

## ***Minutes of May 29, 2015 CSGK Board Meeting***

**Attendees:** Pastors: Msgrs. Hazard and Martin; Frs. Adams, Farrell, and Schmidt; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: E. Brown, M. Ogrin, T. Harding; Principals: T. Eastman, A. Zommers; Diocesan Staff: M. Erich; CSGK Staff: M. Anderegg, K. Gilbert, S. Gillig; Other Parish Staff: John Emilio

**Call to order:** 3:30pm

**Opening Prayer:** Fr. Farrell

**Approval of Agenda:** May 29, 2015

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

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

1. Minutes: April 24, 2015
2. Principal
  - 2.1. Hackett Catholic Central (T. Eastman)
    - 2.1.1. Student Service Hours Michigan Service Award – 3 Hackett students have earned the Michigan Competitive Service Award. This award is given to those students that complete over 400 hours of service to approved non-profit agencies. This year- Giuiliana Bresnahan, Zach Isaacs, Emma Smith were the recipients.
    - 2.1.2. Senior Service Fair- was held this past Wednesday, May 27.
    - 2.1.3. In anticipation of our ipad roll-out, a team of teachers is traveling to GR Catholic Central next week. CC is in their first year of ipad roll-out. They have developed a number of resources that they have shared with us to assist in the process.
    - 2.1.4. Teachers are continuing training on use of the MacBook and ipads in the classroom. Per their requests, we have found Professional Development opportunities based on their needs. A number are attending summer PD towards this goal.
    - 2.1.5. A selection committee is being formed to Principal search. John Bradshaw has applied for inclusion into the Hackett LAC. Fr. Farrell, Tim, Eastman, Margaret Erich, and Bishop Bradley met this week to affirm the position of Canonical Administrator.
    - 2.1.6. Hackett is currently just below budget on total expenditures. We are at just over 81% on expenditures.
    - 2.1.7. Our RETAP (Energy Efficiency Assessment) meeting will be held next week. 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.
    - 2.1.8. Boiler Project – is moving forward. Boilers have been ordered and the mechanical and electrical subcontractors are moving forward on their parts of the construction.
    - 2.1.9. Weight Room – a plan has been submitted to the athletic boosters for their proposed contribution to the weight room renovation project. Once we are aware of the final funding, bids will be submitted to the CSGK board.
    - 2.1.10. Signage Changes – ongoing over the course of this year. We have finished the logo standards for apparel and have disseminated those to vendors. We are currently working on developing the new banners to go in the gym. This is part of our re-branding and also the move into the new league.

- 2.1.11. Because of cost and timing, we are moving re-design of the gym floor until the summer 2016.
- 2.1.12. Resolution to support MHSAA Membership.

*Motion: Fr. Schmidt moves to approve the resolution to support MHSAA membership; VanderMolen seconds. Motion passes.*

- 2.1.13. Resolution for support of new SAC league constitution.

*Motion: Fr. Schmidt moves to approve the resolution for support of new SAC league constitution and the bylaws of its constitution; VanderMolen seconds. Motion passes.*

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

- 2.2.1. Celebrations of the sacraments of First Eucharist and Confirmation continue at our 8 supporting parishes.
- 2.2.2. The school celebrated May Crowning at the school Mass May 7.
- 2.2.3. Special Persons Day was a great success. The weather was perfect. We had 70 parents as 'Special Persons' and 85 guests as 'Special Persons'. The morning included an art show, activities, a prayer service and our spring concert.
- 2.2.4. 5<sup>th</sup> grade hosted a "Saints Museum" May 19 in the gym.
- 2.2.5. All teachers, all grades have completed their Theology units, using UbD model. These will be implemented next school year.
- 2.2.6. We are nearly done with the M-Step. Teachers have been asked for feedback. This feedback has been shared with Paul Stankiewicz at MCC, who is following the conversation about M-Step in Lansing.
- 2.2.7. MAP testing was completed last week. We look forward to digging in to the results.
- 2.2.8. Our winning Book Challenge team participated in the Regional Challenge hosted by St. Joseph elementary in Battle Creek April 21. The 4<sup>th</sup> and 5<sup>th</sup> grade students went along for support. Thank you St. Joe for hosting.
- 2.2.9. Teachers chose the theme, "Caring for God's Creation" for our PIE (Partners in Education) activities summer 2015. Each grade will establish weekly math, ELA and theology activities to complete for 5 weeks beginning in July.
- 2.2.10. Andra served as chairperson for the accreditation site team at St. Philip High School in Battle Creek April 29 and 30.
- 2.2.11. Jennifer Humbarger came back to assess new students to Kindergarten using the Gesell screening. Results were communicated to parents.
- 2.2.12. Teachers are in the process of completing their summary of goals forms for the year.
- 2.2.13. Tom Maihofer has volunteered to serve on the diocesan science committee.
- 2.2.14. We celebrated Leap Up Day and Connect to Kindergarten on May 7.
- 2.2.15. 2 band concerts were hosted at HCP last week, grades 7/8 on Tuesday and grades 5/6 on Wednesday.
- 2.2.16. Girls on the Run concluded their season with the 5K run on May 21.
- 2.2.17. Preschool Track and Field Day went well. The 8<sup>th</sup> grade students did a marvelous job hosting the young children.
- 2.2.18. Sarah Gillig and Katie Gilbert organized a Chamber Connect event on our campus May 14. Thank you.
- 2.2.19. Girl Scouts hosted a Bake Sale and Dollar for Denim Day. They are raising funds to make improvements to our library.

- 2.2.20. The Strategic Plan was completed and presented to LAC and to staff. We are presenting to parents via a Coffee with the Principal May 28.
- 2.2.21. We have some teachers leaving us at the end of this school year. Marti Wydick, 3<sup>rd</sup> grade, is retiring after 10 years with St. A and 25 in the DoK. Kate Thull, 2<sup>nd</sup> grade teacher, is moving back to Grand Rapids and has taken a position at Assumption of the Blessed Virgin Mary School. We are sad to see them go, they have served us well. We can joyfully say that Suzanne Baker, former St. A Preschool teacher, is returning to our staff as 2<sup>nd</sup> grade teacher next year.

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

- 2.3.1. Our May NET retreats for the seventh and eighth graders were enjoyed by students and staff alike.
- 2.3.2. St. Monica second grade students received their First Holy Communion on Saturday, May 9. It is such a joy to see each child participating more fully in the celebration of the Mass.
- 2.3.3. God granted us a window of rainless skies for our May Crowning ceremony on May 4, in the Mary Garden. Photos have been uploaded to our website.
- 2.3.4. We celebrate our last All School Mass on Friday, June 5 at 8:00 a.m. with our students "Moving Up" each grade level prior to Mass.
- 2.3.5. The second grade students' field trip on Friday, May 22<sup>nd</sup>, consisted of singing to the elderly at Park Place Manor and then enjoying a treat at the *Root Beer Stand* afterward.
- 2.3.6. Thank you to all of our CSGK priests who continue to financially support and who dedicate their lives for the benefit of our students' souls. We appreciate the many ways you serve us.
- 2.3.7. NWEA MAP tests were administered over the past three weeks of May. Teachers will disaggregate the results during the week of June 7<sup>th</sup>.
- 2.3.8. Our fifth through eighth grade teachers will attend a morning PD session on Thursday, June 11<sup>th</sup> that focuses on recognizing signs and dealing with harmful adolescent behaviors.
- 2.3.9. Teachers completed Understanding by Design Stage 3 for Scripture. Theology is now complete.
- 2.3.10. The teachers and staff will celebrate the many dedicated years of service of our three retiring teachers after school on Wednesday, May 27<sup>th</sup> at 3:30, with a catered dinner in the Parish Community Building. Parents and friends are welcome to join us in the celebration at 4:30 for cake.
- 2.3.11. Our eighth graders participate in a "Day of Reflection" on Wednesday, May 27<sup>th</sup> and head to Sherman Lake for their overnight field trip on Thursday, May 28<sup>th</sup> at 8:00 a.m. They graduate on Wednesday, June 3<sup>rd</sup> at 6:30 p.m.
- 2.3.12. Our Kindergarten Celebration is scheduled for Thursday, June 4<sup>th</sup> at 6:30 in the gym.
- 2.3.13. We celebrate our Awards Ceremony on Friday, June 5 at 9:30 a.m. with our school-wide picnic and Field Day activities to follow.
- 2.3.14. Teacher evaluations are scheduled for the week of June 7<sup>th</sup>.
- 2.3.15. I will be hiring 2 Kindergarten teachers and 1 fourth grade teacher for next school year. Requisitions have been emailed to all CSGK.
- 2.3.16. Miss Werner, (PPS), conducted a great spring concert on Tuesday, May 19<sup>th</sup>. Many parents conveyed their appreciation of the event.
- 2.3.17. The eighth grade Student Council, led by Ms. Matyas and Mrs. McAfee, planned an equally enjoyable Talent Show last Friday, May 15<sup>nd</sup> at 1:15 p.m.

### 3. Local Advisory Council Reports

- 3.1. Hackett Catholic Central (T. Harding)

- 3.1.1. Tim indicated that John Bradshaw had submitted all information needed for becoming an LAC member.

*Motion: VanderMolen moved to approve John Bradshaw as an LAC member; Ogrin seconds. Motion passes.*

- 3.2. St. Augustine Cathedral School (E. Brown)
  - 3.2.1. Confirmed 8 LAC members under the revised by-laws: Nikki Cekola, Jill Eastman, Michael Flynn, Brian Mullally, Stephanie Nobis, Liz Peot, Jill Williams, Ellen Brown.
  - 3.2.2. Ellen to attend St. Augustine School 2015-2016 Budget Meeting on May 27, 2015.
  - 3.2.3. LAC promoting our Legacy Golf Outing at Lake Cora Hills on June 12, 1015.
- 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, April 26<sup>th</sup>. Attending the 11am Mass at St. Catherine of Siena was the Girls' Soccer, Boys' Golf, and Girls' Tennis Teams. Attending the 9am Mass at St. Mary was the Baseball, Softball, and Track Teams. Most coaches replied. As a parent, I attended Mass at St. Catherine of Siena and was impressed with the warm welcome extended to our students, the coaches, and the parents. Fr. Creagan had an area reserved for the students, introduced the students, and also gave a blessing to the students and coaches.

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

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

1. Financials through 5/22/15 were reviewed. Gilbert indicated that we are close to our goal on unrestricted donations and above our goal on restricted donations. Please note that the annual distribution from our fund at the Kalamazoo Community Foundation (\$27,799.35) this year has not yet been received though it is in process.
2. The follow up to donors who have given in the previous fiscal years but not yet this year (SYBUNTS & LYBUNTS) continues. We anticipate increased activity just prior to the end of the fiscal year.
3. Shamrock Auction: It is time to seek potential co-chairs for 2016. Please pass along any recommendations.
4. Alumni Events—On May 7, 2015, we held an Irish Alumni (& Friends of HCP) Mixer at Arcadia Ales. Over 65 people (85% of whom were alumni) attended the event, and we received much positive feedback.
5. Marketing Collaboration—Advancement and Enrollment/Marketing are collaborated on a Chamber Connect Event at St. Augustine Cathedral School (at the site of the Community Anchor Project) on May 14, 2015. Sarah Gillig and Dr. Andra Zommers welcomed the Chamber guests and Dana Underwood, Vice Chair of the Stuart Area Restoration Association, provided an overview of their activities and connection to the greenspace enhancement on the St. Augustine/Cathedral/Diocesan campus.
6. Kalamazoo Regional Catholic Schools Foundation—The quarterly meeting was held in May. The next meeting is August 11, 2015.

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

1. May 14, 2015- St. Augustine Cathedral School in partnership with The Stewart Area Restoration Association hosted a Chamber Connect Event. This is a networking event designed to create relationships with fellow Chamber members and educate the community about our programs. We wish to thank the Ample Pantry for the delicious appetizers and Larry and Nikki Cekola of Imperial Beverage for the beverages. Also, thank you to the St. Augustine LAC for their help. The attendance was fair with about 30 Chamber members attending.
2. St. Monica and St. Augustine hosted their monthly Open House May 21, 2015.
3. The annual incoming Freshman Dance was May 2 from 8pm-10:30pm. The freshman class advisors organize and host this yearly event. It is designed to welcome our freshman students in a fun way. There are games and prizes all night long. The number of students who attended was 51- a slight decrease from last year. Thank you to our Freshman Advisors for planning and hosting this event: Chrissy Brege and Derek Douglas.
4. The annual Freshman Mass was Sunday, May 3 at 9am in the Hackett Catholic Prep Chapel, followed by a breakfast with the families. There were 55 people (about 20 families) in attendance at Mass/Breakfast. I would like to see attendance increase at this event. We need to evaluate our marketing of this Mass/Breakfast to encourage more families to attend.
5. Enrollment does not end when school does! Please help us spread the word and encourage interested families to check our websites for details. The CSGK staff will have summer hours. We can be reached through the Hackett Main office.
6. Please encourage family and friends to like all three schools on Facebook and follow us on Twitter.
7. The Advancement Team along with the St. Augustine Community Project: Love Thy Neighbor team hosted a Chamber Connect with the Kalamazoo area Chamber of Commerce on May 14, 2015. This is a networking event that brings together local Chamber members in a different location each month. We hosted with a non-profit Stewart Area Restoration Association. It was a great to share our story and introduce our schools to the community.
8. Gwen Buday and I have worked with the St. Augustine LAC to create some marketing materials. These materials are designed for current families as an information guide to help our families actively promote the school(s). The guide also promotes our new family incentive program which provides tuition incentives to existing families who bring a new family to the CSGK. The guides are planned to be complete by April 29, 2015. We have received positive feedback on this project
9. A Summer Camp brochure is in the editing stages. We are hosting athletic and academic camps for students in grades 2-8. Also an open lab for high school students to work on ACT prep is planned. Camp brochures will be available at the end of April or early May.
10. Each of the CSGK schools is connected to social media. Please continue to *like, share, and comment* to help boost our presence in the social media community.

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

1. The committee reviewed the April 30, 2015 financial statements with expenditures at 80% and below 83% (10/12) of the fiscal year. See financial highlights included.
2. Budget meetings were held with the principals and the LAC presidents. Based on current enrollment, staffing changes, and reductions in some areas of operations, the preliminary budget is balanced.
3. Enrollment numbers were reviewed as of May 29, 2015. Comparing the numbers to last year's enrollment at this same point in time, overall we are lower than last year's numbers for all three schools.

4. The boilers have been ordered at Hackett and the mechanical and electrical will be scheduled once the boilers are ready. There are rebates available from Consumers Energy which Hackett will be applying for. The total cost of the boiler replacement is \$312,645, which is slightly higher than expected. The boilers will be paid for from fund balance reserved for capital needs.
5. St. Monica needs a new roof over the junior high section and received 4 bids. The bids range from \$74,430 to \$124,936. The committee recommends Sheriff Goslin for a cost of \$74,430. The roof will be paid for from the fund balance reserved for capital needs.
6. St. Augustine has three bids to renovate the teacher lounge. The bids are May General which includes a project manager. Andra has agreed to be the project manager and oversee the work and obtained quotes for the work for \$19,878. The PTO will pay \$15,000 and the difference will be paid by operations.
7. The committee discussed the fund balance reserve and we anticipate the current year ending up with revenue over expenses to cover the roof and boilers and to have a small balance left for future reserve.
8. The committee discussed Mike Leeuw and other vendors provide recommendations on the cafeteria.
9. Next Finance Committee meeting is scheduled for Thursday, June 11, 2015, 3:15 pm at Hackett.

*Motion: Fr. Schmidt moves to approve the April 30, 2015 financial statements; Ogrin seconds. Motion passes.*

*Motion: Fr. Schmidt moves to approve the roof bid at St. Monica with Sheriff Goslin for \$74,430; Ogrin seconds. Motion passes.*

*Motion: Fr. Schmidt moves to approve the teacher lounge bid at St. Augustine with Andra Zommers as project manager for a total of \$19,878; Brown seconds. Motion passes.*

**Other Business:**

1. Harding, LAC President, is the chair of the Principal Search Committee. There are 9 members (as suggested by Margaret Erich) of the Search Committee: 2 Hackett LAC members (Tim Harding and Craig Stull), 2 CSGK Board members (Susan Bradshaw and Steve Clark), 1 At-Large Member and Alumnus (Ed Amat), the Hackett Chaplain (Fr. Adams), the Hackett Canonical Administrator (Fr. Farrell), and 2 Principals (Andra Zommers, St. Augustine School, and Greg Deja, Grand Rapids Catholic Central High School). The committee is working on the Job Posting and Job Description and should be ready to make available next week.
2. The By-Laws Communication should go out in the next week or two.
3. CSGK Committee Appointments were briefly addressed. The Board members are asked to join one or more of the committees by the next meeting.

*Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Bradshaw seconds. Motion passes. The meeting was adjourned at 4:17pm.*