

Minutes of March 27, 2015 CSGK Board Meeting

Attendees: Pastors: Msgrs. Martin; Frs. Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: M. Ogrin, T. Harding; Principals: B. Reits, A. Zommers; CSGK Staff: M. Anderegg, K. Gilbert

Call to order: 3:33pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: March 27, 2015

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

Approval of Consent Agenda:

1. Minutes: February 27, 2015
2. Principal
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. Capstone project was rolled out to Jr. year students the week of March 1. Mailing followed that weekend. An informational meeting will be held for parents on April 15. This meeting will piggyback off of the Jr. parent night held by the guidance department.
 - 2.1.2. Lucy Ankenbauer was named a National Merit Corporate Scholarship Winner.
 - 2.1.3. Hackett is currently below budget on total expenditures.
 - 2.1.4. We are waiting on final numbers on the Shamrock Auction. Preliminary numbers seem to be good.
 - 2.1.5. We are about to begin an Energy Efficiency Assessment through a Mi.gov/Retired Engineer Technical Assistance Program. This analysis will give us some benchmark numbers as we move to install new boilers and begin developing a facilities plan within the strategic planning process.
 - 2.1.6. Boiler Project – We are finalizing boiler package bids. After approval, we will determine the final provider. Bid packages for remaining construction will be sent out soon.
 - 2.1.7. Branding: Signage Changes – ongoing over the course of this year. We have finished the logo standards for apparel and will be disseminating those to vendors.
 - 2.1.8. Advancement: The advancement 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.
 - 2.1.9. March 27, 28 – Spring Musical.
 - 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. The school prays the Stations of the Cross each Friday at 2pm. As has been the tradition, 8th graders are serving as readers of the reflections. All students grades 2-8 have received the sacrament of Reconciliation during Lent.
 - 2.2.2. Student Leadership Council continues to meet with Jeter's Leaders, focusing on Jeter's 10 Life Lessons and how to bring those alive in our school.
 - 2.2.3. Teachers have completed their Theology units for Creed and Sacraments and are now working on Moral Development units. We circled back with our two site leaders, Camille Delano and Raelynn Stein to make sure all work is on track.

- 2.2.4. 5th grade was hosted for Shadow Day in our own Middle School on March 4 and had a spectacular day.
 - 2.2.5. Kathy Stoneburner and Lori Pearson presented information from their M-STEP workshop to diocesan administrators March 20.
 - 2.2.6. Girls on the Run has begun. We have 2 teams this year!
 - 2.2.7. We're celebrating Reading Month school-wide. Our highlight will be a visit from Bishop Bradley. He is celebrating his 10th anniversary as a Bishop. In honor of this occasion, students are choosing a Gospel passage that speaks to them and writing a persuasive paper on why they chose the passage. Teachers will be choosing the best essay in grades K-2, 3-5 and 6-8. The 3 chosen students will read their essays to Bishop Bradley on March 26 and will receive a Bible to be blessed by the Bishop at that time.
 - 2.2.8. Emme O'Brien, grade 8, won the privilege of participating in the state level Geography Bee.
 - 2.2.9. School Improvement Team met March 5 and finished going through action items for the Strategic Plan.
 - 2.2.10. Destination ImagiNation regional tournament was March 7. The combined 3rd-5th grade team finished 1st in the Improv Games - Elementary Level category. The 6th grade team finished 2nd in the Fine Arts - Middle School category. Both teams now move on to the state tournament at CMU on April 18th.
 - 2.2.11. The school's Reading Challenge took place March 17 with 6 teams participating. Our winning team will compete at the Regional Challenge April 21, hosted by St. Joseph School in Battle Creek. All school-level teams will be heading to BCACS to watch the Regional Challenge.
 - 2.2.12. Bradley sinks have been installed in all bathrooms, bringing renovations closer to completion.
 - 2.2.13. The 2nd cart of netbooks has arrived and will be our tech purchase/upgrade from operations for this school year.
 - 2.2.14. We delivered another 5 boxes of food to Green Meadow Elementary School on March 6. This is the third month we have collected for our own Loaves and Fishes Food Pantry, as well as the Green Meadow Food Pantry. We also delivered 15 bags of clothing for the Green Meadow family that lost their home to fire. The staff at Green Meadow were moved at our community's generosity.
 - 2.2.15. PTO hosted a beautiful Daddy/Daughter Dance on March 14, with nearly 200 guests attending.
 - 2.2.16. The PTO hosted a very successful Once in a Blue Moon Sale, bringing in \$9600 for PTO. The leftover items were offered to various organizations in Kalamazoo. Holy Family Healthcare picked up all clothing to be distributed to migrant workers. St. Vincent de Paul and Green Meadow elementary were recipients of clothing and household items. And Salvation Army picked up all furniture and books.
- 2.3. St. Monica School (B. Reits)
 - 2.3.1. Students in grades 3-6 participated in retreats on "The Seven Last Words of Christ", scheduled for each grade on the Fridays in March. We thank Rachel Crouse for bringing her musical talent for praise and worship during these sessions.
 - 2.3.2. The students in grades 2-8 will receive the Sacrament of Reconciliation next week Monday and Tuesday.
 - 2.3.3. Money was raised for Catholic Charities through our annual March Reading Month Used Book Sale and through our Student Council-sponsored Shamrock competition.
 - 2.3.4. We wish everyone a very blessed Holy Week next week.

2.3.5. See the following link to access a fifth grade STREAM project developed by Miss Theresa Lytwyn, fifth grade teacher:

http://prezi.com/ybk_3wqjfpgr/?utm_campaign=share&utm_medium=copy

2.3.6. Teacher evaluations will be completed next week.

2.3.7. One teacher submitted a St. Elizabeth Ann Seton Professional Development Grant application and we await the results.

2.3.8. Teachers are working on Stage 3 of Understanding by Design for Moral Development. The process continues to be going well.

2.3.9. Projectors and Apple TV's have been installed in the remaining classrooms (108, 107, and 109).

2.3.10. I received notification yesterday that the Competitive School Safety Grant application completed and submitted over Christmas break, was denied. I intend to move forward with the 3M Glass Covering project for the safety of our students and staff, over spring break. The total cost will be about \$3,000.00 and should be able to be absorbed from my budget.

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 for Sunday, March 22nd. Several of Hackett's Clubs and Organizations were represented by their Advisors and student members at the 11am Mass at St. Ann. The groups in attendance were Ad Gloriam Dei (Fr. Adams, advisor and Chaplain), Agnus Dei (Mrs. Chrissy Brege, advisor and teacher), the Chess Club (Mr. Brent Coates, advisor and teacher), the Earth Club (Ms. Coleen Chapoton, advisor and teacher), Quiz Bowl Teams (Mr. Brent Coates, advisor and teacher), the Respect Life group (Mrs. Kelli Rider, advisor and Office Secretary), the Student Athletic Advisory Board (Mr. Mike Garvey, advisor and Athletic Director), the Alternative Spring Break group and Student Leadership Team (Mrs. Pat Byrne, advisor and Registrar), the Theatre group (Ms. Allbee, advisor and teacher), and the Student Council groups (Ms. Terri Luzenske, advisor and Librarian). No reply was received from the Spanish club (Ms. Nicole VanderKolk, advisor and teacher).

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

Advancement Review: (K. Gilbert)

1. Financials: Please see the attached financials through 3/16/15.
2. Annual Fund: We continue to work toward our unrestricted goal for 2014-15. Our next communication to donors who have not yet given is scheduled for mid-April.
3. Shamrock Auction/50th Anniversary: The Shamrock Auction and 50th Anniversary Celebration was held March 7, 2015, at the Radisson. 320 guests attended the auction (up from 279 in 2014), and these guests included current CSGK parents, parents of alumni, alumni, and friends of our school. We await some final billings, but the profit should exceed the two previous years. Overall, we were pleased with the event in regard to auction items and sales, the online auction format, student-featured performances, venue, the 50th anniversary elements (including the Distinguished Alumni presentation detailed below and the attendance of members of the 50th anniversary Class of 1965) and the friend-

raiser factor of the event. Based on both verbal and written feedback via an online survey, our guests were very satisfied with the event. We will analyze areas for adjustment and begin making plans for the 2016 auction. We are looking for parent co-chairs and committee leaders for the 2016 event; strong parental support is critical to the event's success. We welcome any interested individuals and/or recommendations.

4. Alumni Events—Advancement is collaborating with Hackett Catholic Prep Principal Tim Eastman on the second "Irish Mixer" meet-up for alumni in the Kalamazoo area on May 7, 2015, at Arcadia Ales. Invitation post cards will be going out to all area alumni with a request for updated information. The event will be marketed through the HCP Facebook page, Constant Contact emails, and school announcements in the parish bulletins where possible.
5. Distinguished Alumni Award—The 2015 award was presented to Dr. B. Joseph White, president emeritus of the University of Illinois, member of Hackett's Class of 1965. Dr. White graciously accepted the award at the 50th Anniversary celebration, and his comments were extremely well-received.
6. Irish Pride--The spring issue will arrive in homes prior to the Athletic Hall of Fame event.
7. Donor Contacts--We have received 3 inquiries (one family, two groups) in regard to establishing new scholarships and/or funds at Hackett.
8. Earth Club Event--We facilitated a partnership between Hackett's Earth Club and an alumnus-owned company, Epaint Recycling. The Earth Club will host a paint recycling drive on Saturday, May 16 in the parking lot.
9. Kalamazoo Regional Catholic Schools Foundation--The grant distribution from KRCSF in the amount of \$144,432.98 was received this month; the remaining amount of \$27,799.35 from our funds at the Kalamazoo Community Foundation should be paid to us in April. In addition to supporting specific donor-advised scholarships, this funding makes a significant impact on our ability to provide tuition assistance to students at Hackett, St. Monica and St. Augustine.

Enrollment Review: (S. Gillig)

1. January Enrollment Registration is in process. The deadline is April, 29, 2015
2. I will provide an updated Enrollment Chart tracking our number at the meeting which will reflect the most recent data.
3. St. Monica and St. Augustine hosted their monthly Open House March 19, 2015 Each school had 3 families visit during the Open House. And each school hosted 10- 5th grade students from St. Mary Paw Paw that day as well. Michelle Radomsky, principal at St. Mary's predicts that 2 of her families will move to St. Monica.
4. St. Monica recorded 5 additional family visits during the month of March (as of 3/24/15)
5. St. Augustine recorded 5 additional family visits during the month of March (as of 3/24/15)
6. Please continue to follow/like our schools on their respective social media sites.

Financial Review: Finance Committee (K. VanderMolen)

1. The committee reviewed the February 28, 2015 financial statements with expenditures at 62.7% and below 66.7% (8/12) of the fiscal year. See financial highlights included.
2. The committee discussed the boilers and reviewed bids for the boilers and recommend going with the bid for \$162,288 from The Macomb Group. Fund balance designated for future capital will be used.
3. Hackett is purchasing new band uniforms, which they fundraised for and received 3 bids and recommend going with the bid for \$12,093 from the vendor Stanbury. Excess funds will be used for

uniforms only except for the \$6000 matching funds bid. This \$6000 will be used at the discretion of the band director.

4. Hackett is purchasing IPADS and using the Bannister funds for \$36,094 with Apple.
5. St. Monica needs a new roof over the junior high section and is receiving bids.
6. Mike Leuw started reviewing the cafeteria procedures and processes and will provide recommendations when complete.
7. Next Finance Committee meeting is scheduled for Wednesday, April 15, 2015, 3:15 pm at Hackett.

Motion: Fr. Schmidt moves to approve the February 28, 2015 financial statements; Ogrin seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the boiler bid of \$162,288 from The Macomb Group; Ogrin seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the band uniform bid of \$12,093 from the vendor Stanbury; Ogrin seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the IPAD bid of \$36,094; Ogrin seconds. Motion passes.

Other Business:

1. The By-Laws will be completed by next week.

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 3:55pm.