

Minutes of October 24, 2014 CSGK Board Meeting

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

Call to order: 3:35pm

Opening Prayer: Fr. Schmidt

Approval of Agenda: October 24, 2014

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

Approval of Consent Agenda:

1. Minutes: September 26, 2014
2. Principal Reports
 - 2.1. Hackett Catholic Central (T. Eastman)

Mission and Catholic Identity:

The final details of the capstone project are being worked out. A DRAFT letter of explanation for families is included in this report.

Stewardship:

Hackett is currently under budget on expenditures.

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.

Boiler Project – Waiting on the “specs” from Todd Korabik.

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.

Additional Items

Football Update – see attached

Branding

Signage Changes – ongoing over the course of this year.

Other Good Stuff:

Girls Golf D4 State Champions

Boys Soccer – competing for regional championship on Saturday

Girls Cross Country – competing for regional championship on Saturday

Henry Hedeman #2 singles State Champion, Noah Katt #4 Runner up (Tennis)

Marching Band Division I rating

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

Faith:

- Mrs. Pearson, Mrs. Flynn and the SLC hosted a very successful Art Hop on October 3 around our murals. The theme of the murals is the Mass and they are spectacular.
- All teachers attended the diocesan day of catechesis October 4.
- Teachers worked to cross-reference Theology standards with Catechesis of the Good Shepherd presentations, Vocations lessons and Family Life standards at the staff meeting October 15.

Knowledge:

- MAP testing was completed and results were shared with parents at conferences. The next step is student goal setting, which will be completed by students together with teachers the week following conferences.
- Parent Teacher Conferences were very well attended. Teachers were comfortable with the flow and with the feedback.
- Teachers have set their personal goals for the school year. Formal observations will begin in November.
- This year's first Book Fair was a success. We are accruing funds this year to purchase new shelving for the library.
- Hackett's band, flag team and athletes joined us for a fall pep assembly on their homecoming day.
- We checked in with Portage Public Schools regarding our shared time relationship following the CSGK finance meeting. The intent was to confirm that the relationship is positive for PPS, not just CSGK. PPS responded that the relationship is a good one and that they plan to continue to provide shared time services for us in the foreseeable future.

Stewardship:

- The last work day to complete the Community Anchor Project was held October 18 and was very well attended.
- All mandatory forms were completed and submitted to the Michigan Department of Ed and to the Office of Schools.
- 100% of teachers and staff, including shared time staff, have contributed to the 14-15 CSGK Annual Fund Appeal!!!

2.3. St. Monica School (B. Reits)

Mission and Catholic Identity:

- We end our perpetual rosary next week with an All School Rosary in the Mary Garden on Friday morning at 9:00. This was a wonderful experience for our students and staff throughout the month, and we look forward to continuing this practice in the upcoming years.
- Recordings of students praying various prayers are being shared with Holy Family Radio to broadcast throughout the school year.
- Reconciliation on Monday and Wednesday mornings from 7:30-8:00 has begun and will continue throughout the school year.
- We look forward to visiting our seventh and eighth grade Saint Museum in the gym on Friday, November 7th from 8:30-11:30 a.m. Please stop by for a visit if your schedule will allow.

- Father Farrell has completed the first round of the Tuesday morning Parent/Student Bible and Catechism Study on the Creed. We begin again on November 11th.
- Could Noah's Ark fit on our school property?" This was a question asked by a fifth grade student in Mrs. Niesen's fifth grade classroom that illustrates an example of project-based learning, where theology, math, writing, engineering, and science became instantly integrated and motivated students to research the size of a cubit and to connect their learning with a real-life application. This research has led to measurements of every kind and several group two-dimensional scaled drawings of Noah's Ark, based on student data. The next piece to explore will be the three dimensional aspect of the ark. Stay tuned.
- Touching Safety Lesson #1 and Vocations Lesson #1 were taught in all grade levels during the past two weeks.

Academic Excellence:

- The 3D printer and scanner is now fully functional and is located in the art room. Teachers were trained in its use on Wednesday, during the faculty meeting and each received a newly designed mustache ring for Halloween. Teachers in PreK-4 will incorporate an engineering component (integrate STREAM) to a minimum of one lesson this school year. Teachers in grades 5-8 will design 4 STREAM activities this school year.
- An Antares rocket carrying Orbital's Cygnus cargo logistics spacecraft is scheduled to lift-off from Pad-0A at the Mid- Atlantic Regional Spaceport at Wallops Island, Virginia on Monday, October 27 at 6:45 p.m. Our delegation will be present to view the spectacular event and to participate in the student researcher briefings among other scheduled events. Please pray for our safe return.
- Socratic seminars have been tried in two of the four classrooms of the teachers who attended the training earlier this month. Teachers are committed to trying this process 6-8 times this school year, and have realized greater engagement of students discussing literature overall.
- Gina Garza-Kling will again work with our math teachers this year to design leveled math tasks that can be used to reach all learners. She will also help teachers to set up math centers in their classrooms.
- I will meet with each teacher beginning next week to discuss progress made toward school goals and/or to assist in setting new goals.
- NWEA MAP scores were sent home with students during Student-led Conferences.
- PPS & KPS Title 1 Services have started. Ten students are receiving services this year.
- Report cards will be sent home on Monday, October 27th.

School Funding:

- We have a new family enrolled who moved from Apex, NC. John will be in 1st grade; Peter in PK4. Their first day will be Monday, October 27th.
- Another family recently moved from Terre Haute, IN and enrolled their third grade son. Connor started this past Monday.
- One student returned to our school this past week (second grade), from an area public school.
- One student returned to public school this past week (sixth grade), from our school.

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)

Mission and Catholic Identity:

- Worked with Gwen Buday in editing of fall issue of *CSGK Tweets*.
- Created the CSGK Mass Attendance Schedule for the 2014-2015 year. The schedule was approved by Tim Eastman and Mike Garvey and distributed to coaches, managers, and advisers of Hackett's athletic teams and extracurricular clubs and groups. The schedule is posted publicly on the Hackett website (thank you Tim).
- The Pastors and other parish personnel were given the 2014-2015 mass schedule (see attached).
- On Sunday, October 26, the following group and teams from Hackett will be attending Mass as a group with a Coach, Assistant Coach, or Team Parent:
 - (1) JV and Varsity Volleyball and Boys' Tennis Teams at the 11:30am Mass at St. Augustine Cathedral,
 - (2) JV and Varsity Cross Country and Girls' Swim & Dive Teams at the 11:15am Mass at St. Joseph Church,
 - (3) JV and Varsity Football and Cheer Teams, Color Guard, and Marching Band at the 9:30am Mass at St. Monica Church, and
 - (4) JV and Varsity Boys' Soccer and Girls' Golf at the 11:30am Mass at St. Thomas More.

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

Advancement Review: (K. Gilbert)

School Funding:

Financials:

2014-15 financials will be reported beginning in November as they were in 2013-14.

Annual Fund:

The **2014-15 Annual Fund** appeal mailings to alumni classes are being prepared and are scheduled to begin going out the first week of November. We are applying some segmentation techniques to the mailings this year to attempt to increase alumni participation. The next constituents to be solicited are the parents.

The *2013-2014 Annual Report* is nearing completion and will be mailed in early November.

Shamrock Auction:

Planning is moving forward. The solicitation committee will be meeting within the next few weeks.

Irish Pride:

The fall issue is in progress. It will include features on alumni as well as information on current Hackett news and achievements—both academic and athletic.

Other:

We continue to work with the Major Gifts Committee of the Community Anchor Project (St. Augustine Campus Improvement Project).

An All Souls Day mailing was sent. Due to All Souls being celebrated on a Sunday, a special school mass will not be held; however, we have offered the opportunity for our donors to remember departed loved ones at all HCP masses during the month of November.

Advancement and Enrollment are assisting with 50th Anniversary plans for Hackett throughout the 2014-15 school year. The Kickoff Tailgate held on Friday, September 26, was well-received. Over 225 people attended and were appreciative of the effort. We will continue throughout the year to connect with our alumni and friends through events.

Other plans Advancement will lead and/or assist with included a special commemorative edition of *Irish Pride* in the spring; an 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.

Work is beginning 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.

Kalamazoo Regional Catholic Schools Foundation: The next quarterly meeting is November 11, 2014.

Enrollment Review: (S. Gillig)

Brief summary of meeting/activities since last report:

- Charter Meeting for Parent Ambassadors- This is a grass roots type organization we have introduced to help promote HCP. We had our first meeting Wednesday, October 1. Mr. Eastman gave a presentation on our brand strategy and a brief look at a vision/strategic plan for HCP. Our next meeting is scheduled for Wednesday October 29 at 7pm. We have asked each parent who attended the first meeting to bring along another parent to this meeting. This is a great way to promote our school.
- Open House at HCP is Sunday, November 9 from 1-3pm. Formal invitations to our 8th grade students have been mailed. Students in grades 6-7 will receive an informal invitation at school to take home. I have passed out informal invitations to our subsidizing parish religious education. If you would like some invitations to share with any interested families, please contact me.
- I visited St. Margaret Otsego on Wednesday this week to deliver invitations and talk about HCP.
- We have Yard Signs available to advertise the HCP Open House. Please let me know if you would like one for your yard.
- Marketing Activities – Gwen Buday and I are working with Kelly Burdgick to design marketing materials for the Prospective Family folders for HCP, a folder for St. Augustine and a hand out for St. Monica detailing the Home-school program.
- Andra has asked us to work with her and the LAC to develop some more marketing materials especially to emphasize their academic excellence.
- Gwen is looking at some advertising opportunities for this year, especially radio ads.
- Gwen worked with Kelly Burdgick and completed the second edition of TWEETS. It will be in this weekend's bulletins.

Financial Review: Finance Committee (K. VanderMolen)

School Funding:

- The committee reviewed the September 30, 2014 financial statements with expenditures at 22% and below 25% (3/12) of the fiscal year.

Actions required by the Board, if any:

- Approve the September 30, 2014, financial statements.

Motion: Fr. Schmidt moves to approve the September 30, 2014 financial statements; Bradshaw seconds. Motion passes.

Next steps/Upcoming events:

Next Finance Committee meeting is scheduled for Thursday, November 13, 2014, 3:15 pm at Hackett.

Other Business:

1. Bishop's Taskforce (By Laws review): This taskforce continues to meet on a weekly basis and is expecting to finish the by-laws review by the end of October. Once completed, the revised by-laws will go before the Bishop and boards.

2. Football Co-op Update:

Participation Numbers:

<i>School</i>	<i>Freshmen</i>	<i>Sophomores</i>	<i>Juniors</i>	<i>Seniors</i>	<i>Total</i>
Hackett Catholic Prep	19	1	3	11	34
Kalamazoo Christian	5	7	5	13	30

*The 1 player from Heritage Christian has left the program. A contact has been made to the MHSAA to remove their numbers from the count. MHSAA will not allow this for the 2014 season. Heritage will not be part of the co-operative agreement in 2015.

Injuries: Three ninth grade students have been diagnosed with injuries that prohibited them from competition and practice. None more than two weeks.

One sophomore missed three games with an ankle sprain.

Two varsity players entered the season with injuries that have been managed without loss of serious playing time. One senior broke an ankle.

Budget impact:

- Officials Crew Costs

\$325/Night Varsity (5 home/) \$300/Night JV (4 home). These expenses are split.

- Facility Rental

\$250/Night (5 nights). No cost for JV rental as the home games are at KC. These costs are split. Last year, Hackett had 5 home games for Varsity.

- Transportation

Costs are split o \$11/hour

- Equipment Budget

Maintain equipment budget as we need to have "stock" in the event that the schools separate in following year. However, these are Booster costs and not general fund.

- Coaching expenses will be lower a bit. We will save approx \$3,000. Each school is paying their respective staff.

- Gate receipts are being split. Amounts shown reflect the amount earned after split.

Week 1 JV w/Comstock: \$310 We didn't have JV last year, but that split is probably similar to us on our own for football at the JV level

Week 2 Galesburg Augusta Varsity: \$620 on a rainy, stormy night. No admission charge the next day.

Week 3 Delton Kellogg JV: \$245

Week 4 Muskegon Heights Varsity: \$1117.

Week 5 Schoolcraft Varsity \$2311

Week 6 Constantine Varsity Varsity \$850

Week 7 Bronson JV \$187

Week 8 Parchment JV \$195

Week 9 Delton Kellogg Varsity TBD

The planning for next year is ongoing. Tim Eastman and Mike Garvey met with Margaret Erich in early October in order to prepare a progress report to the Bishop

Current Status: JV Team has finished the season with 5-4 record.

3. HCP Open House: The open house is scheduled for Sunday, November 9 from 1-3pm. Formal invitations to our 8th grade students have been mailed. Students in grades 6-7 will receive an informal invitation at school to take home. Informal invitations have been passed out to our supporting parish religious education programs. Invitations to share were passed out so board members could give them to interested persons. Also, yard signs were distributed.

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