

Minutes of October 23, 2015 CSGK Board Meeting

Attendees: Pastors: Msgr. 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: B. Kosmerick, B. Reits; CSGK Staff: S. Gillig, P. Jodelis, K. Willard

Call to order: 3:35pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: October 23, 2015

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

Approval of Consent Agenda:

1. Minutes: September 25, 2015
2. Principal
 - 2.1. Hackett Catholic Prep (B. Kosmerick)
 - 2.1.1. All School Masses will be celebrated on Thursdays, starting at 12:50 pm.
 - 2.1.2. The Sacrament of Reconciliation is held every Thursday during ET, 3rd hour, and 6th hour.
Thank you to Father Adams and Father Farrell for working with us to make this happen.
 - 2.1.3. The Respect Life Team participated in the Life Chain on Sunday, October 4. The Respect Life Trip to Washington DC is currently being planned. Steve Clark and Kelli Rider are organizing the group and the event.
 - 2.1.4. The 2016 Rome Trip is fast underway. There are 32 participants, including chaperones. It will be a 10-day pilgrimage. Dates are still being determined.
 - 2.1.5. The Hackett Agnus Dei group (for young women) and Ad Glorium Dei group (for young men) meets each week.
 - 2.1.6. Students are currently collecting new and gently used books for the Oakwood Free Little Library to hand out on Halloween.
 - 2.1.7. Seniors continue to work the Capstone project. Students are currently working with Miss Briggs on outline forms. They will also be working with Ms. Luzenske on additional research. Rough drafts will be due before finals week in December.
 - 2.1.8. Hackett has one student who has earned "commended" status in the National Merit Scholarship process.
 - 2.1.9. Andra Zommers came and spoke to our teachers regarding the new Accreditation process. Hackett will form a team to begin gathering evidence for our Accreditation, next school year.
 - 2.1.10. The School Improvement Team met on October 15 and started to look at the old Accreditation report. The next meeting is December 17.
 - 2.1.11. The LAC will talk about the strategic plan during our next meeting, October 28.
 - 2.1.12. Boiler Project – Boilers and up and running (and working).
 - 2.1.13. Weight Room – Visit and see new equipment.
 - 2.1.14. Find Yourself at Hackett Open House – Thursday, November 5 from 6:30 to 8:30 pm
 - 2.1.15. 50th Anniversary Milestone Dedication – Tuesday, November 10 at 9:00 am
 - 2.1.16. Senior College Application Night – Wednesday, November 11 at 7:00 pm
 - 2.1.17. Fall Play: The Boarding House Reach – Friday, November 20 at 7 pm and Saturday, November 21 at 2 pm & 7 pm

- 2.1.18. MSU Side-by-Side Concert – Wednesday, December 2 at 7 pm
- 2.1.19. Winter Formal Dance – Saturday, December 5 from 8:30 to 11:00 pm
- 2.1.20. High School Placement Test (for prospective students) – Saturday, December 12 from 8:00 to 11:30 am
- 2.1.21. Semester Exams – December 15 to 18
- 2.2. St. Augustine Cathedral School (A. Zommers)
 - 2.2.1. Monsignor Hazard, Bishop Bradley, Fr. Bob, as well as Fr. Matthew and Monsignor Martin have celebrated school mass with us. Thank you.
 - 2.2.2. Parents Prayer Group began meeting Thursday mornings before school mass. We are very grateful for their support through prayer.
 - 2.2.3. We had a wonderful “Welcome Pope Francis” day at St. A. It culminated in our first School Families activity where we decorated lunch bags for the group “Kids Food Basket” of Grand Rapids.
 - 2.2.4. Fr. Matthew is offering Reconciliation to students in grades 3-8 the first Thursday of each month during lunch/recess. 54 students asked to receive the sacrament last month! We continue our tradition of participating in Adoration the first Friday of each month.
 - 2.2.5. We continue to celebrate the Month of the Rosary with one grade each day praying the rosary in the Cathedral, focusing on one of the spiritual works of mercy.
 - 2.2.6. Deacon Bruno is working with the 8th grade once a week to prepare them for the Sacrament of Confirmation. Pastors of our supporting parishes will be coming in beginning in November. Deacon Bruno is also working with the 2nd, 4th, 5th, and 7th grades once a week.
 - 2.2.7. Parent Night September 9 was well attended in the middle grades. Attendance was down this year in the younger and older grades, but feedback from parents was good.
 - 2.2.8. Students completed MAP testing. Our fall scores are attached.
 - 2.2.9. Our new teachers are participating in the new teacher inservice series provided by the Office of Schools.
 - 2.2.10. Contrary to what I thought teachers were going to say, the faculty is leaning toward participating in the M-Step in the spring. But they’re holding off for a bit on a final decision!
 - 2.2.11. We elected our new Student Leadership Council: Liddie Basch, Connor Wurtz, Garrett Warner and Meg Christian. Their first project is to organize the Red Cross Blood Drive October 16.
 - 2.2.12. Thank you HCP Marching Band. They contributed to our Green and White Day, Hackett’s Homecoming Celebration.
 - 2.2.13. KPS offered our students a Bus Safety Assembly October 2.
 - 2.2.14. Marcia McEvoy is scheduled to come for a bullying refresher course with our students and with teachers November 2 and 3.
 - 2.2.15. Teachers did a session on Catholic School Standards and providing evidence that speaks to the standards at staff meeting September 23.
 - 2.2.16. Teachers spent time at their last staff meeting talking about the rubrics being written for our Theology standards, as well as examples of differentiation in their classroom. This feeds in to our individual teacher goals, which support the division goals, which contribute to our Strategic Plan actions.
 - 2.2.17. Teachers have been invited to contribute to Annual Fund Appeal 2015-2016 ahead of the invitation to parents. 24 of 31 staff have contributed to date, including all of our shared time teachers.
 - 2.2.18. PTO sponsored our annual Back to School Tailgate September 11. They estimate having fed 250 people!

- 2.2.19. Our first Scholastic Book Fair was a success. We are now saving proceeds to carpet our library.
- 2.2.20. SLC hosted a Red Cross Blood Drive October 16.
- 2.3. St. Monica School (B. Reits)
 - 2.3.1. We thank Monsignor Osborn for celebrating a late Back-to-School Mass for us on Wednesday, October 7 at 8:00 a.m., Our Lady of the Rosary. Excerpts from Monsignor's homily can be found on the homepage of our website.
 - 2.3.2. During the month of the Rosary, we have implemented the perpetual rosary where each classroom prays a decade of the rosary each day before passing on the special rosary basket to the next classroom. The teachers begin the rosary each morning at 7:25 a.m.
 - 2.3.3. The eighth grade students visited Park Place Manor to spend time with and to interview residents about their life experiences. Many students came away from the experience with a deep respect for the elderly and for their contributions to society. The seventh grade students will be visiting there next week to drop off placemats created specifically for the residents.
 - 2.3.4. Grandparents'/Special Persons' Day is scheduled for Monday, October 26 from 8-10:30 a.m. We will begin with Mass-celebrated by Father Farrell, have social time in the classrooms and throughout the school, and then end the day by praying a decade of the rosary in the Mary Garden.
 - 2.3.5. Our Student Council will help our students learn more about specific saints through Morning Prayer each day next week. Every classroom will be participating by dressing up and providing clues for the rest of the student body to identify.
 - 2.3.6. We are collecting for Blue Star Mothers and the Parish Thanksgiving Baskets
 - 2.3.7. Math Night was well-attended by ~30 of our parents, mostly dads. There was great participation from the audience and helpful information presented to parents. Gina is willing to facilitate additional evenings at the request of parents.
 - 2.3.8. CHAMPs coaching is well-established and ongoing for 7 more sessions this fall; math coaching is ongoing throughout the year; and STEM coaching continues. The teachers discuss progress in each of these areas during Tuesday and Wednesday PLC meetings.
 - 2.3.9. Mariah and Becky attended a workshop at KRESA titled, "Most Likely to Succeed" on Wednesday evening, October 21. The presentation took a critical look at an innovative educational option for students at one school in San Diego. It was an opportunity to stretch the imagination and to take a critical look at things that inhibit present day educational institutions from transforming into truly authentic learning environments. It was very good, and will work with Tina Tribu in presenting this to our parents, faculty, and staff in the upcoming months.
 - 2.3.10. Teacher goals were again created using the template from the Diocese of Marquette. I will be challenged to meet with teachers 4 times this school year, but it remains my goal.
 - 2.3.11. Title 1 services will be received by 5 students in the KPS district and 2 from the Portage district.
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. **Financials:** Reporting of financials will begin in November, as in past fiscal years.

- 4.1.2. **Annual Fund:** The *2014-15 Annual Report* is expected to be finalized for printing within the week.
- 4.1.3. The first appeal of the 2015-2016 annual fund campaign has gone out to faculty and staff. The next appeals will be sent to alumni, followed by parents and friends.
- 4.1.4. **Shamrock Auction:** The Shamrock Auction is scheduled for March 5, 2016 in the Kalamazoo Room of the Radisson. The leadership committee will be composed of 3-5 couples, representing parents and alumni.
- 4.1.5. **Irish Pride:** The fall issue was finalized this week and will reach mailboxes in November. It includes feature pieces on alumni, donors, and highlights of current students in athletics and the arts.
- 4.1.6. **Other:** We hosted a tailgate before the Homecoming football game on October 2, using the same format as last year's event. Turnout was lower than last year, without last year's 50th anniversary and sunshine, but it was well-received by over 150 guests. The tailgate also provided an opportunity for families from the elementary schools to engage in an HCP event.
- 4.1.7. An All Souls Day mailing was sent out, offering an opportunity for our donors to remember departed loved ones at all HCP masses during the month of November. Traditionally, a Mass has been held in the chapel on All Souls Day. This year, in order to celebrate with our chaplain and the full HCP community, we will invite those who participate to join us at the November 12 all-school Mass and a reception.
- 4.1.8. The Advancement and Admission offices are collaborating to establish a Student Ambassador program at HCP this year. Student Ambassadors will assist at the fall open house and other events to promote Hackett to prospective families. They will also assist in alumni and parish outreach as the year goes on, and will support donor stewardship efforts. Sophomore-senior students were invited to apply to the program, and applicants were interviewed this week.
- 4.1.9. **Kalamazoo Regional Catholic Schools Foundation:** The next quarterly meeting is TBD.
- 4.2. Marketing/Enrollment Committee (S. Gillig)
 - 4.2.1. "Find Yourself at Hackett" Open House is scheduled for November 5, 2015 from 6:30-8:30. This is an opportunity for our school to showcase our tagline, "More Than High School" and our mission to prepare our students for lifelong success by promoting and developing faith, character and academic achievement. The Open House will include: school tours by our National Honor Society students, booths in the gym showcasing athletic teams and clubs, lottery drawing for \$1000 tuition voucher, and a short presentation in the auditorium.
 - 4.2.2. CSGK students in grades 6-8 have received postcard invitations to our Open House. I have visited religious education classes in our parishes to invite students to our Open House. Parishes have announced the Open House in bulletins and there are flyers posted throughout the community. Students and families may RSVP at www.hackettcp.org.
 - 4.2.3. Kate Willard and I have established a Student Ambassador program at Hackett Catholic Prep. Student Ambassadors are a select group of student leaders dedicated to the positive promotion of Hackett Catholic Prep. The Student Ambassadors serve as front line representatives of HCP to prospective families, prospective students, alumni, and community members. We are wrapping up student interviews and expect to make selections and begin training in the next 2 weeks. We have heard an overwhelming positive response to a question about whether each feels the tagline *More Than High School* describes his or her high school experience. A definite Yes, thanks to our teachers, academics, catholic identity, and community spirit.

- 4.2.4. I represented HCP at Kalamazoo Country Day's 8th Grade Parent Meeting. It was a high school information meeting designed to promote our academic programming. Other high schools in attendance: La Lumiere High School, La Porte, IND. The academic success of HCP truly sets us apart in the Kalamazoo community. The data supporting our success speaks volumes in any promotional materials or events. Some convincing data of note: HCP Class of 2015 Average ACT score is 24.5, state average 20.1. HCP Class of 2015 was offered \$3.6 million and grants and scholarship (a class of 75 students). HCP Class of 2015 completed over 7300 service hours during their 4 years of high school. 54% of Faculty hold advanced degrees
- 4.2.5. In cooperation with Betsy Ulbrich and Brian Kosmerick, we recommend two changes to the admissions process for HCP: a record release form to be signed by each family of an incoming HCP student, and a standard admission test, The High School Placement Test. This test (HSPT) will be offered two Saturdays: December 12 and January 30. Students may register for the test at www.hackettcp.org
- 4.3. Strategic Planning Committee (P. Jodelis)—NO REPORT
- 4.4. Facilities Committee (J. Cavanaugh)—NO REPORT
- 4.5. Policy Review Committee (M. Anderegg and S. Bradshaw)
 - 4.5.1. Reviewed plans to update the CSGK Policy Manual so that it is aligned with the Diocesan Policy Manual
 - 4.5.2. Distributed the Policy Series updates to committee members who will be reviewing the updates and aligning them with Diocesan Policy by our next meeting which is Tuesday, November 10th, 3:30pm at Hackett.
- 4.6. Administrator Evaluation Committee (S. Clark)
 - 4.6.1. No meeting was held in October but will be in November to establish the timeline and process for the year end evaluations.
- 4.7. Food Services Committee (G. Buday)—NO REPORT
- 4.8. Technology Committee (R. Remyense)—NO REPORT
- 4.9. Enhancing Community (S. Bradshaw)
 - 4.9.1. Created the CSGK Mass Attendance Schedule for 2015-16
 - 4.9.2. Notified coaches whose teams are scheduled for the October 25th Group Mass: the Volleyball and Boys' Tennis Teams are attending the 11:15am Mass at St. Ambrose; the Football Team and Marching Band/Color Guard are attending the 11:30am Mass at St. Augustine Cathedral; the Cross Country and Girls' Swim and Dive Teams are attending the 11:00am Mass at St. Catherine of Siena; the Boys' Soccer and Girls' Golf Teams are attending the 9:30am Mass at St. Monica.
 - 4.9.3. Notified Pastors and parish personnel of the Hackett groups attending Mass at their parishes.

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

- 5. Communication Review: (P. Jodelis)
 - 5.1. To finalize the Hackett Catholic Prep 50th Anniversary celebration, the Michigan Historical Society will present Hackett with a Milestone Award plaque commemorating 50 years of service as a Catholic High School. A citation from the State of Michigan, signed by Governor Snyder will be presented, along with a citation from the United States Congress signed by U.S. Representative Fred Upton. The Most Reverend Paul J. Bradley, Bishop of Kalamazoo, will officiate the dedication. This will be a media event with coverage from both the Kalamazoo Gazette and Channel 3 News.

- 5.2. Mlive carried the story written by Kathy Doud (CSGK Communications Specialist) entitled "Kalamazoo residents: Seeing the pope was 'once-in-lifetime experience". We plan on producing at least one press release per month to maintain a CSGK media presence. Many of these stories can be reused in our own publications or displayed on our websites. Kathy is working on our next story regarding service hours and how each CSGK school contributes to the Greater Kalamazoo Community.
- 5.3. We are working on sending out a CSGK wide Communications Survey, in an attempt to determine "What communication tools do our CSGK parents prefer?" We had hoped the survey would be out by mid-October but there are conflicts with the timing. It should be out by mid-November.
- 5.4. The Fall 2015 issue of Irish Pride which should be in mail boxes by mid-November.
- 5.5. A new communication vehicle will debut the week of October 19 called **CSGK News Blast** which will be send via Constant Contact to all CSGK parents.
- 5.6. The Strategic Planning Committee will meet October 22 in the HCP Library at 7:00pm
- 5.7. Mike Lanka, a St. Monica parent and photographer, will return to Hackett Catholic Prep and St Augustine to finish the photo shoot we started in early October. We will use these photos for both marketing and advancement purposes.
- 5.8. We are working to help publicize the **Find Yourself at Hackett Open House** which will be held on Thursday, November 5, from 6:30-8:30 p.m.
6. Financial Review (K. VanderMolen)
 - 6.1. The committee reviewed the September 30, 2015 financial statements. Expenditures were at 24.6% below 25% (3/12) of the fiscal year, see explanations of fluctuations attached.
 - 6.2. The committee reviewed the 2015-16 budget which Melissa made some reclassification changes between line items but total expenditures and net income remained the same.
 - 6.3. An RFP is being worked on regarding the Generator that is needed.
 - 6.4. The Annual Report from Advancement should be ready next month.
 - 6.5. Approve the revised 2015-2016 finalized budget.
 - 6.6. Approve the September 30, 2015 Financial Statements.

Motion: Fr. Schmidt moves to approve the September 30, 2015 financial statements; Brown seconds. Motion passes.

Motion: Fr. Schmidt moves to approve the revised 2015-2016 final budget; Harding seconds. Motion passes.

7. Other Business:

- 7.1. Administrator's present annual goals
 - 7.1.1. Goal 1 for Reits: Continue the on-line Educational Leadership Masters program (Catholic School Concentration) through University of Dayton by successfully completing EDA 507D Internship I – completing action research on "Why Parishioners of St. Monica Parish Choose Homeschooling instead of enrolling their Children at St. Monica Catholic School." Successful completion of course in May (via transcripts), will illustrate attained goal.
 - 7.1.2. Goal 2 for Reits: Actively participate once a month in the Saturday program Lay Ecclesial Ministry Institute (LEMI) that is sponsored by the diocese, in order to draw closer to Christ, discern my personal charisms, and to effectively share these gifts in my daily ministry. Monthly attendance and participation can be confirmed with Deacon Lucas. Completion of daily homework, and a deeper understanding of charisms, Scripture and Church documents, as well as an increased prayer life will be personally measured through journaling and less personally through scheduled interviews throughout the program.

- 7.1.3. No goals were presented by Zommers as she was not present at the meeting.
 - 7.1.4. Goal 1 for Kosmerick: Having the administration and teaching staff do more community service projects together to enhance visibility of the school.
 - 7.1.5. Goal 2 for Kosmerick: Increase AP scores and look into initiating dual enrollment classes with KVCC.
 - 7.1.6. LAC and Committee Reporting – it is important that we receive a report for each LAC and committee even if nothing has taken place. Please send when requested by Susan Bradshaw or provide to the entire group prior to the meeting.
8. The next meeting is scheduled for Friday, November 20, 2015 – 3:30pm at Hackett Library.

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 4:10pm.