

Minutes of November 21, 2014 CSGK Board Meeting

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

Call to order: 3:30pm

Opening Prayer: Msgr. Hazard

Approval of Agenda: November 21, 2014

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

Approval of Consent Agenda:

1. Minutes: October 24, 2014
2. Principal Reports
 - 2.1. Hackett Catholic Central (T. Eastman)
 - 2.1.1. The final details of the capstone project continue to be worked on. The high schools will be rolling out the overview letter to parents in December.
 - 2.1.2. The math department is currently looking at an addition to math curriculum. Molly Williamson is doing a data analysis of our current algebra A/B students and what are the best ways to support those students.
 - 2.1.3. The business curriculum is under review for some possible amendments/changes.
 - 2.1.4. Nicole Vanderkolk and Trevor Scoles are working at the diocesan level to learn the UbD (Understanding by Design) process. This process is a system of planning and curriculum development that allows for a tighter sequence/collaboration between all grades, PK-12. Right now, this process is being applied to the theology curriculum at all grade levels. From there, the process will be incorporated into the other content areas.
 - 2.1.5. The science department attended a workshop that introduced the next generation science standards. These standards will need to be reviewed and then a plan for incorporation into our curriculum will be developed in conjunction with the office of schools.
 - 2.1.6. Upon a recommendation from the Bannister Fund Oversight group, Hackett will be working to implement a 1:1 technology program for all students in the upcoming fall.
 - 2.1.7. We are waiting on the final analysis on the CSGK and LAC by-laws
 - 2.1.8. Hackett is currently under budget on total expenditures. Melissa Anderegg is working on some detail for those line items that are over. There will be some re-categorizing of expenses to better reflect actual/accurate expenditures.
 - 2.1.9. The roof-top solar project is almost finished. The system is up and in place. We are currently waiting on the hook-up from Consumers Energy, but have heard back that this should happen soon.
 - 2.1.10. Boiler Project – Waiting on the “specs” from Todd Korabik. Todd and I will be meeting on Thursday, 11/20 to review.

- 2.1.11. Chapel Renovation – Fr. Adams and Kelli Rider are collecting bids for the renovation of the outer doors and the confessional doors. Father Adams has also highlighted some other items to be worked on. This project may be staged in a few phases.
 - 2.1.12. Open House Review – the open house was held on Nov 9. Visitors were positive about the move to the Sunday.
 - 2014 Open House- 87
 - 2013 Open House- 96
 - 2.1.13. Other Good Stuff:
 - Girls Golf – Regional and D4 State Champions
 - Girls Cross Country – Regional Champion and D4 State runner-up
 - Boys Soccer – 2nd in region
 - Boys tennis - Henry Hedeman #2 singles State Champion, Noah Katt #4 Runner- up
 - Marching Band Division I rating
 - Football - made game 1 of playoffs
 - Girls Volleyball – District Champions
 - 2.1.14. Events
 - December 4 – Side by Side Jazz Night w/MSU
- 2.2. St. Augustine Cathedral School (A. Zommers)
- 2.2.1. The Traveling Ciborium is making its way around the classrooms again this year. The ciborium remains in a classroom for 1 week, reminding students to pray for an increase in religious vocations.
 - 2.2.2. As November began, students were introduced to 7 saints from our new Theology curriculum via a guessing game in the front foyer.
 - 2.2.3. Mrs. Kuipers, our Spanish teacher, helped students translate letters written to children in El Salvador. Mrs. Roth is traveling to El Salvador with the St. Thomas More parish delegation and will be delivering the letters to a school during her trip.
 - 2.2.4. Boy Scouts hosted a Flag Retirement Ceremony in the gazebo on November 11. The ceremony was very moving and pictures were posted to MLive!
 - 2.2.5. MAP scores for fall 2014 were outstanding and were compiled and posted to the website with notification to parents that they are available.
 - 2.2.6. Andra participated in a 2 day conference at Notre Dame, sponsored by the Notre Dame Club of Kalamazoo. All the information was shared with teachers at the November 5 staff meeting.
 - 2.2.7. 6th, 7th and 8th grade band students participated in the Irish Band Extravaganza October 30.
 - 2.2.8. Teachers are preparing online work days for possible snow days this year. Online lessons will be prepared ahead of time and activated in case of a snow day. The work days will be optional and be an enhancement to work being done in the classrooms. The online day will include a survey in order to track participation.
 - 2.2.9. Kim Lamp, HCP Technology teacher, worked with our teachers November 5 to resolve some issues that came up with the gradebook as we tried to provide report cards to parents after first quarter. Middle school is revisiting how to offer Honor Roll with 6th grade now using standards based report cards.
 - 2.2.10. School Improvement Team met October 23 to re-energize work on Strategic Plan. Nikki Cekola continues work on turning last year's input sessions in to action items. Teachers have a 'binder system' on the server to collect data/evidence in anticipation of our spring 2016 site visit.

- 2.2.11. October financials have been reviewed.
- 2.2.12. We have added 1 7th grade student and 2 P4 students this month.
- 2.2.13. Legacy Celebration 2014 was a great event. Golf/dinner/dance/auction netted nearly \$65K. Attendance/participation in the golf outing and the dinner/dance were up significantly this year.

2.3. St. Monica School (B. Reits)

- 2.3.1. Our students participate at the 9:30 Sunday Mass as readers, gift bearers, and altar servers. Coffee and Donuts will be served by our teachers in the Parish Community Building, following Mass.
- 2.3.2. A traveling Holy Family Statue and prayers will be blessed at Sunday's 9:30 Mass. This statue will travel from family to family each week this school year with the intent that it will draw families closer together in prayer. Thank you to our Parent Prayer Group for this opportunity.
- 2.3.3. Our Parent Prayer Group has also recently authored "St. Monica Catholic School Growing in Faith" newsletter that will be published for our families every two months. It is also made available on the school website.
- 2.3.4. All students were enrolled in the Brown Scapular of the Blessed Virgin Mary after Mass on Monday morning and received a new blessed scapular to wear.
- 2.3.5. In preparation of Christmas, our students will receive the Sacrament of Reconciliation by homeroom on December 1st or 2nd.
- 2.3.6. Our seventh and eighth grade students worked very hard and utilized various media to depict the life of their assigned saint. The Saint Museum in the gym on Friday, November 7th from 8:30-11:30 a.m. was a big hit with our students and parents alike, who toured that morning.
- 2.3.7. Our school's Christmas Program is scheduled for December 18th at 6:30 p.m. and will include all students Preschool through grade 8.
- 2.3.8. All math teachers are working with Gina Garza-Kling to create meaningful and differentiated math tasks to use in their math centers.
- 2.3.9. The majority of our teachers were prepared for Tuesday's snow day and lined up student work to be accomplished during the snow day, to keep up the momentum of the classroom instruction.
- 2.3.10. Malula Rivera, concert pianist and school parent, will perform a concert for our students and any interested parents on Monday, November 24th at 10:00 a.m.
- 2.3.11. We welcome Mrs. Karen Finch as our art sub during Cassie Phelps' maternity leave. Karen doubles as an SLD tutor for our KPS Title 1 students.
- 2.3.12. NanoRacks has received confirmation that the M6 experiments and mission patches are manifested on SpaceX-5 out of Kennedy Space Center on December 9 at 5:15 p.m. EST. The team is preparing to load their new FME tubes today for the November 21st deadline.
- 2.3.13. Our first homeschooling parent called to tour the building this week and to observe the first grade classroom for her daughter. She is considering enrolling her for reading and math each morning, beginning in January.
- 2.3.14. Sargeant Brandon Noble, with LAC member Dan McCue, will complete a walk-through of our building on Thursday to advise us of any necessary updates to our All School Hazard and Emergency Management Plan.
- 2.3.15. The school is in process of applying for Michigan State Police's School Safety Grant so that we can install Security Glass Coating on our school windows and doors.

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. Worked with Gwen Buday in editing of Advent issue of *CSGK Tweets*.
 - 4.1.2. Organizing the next scheduled group mass attendance. On Sunday, December 7, the following group will be attending Mass as a group with their advisors: The Hackett Catholic Prep National Honor Society is scheduled to attend the 11:15am Mass at St. Ambrose.

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

Advancement Review: (K. Gilbert)

1. The financials through 11/13/14 were reviewed.
2. The 2014-15 Annual Fund appeal mailings to all alumni classes are going out throughout this month. Within the next few weeks, we will continue sending out to our other constituencies: parents, parents of alumni, parishioners who have participated in the last 5 years, grandparents and friends.
3. The 2013-2014 Annual Report is nearing completion and will be mailed next week.
4. Plans are moving forward for the March 7, 2015 event at the Radisson. Save the Date cards have been printed and will be mailed out by December 10. The solicitation committee is actively seeking donations.
5. The fall issue is at the printer. Our next issue is scheduled for late March and will include a commemorative section in celebration of Hackett's 50th Anniversary.
6. We continue to work with the Major Gifts Committee of the Community Anchor Project: Love Thy Neighbor (St. Augustine Campus Improvement Project).
7. Due to the receipt of a challenge grant from a parent of alumni, Advancement is assisting the Band Boosters with their fundraising efforts for new uniforms.
8. Advancement and Enrollment are assisting with 50th Anniversary plans for Hackett throughout the 2014-15 school year, including the expanded Shamrock Auction/50th celebration and inclusion of the 50th anniversary class and/or other alumni in graduation ceremonies for the Hackett Catholic Prep Class of 2015.
9. Work continues on hosting a planned giving seminar this year. Sarah Harding will lead this through Advancement, and we will collaborate with KRCSF on these efforts to inform our constituents and market the benefits of planned giving.
10. Katie Gilbert attended the most recent KRCSF meeting on November 11, 2014; new officers were elected. The next meeting is scheduled for February and will include the annual allocation of funds to CSGK.

Enrollment Review: (S. Gillig)

1. Parent Ambassadors- This is a grass roots type organization we have introduced to help promote HCP. We met for the second time Wednesday, October 29. 14 parents attended. Mr. Eastman gave a presentation on our brand strategy and a brief look at a vision/strategic plan for HCP. We received positive feedback from the parents and some suggestions. Susan Bradshaw asked about

a Facebook page for HCP. We are currently proceeding to develop this. Also, a parent suggested we use direct mail for advertising purposes. We are investigating this option. I am looking for more parents to join this group. Please ask any interested parents to contact me. I plan to host our next Parent Ambassador meeting in December or early January.

2. Open House at HCP was Sunday, November 9 from 1-3pm. Overall, it was a successful afternoon. The Home and School association presented a wonderful reception/refreshment table. Our NHS students provided tours to prospective families. The feedback for the event was positive especially commending our student led tours. Terri Luzenski and Colleen Chapoton, NHS Advisors, do a tremendous job preparing the students and organizing our tours during the event. Our teachers, coaches, and club advisors were awesome and I am thankful for the time they gave to HCP on a Sunday afternoon. This year marked a return to Sunday for the Open House. The past few years, we have hosted Open House on a week night. We chose to return to Sunday based on benchmarking other Catholic high schools in the state and neighboring states and also based on recommendations from Ovus Ater. Prospective parents who responded in favor of the Sunday Open House mentioned this day allowed both parents to attend, was less hectic than a busy weeknight, and allowed for more time to spend at the Open House. Please see the attached spreadsheet detailing attendance numbers and composition of attendees.
3. Marketing Activities – Gwen Buday and I are working with Kelly Burdgick to design marketing materials for St. Augustine and a hand out for St. Monica detailing the Home-school program.
4. Andra has asked us to work with her and the LAC to develop some more marketing materials especially to emphasize their academic excellence.

Financial Review: Finance Committee (K. VanderMolen)

1. The committee reviewed the October 31, 2014 financial statements with expenditures at 32% and below 33.3% (4/12) of the fiscal year.
2. The committee discussed the boilers and Tim noted design review will be taking place next week. St Monica is in need of bus garage roof repairs and will cost approximately \$7,000. St. A's will be replacing bathroom sinks and replacing windows. They are working on quotes for these.
3. The committee reviewed lunch fund financials and discussed having Mike Leuw come in and review the schools procedures and processes. Melissa and Steve will set something up in the next month and involve Ronda Clark.
4. Next Finance Committee meeting is scheduled for Thursday, December 18, 2014, 3:15 pm at Hackett.

Motion: Fr. Schmidt moves to approve the October 31, 2014 financial statements; Msgr. Hazard seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the bus garage roof repairs at St. Monica for approximately \$7,000; Msgr. Hazard seconds. Motion passes.

Other Business:

1. Bishop's Taskforce (By Laws review): This taskforce is completing its review and will be meeting with the Bishop on December 9th to review the findings.
2. Football Co-op Update: Varsity Coach Steve Ouding has resigned. The Athletic Directors from Hackett Catholic Prep and Kalamazoo Christian High School will be meeting to discuss the posting for the new Head Coach position.

Motion: There being no other business before the Board, Fr. Schmidt moves to adjourn the meeting; Msgr. Hazard seconds. Motion passes. The meeting was adjourned at 4:15pm.