

Minutes of January 30, 2015 CSGK Board Meeting

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

Call to order: 4:30pm

Opening Prayer: Fr. Farrell

Approval of Agenda: January 30, 2015

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

Approval of Consent Agenda:

1. Minutes: November 21, 2014 and December 19, 2014
2. Principal Reports
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. The three high schools will be rolling out the capstone overview letter to parents over January/February. 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 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 in February 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 the entry-level Algebra course at Hackett.
 - 2.1.4. We are currently looking at the current course book, 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.
 - 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 in January. By the way...Follow Us on Facebook.
 - 2.1.8. Hackett is currently at budget on total expenditures. We are 1.6% under budget on expenditures. The roof-top solar project is ready to be energized. Consumers Energy installed a new pole and transformer prior to break. Sam Field is pushing Consumers on this, as they have delayed their end.
 - 2.1.9. The 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. We are currently soliciting bids for construction managers. 3 of 3 bids have been received and we hope to make a decision on this by end of January.

- 2.1.10. Branding Signage Changes – ongoing over the course of this year.
- 2.1.11. Football
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. 1st round was completed the week of the 5th and three finalists have been selected. 2nd round interviews were held the week of the 19th, with a final candidate to be selected sometime this week.
- 2.1.12. Possible – Construction Manager approval.
- 2.1.13. Events
Catholic Schools Week – January 25-31
January 27 – Bishops' Award 9 am – Dan Pfeffer recipient
January 28 – All Schools' Mass
February 6-8 – The Presence Retreat
February 21 – Scott Hahn Conference

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

- 2.2.1. The school celebrated its 3rd annual Christmas Pageant Thursday, December 18. Bishop Bradley joined us for the beautiful evening. Thank you to Mrs. Dunning and Mrs. Haas for the direction of the pageant and to Dr. Fielding for the music. And thank you to the teachers for preparing the students in class.
- 2.2.2. The school celebrated Epiphany with a blessing of the doors.
- 2.2.3. In support of Bishop Bradley and his invitation to Catholics in our diocese to observe days of fasting and prayer every Friday, our Food Service director will be adding meatless options to the hot lunch menu on Fridays.
- 2.2.4. 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 will now continue to work with their team in order to meet the upcoming deadlines established by the Office of Schools.
- 2.2.5. The school sent students to the Knights of Columbus Regional Spelling Bee. Winners moving to the state level are Colleen McNally and Christine Dugas.
- 2.2.6. 2nd quarter report cards were sent home Tuesday, January 13. Middle school team reinstated Honor Roll, after working to clarify honors within a standards based reporting system.
- 2.2.7. Teachers used the staff meeting December 17 to reflect on the first semester with the new theology standards and in continued conversation about teaching writing.
- 2.2.8. Students completed winter MAP testing. We used the technology lab and the cart of netbooks simultaneously and it worked very well. This has eliminated the worry of not having enough time to complete MAP testing with all our grades.
- 2.2.9. Formal observations of teachers have begun.
- 2.2.10. The school is collecting non-perishable food items for 2 food pantries in January, February and March. We are collecting for our local Loaves and Fishes pantry, as well as for the food pantry that serves Green Meadow Elementary School. We received a call from a former Catholic school teacher asking if we could help Green Meadows as they are struggling to meet the needs of their families this year.
- 2.2.11. The information for new marketing materials was delivered to Sarah Gillig and Gwen Buday. Sarah and Gwen are now using the material to put together information for our parents to use when talking about our school. The hope is to have it available as

enrollment information goes out so that we can also highlight the family referral tuition incentive.

- 2.2.12. The quote from Reliable Glass for new windows was approved and the windows are on order. The hope is that Reliable will fit us in between jobs, getting 1 room done at a time. Reliable will also be providing mirrors for our bathrooms.
- 2.2.13. We are collecting bids for additional upgrades to our bathrooms and seeking approval from CSGK finance committee and PAC.

2.3. St. Monica School (B. Reits)

- 2.3.1. As stated in our monthly principal newsletter and notifications, CSGK schools are planning additional meatless lunch options on Fridays (beginning in February) and our parish priests are offering an additional half hour for Reconciliation on Fridays from 7:30-8:00 a.m. in response to the Bishop's pastoral letter, "The Church: The Center of Hope". The document can be found at www.dioceseofkalamazoo.org.
- 2.3.2. Sunday, January 25 marked the beginning our celebration of Catholic Schools Week with a student-led Mass at 9:30 and continental family breakfast and Art Extravaganza in the gym that followed.
- 2.3.3. The Catholic Schools Week Committee planned a nice week of events for our students and staff again this year. All activities were communicated to parents via a notifications and the school website. We thank all the diocesan priests and deacon who were able to join us for Vocations Day on Monday. The teachers and students had a wonderful time getting to know you better.
- 2.3.4. Full day Lenten retreats are being planned for students in grades 3-6 centered on "The Seven Last Words of Jesus". Seventh and eighth graders will each enjoy their own NET retreat this year.
- 2.3.5. Gratitude was January's Virtue of the Month.
- 2.3.6. We welcome Kalani Bates who recently accepted a position as our Kids' Klub Director.
- 2.3.7. The 3D printer and scanner have recently been used by our fifth and sixth grade students in order for them to gain a better understanding of force and motion and energy. The students are getting their first real exposure to engineering and have designed some interesting items.
- 2.3.8. Winter NWEA MAP testing was completed this week. Due to the snow days, we extended the testing window through this week.
- 2.3.9. All teachers have provided learning tasks for their students during our snow days.
- 2.3.10. Our student Geography Bee winner was Jimmy Pierucci. We hope to receive notification that he will be chosen to move onto the next level of competition.
- 2.3.11. I will be meeting with teachers next week for the second time this school year, to discuss progress on goals as well as to design more classroom specific goals.
- 2.3.12. I completed my U of D class on "Public Relations in Schools" on December 7th and started a new class on "Research" on January 12th.
- 2.3.13. I have plans to visit Sacred Heart Catholic School in Grand Rapids to observe and gather more extensive information on the "Classical" curriculum offered there.
- 2.3.14. Students at various grade levels wrote letters in support of our Catholic schools, and Kathy Doud will be using them for future marketing efforts.
- 2.3.15. Our school's Emergency Operations Plan (EOP) is now complete and aligned with the Michigan State Police template for all schools and has been submitted to the Office of Schools.

- 2.3.16. I will submitted an application for the competitive school safety program grant, to cover the cost of installing glass coating around on the windows near our school entrances. The cost requested in the grant is approximately \$5,000.00.
 - 2.3.17. The Flynn family has recently enrolled their daughter. Hannah is a first grader who will be started on January 19th. Lilly Brown, also a kindergarten student, was recently enrolled and started on Tuesday, January 26th.
- 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, February 8. The boys' and girls' basketball teams and the bowling team from Hackett Catholic Prep will be attending the 11am Mass at St. Catherine of Siena. I have received confirmation from all of the coaches.

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

Advancement Review: (K. Gilbert)

- 1. Financials: Please see attached for financials through 1/22/15.
- 2. Annual Fund: The 2013-14 Annual Report was mailed in late December and is available online as well. Per a recommendation from Partners in Mission, we employed a segmentation technique with leadership level donors and included a hand-written message along with first class postage mailing of the publication.
- 3. We have processed over 160 annual fund gifts thus far. This includes 28 new donors (excluding memorial donors) to the annual fund. As we progress with the annual campaign, we will be able to better analyze comparative donor activity (year-to-year comparison). As reflected on the financials, we are consistent year-to-date in CSGK unrestricted gifts. In late March a digital communication reminder will be sent which will be followed by one additional mailing to constituents who have not yet participated. The Annual Fund extends through June 30, 2015.
- 4. Shamrock Auction/50th Anniversary: Planning continues for the March 7, 2015, event. A general committee meeting was held January 26, and the next meeting is scheduled for Wednesday, Feb. 18 at 6:30 p.m. Invitations are scheduled for mailing on January 30. The solicitation committee is actively seeking more donations for both the silent and live auctions, and Advancement is assisting with securing sponsors. The auction will have a digital format—guests will be bidding and checking out via their cell phones and iPads. "Technology concierge service" will be available at the event.
- 5. Distinguished Alumni Award—We are awaiting acceptance from the recipient(s). The award is scheduled to be presented at the auction on March 7, 2015.
- 6. HCP Band Uniform Fundraiser: As a result of the initial challenge grant received by the Advancement Office, we are assisting the marching band with the uniform fundraiser.
- 7. Alumni Event—Advancement is collaborating with Tim Eastman on the Chicago-area alumni meet-up event in February. An alumni meet-up will be held late spring in the Kalamazoo area also.

8. Kalamazoo Regional Catholic Schools Foundation--The next quarterly foundation meeting is scheduled for February 10, 2015, during which the annual distribution to CSGK will be determined.

Enrollment Review: (S. Gillig)

1. In conjunction with the St. Augustine LAC, Gwen and I are developing materials to distribute to current parents. The materials are designed as helpful tools for recruitment purposes. For example, we have created a "brag book." It is a small book with quick facts about the school that parents can easily access to provide specific details to prospective families. One of the features is the back cover which is a perforated page with our Family Referral form. Our intention is to encourage families to take advantage of this great program.
2. We developed a postcard to announce the Preschool Open House for St. Augustine, St. Monica and St. Catherine preschool. The cards were mailed to CSGK parishioner families with children ages 2-5. St. Augustine and St. Monica students wrote a personal message on these cards.
3. St. Ann Catholic Church in celebration of Catholic Schools Week invited the CSGK schools to participate in their Catholic Schools Fair after the Masses and their Wednesday night, Pack the House. St. Augustine, St. Monica and Hackett each have a display set up with information about our schools.
4. Hackett Catholic Prep hosted our second annual middle school night at the Varsity Basketball game on Jan. 16. We invited middle school students to the game. The invitation card was their admittance to the game. This is a popular event for our middle school students. I receive positive feedback and requests to do this more often. Many parents comment on the great turnout and connection it creates between the elementary schools and our high school. It is a good turnout for our feeder middle schools. Just fewer than 50% of our total middle school students attended the game. I mailed 400 additional postcards to CSGK parishioner students who are enrolled in religious education programs. Unfortunately, none of these cards were used for admittance to the game (which suggests these students did not attend)
5. HCP will host a Placement Test on Saturday, Feb. 7 at 8am. I sent a postcard announcement to 8th grade students in the CSGK parishes as well as any other prospective family. I will host a Q&A session for parents while Betsy Ulbrich administers the test.
6. A note on the recent postcard mailings- In the past, we have delivered these type cards to the CSGK parishes and relied on religious education teacher/volunteers to distribute to the students. Because of low turn-out, I wanted to try the mail approach. So far, I have not seen an increase in turnout. However, we do know the families do receive the message in the mailbox- which is positive. Tim Eastman and I in cooperation with Lake Michigan Mailers are in the process of developing a direct mail campaign to bring awareness to HCP. As we continue this process, we will share more information.
7. What does enrollment look like for the 2015-16 school year at HCP? In terms of retention from our feeder schools, enrollment looks positive. We have heard of very few families who will not enroll their 8th grade student at HCP. We do not have any formal confirmation.
8. I have 11 prospective students outside the CSGK who attended the Open House and have expressed some interest since the Open House. Each of these families will receive Registration packets and an invitation to our Placement Test.
9. Registration Packets will be available during Parent Teacher conferences the week of Feb. 9, 2016.
10. Please continue to follow our schools on their respective social media sites.

Financial Review: Finance Committee (K. VanderMolen)

1. The committee reviewed the December 31, 2014 financial statements.
2. The committee reviewed the capital items for Hackett Catholic Prep (exterior doors for the auditorium) and St. Augustine School (the Bradley sinks for the bathroom).
3. The committee reviewed the CSGK 2015-2016 Budget Assumptions and the CSGK 2015-2016 Budget-Preliminary Draft. Below are the budget assumptions:
 - 3.1. Tuition Scale increase = 3%
 - 3.2. Salary increase = 3%
 - 3.3. Medical Insurance increases = 5% increase (estimated until amount known from MCC)
 - 3.4. Other expense increase = 4%
 - 3.5. Enrollment of 852 students (decrease of 18 from py)
 - HCP - 264
 - STM - 288
 - STA - 300
 - 3.6. Preschool revenue projected at:
 - STM - \$93,000
 - STA - \$102,000
 - 3.7. Total budget adjustments needed – approximately \$171,000 with a \$300,000 transfer from Advancement
 - 3.8. Need to review potential material capital improvements
 - St. Augustine – blowers, windows, security around perimeter
 - St. Monica – security around perimeter
 - Hackett – boiler, door/windows, fire alarm, track

Motion: Jeff Cavanaugh moves to approve the December 31, 2014 financial statements; Michael Ogrin seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the capital expenditures of (1) exterior doors for the auditorium at Hackett Catholic Prep for \$7,409 (by Bosker Brick) and (2) bathroom renovations at St. Augustine School for \$23,000 (by Residential); Jeff Cavanaugh seconds. Motion passes.

Other Business:

1. Bishop's Taskforce – by-laws have been updated and will be reviewed by board – waiting on final approval from Bishop Bradley.

Motion: There being no other business before the Board, Steve Clark moves to adjourn the meeting; Michael Ogrin seconds. Motion passes. The meeting was adjourned at 5:00pm.