jan 31 – Feb 5. We will also send it to the Kalamazoo Diocese newspaper, The Good News. Letters to Editor supporting our Catholic Schools have been sent to the Kalamazoo Gazette and many parishes are endorsing an

article written in support of Catholic Education by Fr. Krupp. Thursday, February 4th will be the All-Schools Mass to be held at Hackett Catholic Prep, at 10am, in the Gym. All local media outlets have been invited to photograph the event.

- 5.3.2. The monthly CSGK News Blast via email has been well received and will become a regular communications tool in 2016. It will be added to our existing communication vehicles; *The CSGK Irish View* of which 3,900 are delivered to our 8 supporting parish and distributed via their bulletins, and *Irish Pride* which is mailed to 6,000 alumni and friends.
- 5.3.3. The Communication staff meets monthly to coordinate calendars and efforts to ensure we deliver current and valuable information in a timely and accurate manner.
- 5.3.4. Since the beginning of September 2015, we have sent out 13 media packets. We have had multiple articles featuring our CSGK schools appear in *The Catholic Weekly*, *The Good News*, *The Kalamazoo Gazette*, *MLive* and *The National Catholic Register*. WWMT Channel 3 also ran a story on our 50th Dedication Celebration.
- 5.3.5. The list of articles include; "School Begins at SMCS w/New Playground", "Hackett Catholic Prep Celebrates 50th Anniversary", "CSGK Families Travel to See Pope Francis", Msgr. Osborn talks about rosary with SMCS kids", HCP "50th Anniversary Open House", "Hackett Earns Michigan Milestone Award", "CSGK Kids give Thanks through Service", "Jimmy Cobb Plays Jazz with Hackett Students", "Pfizer gives St Monica kids glimpse of Lab careers"
- 5.4. Facilities Committee (J. Cavanaugh)—No Report
- 5.5. Policy Review Committee (M. Anderegg and S. Bradshaw)—No Report
- 5.6. Administrator Evaluation Committee (S. Clark)—No Report
- 5.7. Food Services Committee (G. Buday)—No Report
- 5.8. Technology Committee (R. Remynse)—No Report
- 5.9. Enhancing Community (S. Bradshaw)
 - 5.9.1. To organize the scheduled Group Mass for February 7th. The Boys' and Girls' Basketball Teams (JV and Varsity) are scheduled to attend Mass as a group at St. Joseph at 11:15am on February 7th. The Bowling, Ski, and Boys' Swim Teams are scheduled to attend the 9am Mass at St. Mary on February 7th.

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

6. Financial Review (K. VanderMolen)

- 6.1. The committee reviewed the December 31, 2015 financial statements. Expenditures were at 49.9%, see explanations of fluctuations attached.
- 6.2. Committee members studying Tuition AGI analysis and will continue to look at options.
- 6.3. Meet with Rich Dykstra regarding teacher salary review project at February finance meeting.
- 6.4. Financial aid analysis reviewed and Melissa and staff not ready to make a change feel what is in place is better than what they have seen so far. Will continue to investigate.
- 6.5. The committee reviewed and approved the preliminary 2016-2017 budget. The budget assumptions are as follows:
 - Tuition Scale Increase = 2%
 - Salary Increase = 2%
 - Medical Insurance increase = 5% (estimated until amount known from MCC)
 - Other expense increase = 2% - prior years has been 4%; reduced for cy
 - Enrollment of 788 students (for 15-16, budgeted to be down by 22 however ended up down 47) total dropping below 800; In five years, down 146 students
 - Preschool revenue projected for STM - \$88,000 and for STA \$102,000

- Total budget adjustments needed – approximately \$216,000 with a \$300,000 transfer from Advancement
 - Need to review potential material capital improvements at St. Augustine (blowers, security around perimeter), St. Monica (security around perimeter), and Hackett (ac, door/windows, fire alarm, track)
- 6.6. The committee discussed enrollment concerns in relation to the budget and the need to address the families lost to home schooling.
 - 6.7. The committee discussed the Cafeteria Review Project and Melissa and staff are learning a lot and will keep us up to date on the next steps.
 - 6.8. Approve the December 31, 2015 Financial Statements.
 - 6.9. Approve the 2016-2017 Preliminary Budget
 - 6.10. Next Finance Committee meeting is scheduled for Thursday February 18, 2016, 3:15 at Hackett.

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

Motion: Fr. Schmidt moves to approve the 2016-2017 Preliminary Budget; Msgr. Hazard seconds. Motion passes.

7. Other Business

- 7.1. The KPS Shared Services with Hackett is currently being reviewed by Kosmerick.
 - 7.2. Gillig distributed a letter to all CSGK board members asking for assistance in the proactive retention efforts of our current students and families. She requested we all keep share with her any concerns we may hear about regarding our CSGK families. Faculty and staff will be asked to assist her as well.
 - 7.3. The Diocesan Pastoral Plan was briefly reviewed. Within our CSGK system, the only parishes affected are St. Ambrose and St. Mary. Those parishes will be consolidating their parish staff. We are being asked to pray for those parishes greatly affected by these changes.
 - 7.4. Catholic Charities is looking to fill a board position with, if possible, a CSGK board member, on the Catholic Family Service Board. Interested persons should contact Steve Clark.
8. The next meeting is scheduled for Friday, February 26, 2016 – 3:30pm at Hackett Library.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; VanderMolen seconds. Motion passes. The meeting was adjourned at 4:50pm.