

Minutes of June 24, 2016 CSGK Board Meeting

Attendees: Pastors: Frs. Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, T. Harding; Principals: B. Kosmerick; CSGK Staff: S. Gillig, K. Willard; Other Parish Staff: J. Emilio

Call to order: 3:32pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: June 24, 2016

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

Approval of Consent Agenda:

1. Minutes: May 24, 2016
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. Father Adams met with juniors individually over the last month of school to help them define their upcoming Senior Capstone Project. Each student has also been provided with documents or books to begin reading over the summer.
 - 2.1.2. HCP staff, along with St. Monica and St. Augustine, will attend a retreat/pilgrimage day at the Shrine of Christ's Passion in St. Johns, IN, on August 17.
 - 2.1.3. Hackett has two students from the Class of 2017 who have earned "commended" status in the National Merit Scholarship process.
 - 2.1.4. Hackett graduated 68 seniors on June 5. The following students were Chaminade Finalists: John Bartholomew, Jacob Buchmann, Genevieve Bogedain, Tim DeMars, Angela, LaPenna, Amanda Lawrence, Ian Poage, Ashley Rho, Sara Schonder, Lizzie Stull, Caroline Yapp, and Mitch Yelton. Mitch Yelton was the winner of the award.
 - 2.1.5. Katy Briggs was named the Pillars of Excellence – Ruby Thomas Field Award winner.
 - 2.1.6. Hackett will be partnering with Portage Public Schools for our shared time positions for the 2016-17 school year. Currently positions have been posted for art, physical education/health, and Spanish. The art position will be shared between St. Monica (7th and 8th grade art) and Hackett.
 - 2.1.7. We will be contracting with Flynn O'Hara for our uniforms for next school year. A uniform fitting day has been scheduled for Tuesday, July 26, from 2-8 pm.
 - 2.2. St. Augustine Cathedral School (A. Zommers)—No Report
 - 2.3. St. Monica School (B. Reits)
 - 2.3.1. Catechesis of the Good Shepherd training is taking place in the Parish Community Building this week. Two of our teachers are attending.
 - 2.3.2. Teachers attended an all-day training with Tina Tribu on Monday, June 13th. We learned about a plethora of helpful online learning and PD tools offered for teachers and students.
 - 2.3.3. Teachers spent Tuesday morning, June 14th, disaggregating NWEA MAP test data for their incoming students.
 - 2.3.4. Teacher evaluations were completed during the week of June 13th. All copies have been mailed to the Office of Schools.

- 2.3.5. The Booster-sponsored "Glow Night" was a huge success on Monday evening, June 13. Approximately 150 parents, students, and grandparents attended. We ended the evening with a special sending off prayer in the Mary Garden.
 - 2.3.6. Mary Beth and Becky met with Nina Laney on Tuesday, June 21st to discuss future alignment of marketing and enrollment efforts throughout CSGK and the diocese.
 - 2.3.7. One eighth grade position has been eliminated for the 2016-2017 school year. Meagan McAfee will be leaving St. Monica Catholic School. Susie VanderBeek is retiring. We thank these two teachers for their many years of dedication to our school and love of our students! We pray for their families as they transition into a new chapter of their lives.
 - 2.3.8. We will be contracting with Flynn O'Hara for our uniforms next school year. A uniform fitting day is scheduled for Tuesday, July 26 from 2-8 p.m. at HCP.
- 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 goals and plans for the upcoming fiscal year. These include: Increase communication and collaboration between Advancement staff and LACs (Set a participation goal for parent donors); Explore ways to engage parishes and parishioners throughout the year (Collaborate with other CSGK offices to welcome new pastors); Identify key events or opportunities for Advancement staff to engage with each school (Support Advancement staff in building key parent, parent of alumni, etc. relationships).
 - 4.2. Advancement Review (K. Willard)
 - 4.2.1. Hackett hosted a reception for legacy families as part of this spring's commencement celebration. Graduates with a parent and/or grandparent who also graduated from Hackett, O'Brien, or St. Augustine were invited to attend with their families. Seventy guests attended, including 45 alumni from the classes of 1951 to 2016.
 - 4.2.2. We plan to hold an event welcoming legacy families of incoming freshman students at the beginning of next school year.
 - 4.2.3. HCP Student Ambassadors for the 2016-2017 school year have been selected. We are excited to work with this great group of students to represent Hackett! A total of 25 students applied.
 - 4.2.4. Year-to-date numbers will be provided at the board meeting.
 - 4.2.5. Approximately \$3,000 has been donated to Hackett in memory of Mary Carr. The Carr family has indicated that they would like these funds to support the arts.
 - 4.2.6. The Kalamazoo Regional Catholic Schools Foundation board is moving forward with a strategic planning meeting in the near future, to discuss the direction of the foundation over the next five years.
 - 4.2.7. St. Augustine just held their Legacy Golf Outing on June 17.
 - 4.2.8. Hackett is making plans for their Big Hole Golf Outing on September 17.
 - 4.2.9. Advancement staff members will attend two professional development sessions this summer: a Partners in Mission Advancement conference June 26-30 (Kate Willard) and a Blackbaud training on Raiser's Edge data reporting July 28-29 (Kate Willard and Linda Pickornik)
 - 4.3. Marketing/Enrollment Committee (S. Gillig)—No Report
 - 4.4. Enrollment Review (S. Gillig)

- 4.4.1. I am in process of compiling the results of the CSGK survey. Many families returned the survey in paper form and I am inputting those results into our Survey Monkey file. I expect to be complete by the end of the week. Ellen, Brian and I will plan to meet in early July to begin plans to share the survey results. We collected over 200 completed surveys. Once again, I am grateful to the support of our parish pastors and their staff in helping with this project.
- 4.4.2. This week, Andra and I attended a Latino Enrollment Initiative (LEI) conference presented by Alliance for Catholic Education held on the campus of the University of Notre Dame. We wrote a grant to attend this conference with the purpose of learning how to bring more Latino families into our Catholic schools. Building caring relationships, creating warm, welcoming school environments, understanding the native cultures, and valuing the students as English language learners were key themes for the week. We also looked at major obstacles in making a catholic education a possibility for the fastest growing Catholic population. Tuition Assistance and bringing staff and current families on board are two of the strongest obstacles we heard about this week. Part of the program includes a mentor relationship with a principal who has used the LEI model with success. Our mentor is the Principal at Corpus Christ Elementary school in Holland, MI. Andra and I look forward to working with our mentor to develop these themes as they relate to our Catholic schools.
- 4.4.3. Next week, I will attend the Partners in Mission National Enrollment Management Conference in Boston, MA. This is a national conference exclusively for Catholic elementary and secondary schools. The focus is on proven strategies to ensure sustainability, affordability and accessibility of Catholic schools. It promises to fill my brain with all kinds of ideas. Kate and I look forward to learning and then sharing upon our return.
- 4.4.4. The Parent Ambassador Program meeting for Hackett has been rescheduled for later in July. I plan to meet with representatives from each Parent Ambassador group (from each school) in July as well to begin planning strategies for outreach to our parishes.
- 4.5. Strategic Planning Committee (TBD)—No Report
- 4.6. Communications Review (TBD)
 - 4.6.1. We are currently working on the new Irish View format and planning for the first edition to be published as a Back to School issue. We will be meeting with the principals to discuss content ideas and are creating a cover story about CSGK and the support from our 8 supporting parishes.
- 4.7. Facilities Committee (J. Cavanaugh)—No Report
- 4.8. Policy Review Committee (M. Anderegg and S. Bradshaw)
 - 4.8.1. All policies have been updated by various committee members. Anderegg, Bradshaw, and Williams are currently reviewing and finalizing updates. Once complete, the new policy manual will be made available to the board for approval (possibly in July).
 - 4.8.2. Future goal for 2016-2017: to review and revise the current CSGK Employee Manual.
- 4.9. Administrator Evaluation Committee (S. Clark)
 - 4.9.1. No activity at this point. We will meet in July to discuss options and work with the Office of Schools and Principals.
- 4.10. Food Services Committee (G. Buday)
 - 4.10.1. SUMMARY OF THE YEAR

Over the course of this year, our committee explored a variety of options for operation of CSGK's food service system with the goal of providing better tasting, healthy food that our students want to eat, in a cost effective way. As our food service program has been losing money for the past few years, the committee looked for ways to improve quality in the belief that better food will lead to more students purchasing hot lunches. This year, Rhonda Clark and her team made some changes in an effort to improve

quality and student participation. As of the end of this year, it appears that there is once again a loss but that it will be significantly less than last year, particularly since there were unexpected kitchen equipment repairs of over \$5000 this year.

The primary items considered by the committee over the course of the year included the following:

- The committee looked at the options of a Managed Contract, a Vended Service Contract, or keeping our current in-house program, while continuing to participate in the government's free/reduced lunch program.
- We considered options outside of the government program, working with two local caterers, EMA and Pistachios, to determine if either would be able to provide better quality lunches to our students in a way that was profitable for them and affordable for CSGK.
- We explored the idea of partnering with other organizations, such as KVCC's new Food Innovation Center, to provide a variety of fresh produce, and possibly to provide interns to assist with a salad bar or otherwise in our lunch programs next fall.
- We created and distributed a survey for CSGK parents and students to learn what our families think about the CSGK lunch programs and assess our strengths along with the areas where improvement is needed.
- We gathered information about whether our schools should move to a point of sale system using loadable id cards to pay for lunches. For St. Augustine and St. Monica, we explored alternatives to the current system of ordering and paying a month in advance.

4.10.2. MANAGED SERVICE CONTRACT, VENDED SERVICE CONTRACT, OR STAY IN-HOUSE

4.10.2.1. Background information

Both St. Augustine and St. Monica participate in the government's free and reduced lunch program. Hackett does not. Under this program, St. Augustine and St. Monica provide around 3,500 free lunches to students and another 1,300 reduced priced lunches each year, while also serving nearly 30,000 paid lunches. St. Augustine and St. Monica charge \$2.70 for a lunch, and .40 for a reduced price lunch. For our participation in the program, CSGK receives approximately \$25,000 in government reimbursement. This reimbursement is comprised of the whole \$2.70 price of the lunch received by students eligible for free lunch, the \$2.30 difference between the full price and the .40 paid by reduced price lunch students and an additional 6 cents for each full price paid lunch. Our participation in the program also entitles us to approximately \$12,000 in food discounts. (Also, while we distribute around 1,200 free/reduced lunches at Hackett, we receive no reimbursement for those, as Hackett does not participate in the government program.)

There are only three options available for districts participating in the government program: Managed Contracts (food is prepared onsite by an outside vendor), Vended Service Contracts (food is prepared offsite by an outside vendor), and in-house programs, like we currently have. All participants in the government program are required to abide by the government's nutritional standards, which are both rigorous and outdated in terms of current understanding of health and nutrition. Schools must go through the government's bidding system to enter into either a Managed or Vended Contract. Our committee explored whether it would be advantageous to switch to a Managed Contract or a Vended Service Contract instead of our current system.

4.10.2.2. Summary of findings: Neither a Managed Contract nor a Vended Service Contract is a good option for CSGK. Our School System is not big enough for the large Managed Contract vendors. We learned that to go with a Managed Contract, we'd likely have to partner up with a larger district, such as KPS. If we did something like this, there may be some cost savings, but would end up with no control at all on issues of quality or menu. If we go to a Vended Service Contract, we learned that we'd still have significant responsibility for our lunch program, including all the accounting functions and all management of the program. Savings would therefore be limited or

non-existent, and there would be added issues with food quality as it is exclusively prepared offsite.

4.10.2.3. Since neither a Managed nor Vended Service Contract made good sense, the only remaining option - if we stay in the free and reduced lunch program - is to keep our program in-house, and focus our efforts on improving it from the inside.

4.10.3. SHOULD CSGK LEAVE THE FREE AND REDUCED LUNCH PROGRAM?

4.10.3.1. The committee considered the option of leaving the free and reduced lunch program – while the loss of revenue would be significant, it would afford us complete freedom to develop and implement our own menus, without having to comply with the government requirements, or to partner with an outside vendor in an effort to improve quality and participation. If we were to leave the free and reduced lunch program at St Augustine and St Monica, we can stay with our current program or try something different. We would gain a good deal of flexibility and control, but need to make up for the lost revenue, or at least find a means by which to provide free lunches to our eligible students. At this point, we determined that it would make more sense, if we are to stay in-house, to stay in the program as well to see if we can achieve our goal of increasing the quality of the food within the government's nutrition guidelines.

4.10.3.2. As an alternative to staying in-house, we also identified two vendors who were interested in exploring a partnership with CSGK to provide our lunches, outside of the government program. These vendors were EMA, owned by Mike Leeuw, and Pistachio's Catering, owned by Shannon and Andy Minor. We were interested because, with these companies, we would have the benefit of their expertise and business acumen while having considerable control, including input on the menu and monthly quality reviews with representation from each school. Both were interested in helping us start a salad/sandwich bar, as well. We would also be free to pursue a relationship with the KVCC program for produce and possibly for interns to run the salad bars or otherwise assist at each school.

4.10.3.3. We had a number of meetings with EMA to explore this idea, and shared pertinent financial information. In the end, EMA declined to submit a proposal to provide our lunches, because it did not make financial sense. In short, Mike explained that, in the restaurant business, food costs are around 25%, leaving 75% for all other costs, including payroll. In our system, because our price is so low, our food costs are 70%, leaving very little room for payroll and other expenses, and no room for a profit for the vendor. While Pistachios did submit a rough proposal, the same problem existed there and the proposal included passing significant additional costs to CSGK.

4.10.4. LOOKING FORWARD

At the end of the day, considering all of the options we explored and the information we gathered, the conclusion we reached was that for the coming year, the best course to take is to continue with our in-house system, and to stay in the government program as well. Even though our overall structure will remain the same, we are convinced that our system needs to be reworked and menus extensively revised to really make the difference we need to see.

Over this summer and the next school year, we think our primary goal should be to focus on changes within our current operation, including the following:

- Better outside training for our staff.
- Revise menus, including incorporation of suggestions from the surveys.
- Continue to coordinate with KVCC with goal of adding a Salad/Sandwich bar at HCP this fall, and perhaps for the middle schools 2nd semester.

- Establish rotating student groups, especially at St. Augustine and St. Monica, to prepare, sample, approve new menu options. (perhaps 2x per semester)
- Use school websites to announce changes and promote new items etc.
- Continue to explore moving to a point of sale system and a new ordering system for St. Augustine and St. Monica.
- Continue to explore the possibility of coordination with Pistachios owner Andy Minor.

4.11. Technology Committee (R. Remynse)—No Report

4.12. Enhancing Community (S. Bradshaw)

- 4.12.1. No activities during June and July but will prepare 1st draft of the 2016-17 Mass Attendance Schedule by August 1st.

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

5. Financial Review (K. VanderMolen)

- 5.4. The committee reviewed the May 31, 2016 financial statements. Expenditures were at 90.6%, see explanation of fluctuations attached.
- 5.5. The committee reviewed the CSGK 2016-2017 budget which is showing a net income of \$14,500 which resulted from mainly personnel retirement changes.
- 5.6. The committee reviewed enrollment data. As of June 23, 2016, 773 students are enrolled in the CSGK schools (788 were budgeted, so we are 15 from our budgeted goal). For Hackett Catholic Prep, 242 students are enrolled (254 were budgeted, so we are 12 from the budgeted goal). For St. Augustine, 300 students are enrolled which is 13 students above the budgeted goal of 287. For St. Monica, 231 students are enrolled (247 were budgeted, so we are 16 from the budgeted goal).
- 5.7. Capital expenditure needs: finance approved St. Monica's West entrance doors for \$5775.
- 5.8. The committee discussed Advancement which met their annual fund goal for year end 6/30/16.
- 5.9. The committee plans to meet next month regarding tuition analysis.
- 5.10. The committee reviewed the Cafeteria update which is attached.
- 5.11. Melissa will provide detail on advancement and marketing expenses for fiscal year ending 6/30/16 for next finance meeting for committee to review detail.

Motion: Fr. Schmidt moves to approve the May 31, 2016 financial statements; Brown seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the St. Monica West entrance doors addition for \$5775 to be funded thru capital funds; Brown seconds. Motion passes.

6. Other Business

- 6.4. Clark will obtain the emails for the new Pastors to the CSGK and send them a welcome.
- 6.5. July's CSGK meeting may be cancelled if there is no pressing business.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Brown seconds. Motion passes. The meeting was adjourned at 3:56pm.