

**CSGK Board: No Meeting for November 20, 2015\_Electonic Votes & November Reports Below**

**Approval of Agenda:**

*Motion via Electronic Vote November 24, 2015: Clark moves to approve the November 20, 2015 Agenda; VanderMolen seconds. Motion passes (Bradshaw, Brown, Clark, Fr. Adams, Fr. Creagan, Fr. Farrell, Fr. Schmidt, Msgr. Martin, Ogrin, VanderMolen).*

**Approval of Consent Agenda:**

*Motion via Electronic Vote November 24, 2015: Clark moves to approve the November 20, 2015 Consent Agenda; VanderMolen seconds. Motion passes (Bradshaw, Brown, Clark, Fr. Adams, Fr. Creagan, Fr. Farrell, Fr. Schmidt, Msgr. Martin, Ogrin, VanderMolen).*

1. Minutes: October 23, 2015
2. Principal
  - 2.1. Hackett Catholic Prep (B. Kosmerick)—No Report
  - 2.2. St. Augustine Cathedral School (A. Zommers)—No Report
  - 2.3. St. Monica School (B. Reits)—No Report
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)—No Report
  - 4.2. Marketing/Enrollment Committee (S. Gillig)
    - 4.2.1. Find Yourself at Hackett Open House on November 5, 2015 was very successful.
      - 4.2.1.1. A big thank you to our NHS students for hosting our school tours and thank you to our students who represented clubs and athletic teams. They truly steal the show at our Open House. Our NHS Advisors also deserve a thanks: Terri Luzenske and Amy Johnston.
      - 4.2.1.2. Another shout out to Brian Kosmerick and Betsy Ulbrich for a great presentation in the Auditorium. Both highlighted the value of HCP in a short presentation. This was excellent and well received.
      - 4.2.1.3. And I wish to thank Carolyn Bertrand and the choir for their short musical presentation during our Open House.
      - 4.2.1.4. 62 Students with their families attended the event
      - 4.2.1.5. 58 Students in attendance are current 8<sup>th</sup> grade students
      - 4.2.1.6. 6 of the students were recruited outside of our CSGK system: Kalamazoo Country Day, Portage West, and Green Hills School, in Ann Arbor.
      - 4.2.1.7. We had a tour this past Thursday- a current 8<sup>th</sup> grade student at Gagie
      - 4.2.1.8. Today (11/13), we are hosting a student shadow from Green Hills School in Ann Arbor, MI.
    - 4.2.2. The Advancement Team attended the second Partners in Mission conference hosted by the Kalamazoo Diocese of Catholic Schools. The topic was Parent Ambassadors. We are looking at ways to launch or enhance an existing Parent Ambassador program in our three schools.
    - 4.2.3. Branding Standards- Steve Clark and I are coordinating efforts to establish a comprehensive branding guide for Hackett. We hope to complete this comprehensive guide by January 2016.

- 4.2.4. Outreach to Our Parishes- We invited Father Ben to have lunch on November 18 with our students who are parishioners at St. Catherine Siena. We have a table in the cafeteria reserved for Father Ben and these students. We plan to treat this group to a pizza lunch. We look forward to getting to know Father Ben, showing him around our school and also giving thanks for his parish support.
- 4.2.5. Student Ambassador (SA) Group- Kate Willard and I held our second SA meeting Thursday, December 12. The group wrote thank you notes to each student who attended the Open House. We are planning for each SA to speak at their respective parish during the Masses the weekend of Dec. 5-6. It will be an opportunity for the SA's to thank the parishes for their support of the CSGK. We began to brainstorm what the students will say to their parish. We will continue to refine our Thank You Talk in our next meeting on December 3<sup>rd</sup>. Finally two of our SA's gave a tour to a prospective family on Dec. 12. This was our inaugural SA hosted tour. The family gave a very positive response.
- 4.3. Strategic Planning Committee (P. Jodelis)
  - 4.3.1. 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 late-November.
  - 4.3.2. The fall 2015 issue of Irish Pride which should be in mail boxes by late-November.
  - 4.3.3. Mike Lanka, a St. Monica parent and photographer, will return to Hackett Catholic Prep to finish the photo shoot we started in early October. We will use these photos for both marketing and advancement purposes.
  - 4.3.4. Hackett Catholic Prep concluded their 50<sup>th</sup> Anniversary celebration with a dedication of the Michigan Historical Society Milestone Award plaque commemorating 50 years of service as a Catholic High School. A citation from the State of Michigan, signed by Governor Snyder was read, 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, officiated the dedication. Channel 3 News covered the event and aired an interview with Hackett Catholic Prep's Principal Brian Kosmerick.
  - 4.3.5. A new communication vehicle debuted the week of November 2nd called **CSGK Monthly News Blast** via Constant Contact to all CSGK parents. Initial reaction is positive. It serves as a reminder to the entire CSGK community of upcoming events in all three schools.
  - 4.3.6. CSGK Tweets has been renamed The Irish View.
- 4.4. Facilities Committee (J. Cavanaugh)—No Report
- 4.5. Policy Review Committee (M. Anderegg and S. Bradshaw)
  - 4.5.1. Reviewed at our meeting (Tuesday, November 10<sup>th</sup>) specific procedures for updating the CSGK Policy Manual. We will be using Google Docs so we all can be involved in the editing process and can each see the edits made. Procedures we each will follow were developed. Some sections have been edited and others are underway.
  - 4.5.2. Bradshaw will send occasional emails for updates from members on how their sections are progressing, so no meeting has been scheduled at this point in time.
  - 4.5.3. Anderegg will be giving the Finance Committee some information on a policy that needs to be written by them
- 4.6. Administrator Evaluation Committee (S. Clark)
  - 4.6.1. Information has been requested from the Office of Schools to determine if the same form will be used for end of the year Administrative Evaluations as well as any policy changes or information to be considered by the committee.
  - 4.6.2. A meeting will be held in December to detail the process and timeline.

4.7. Food Services Committee (G. Buday)

4.7.1. Meeting of October 20 – After introductions and a general discussion of the purpose and objectives of the committee,

4.7.1.1. It was agreed that committee members would visit each school's cafeteria and observe the lunch hour on at least a couple of occasions to observe and report back at the next meeting.

4.7.1.2. Gwen Buday agreed to draft 2 surveys, one for parents and one for students, to be administered prior to the Christmas break.

4.7.1.3. Melissa Anderegg agreed to compile information about the number of students eligible for free or reduced price lunch at the 3 schools.

4.7.1.4. The next meeting was scheduled for December 8.