

CSGK Board: No Meeting for December 18, 2015_ December Reports Below

1. Principal

1.1. Hackett Catholic Prep (B. Kosmerick)—No Report

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

- 1.2.1. Thank you Fr. Bob , Bishop Murray, Monsignor Hazard, Fr. O'Leary, fr. Matthew, Fr. Larry, Fr. Ken and Monsignor Martin who have celebrated Mass with us.. Thank you Monsignor Martin, Fr. Ken and Deacon Bruno for teaching our confirmation classes. Deacon Bruno also continues to visit 2nd grade every other week and 4th and 5th grade classrooms weekly. Deacon Bruno has also spoken to grades 3, 4 and 5 about the Jubilee Year of Mercy and the Holy Door.
- 1.2.2. Kindergarten through 2nd grade went on retreat to St. Ann parish. The day was focused on Mary, our Mother. Grades 3-5 went on retreat to St. Rose of Lima and the day was focused on sacraments. St. Rose of Lima students also participated in the retreat. Grades 6-8 enjoyed the NET retreat, "Why Catholic?" at St. Martin of Tours parish on December 11.
- 1.2.3. Teachers attended the Diocese of Kalamazoo Catechetical Conference October 24.
- 1.2.4. Marcia McEvoy spent 2 days with our students and our staff, reminding students of mean behavior, how to avoid it, how to help others in hurtful situations. Dr. McEvoy also trained all staff that have not previously participated in her seminars, as well as staff that wanted a refresher! Teachers committed to holding a short class meeting each week focused on one of the skills taught by Dr. McEvoy. Each skill/practice session will be framed within the Spiritual Works of Mercy. Ex. Be a good bystander/Admonish the sinner, Standing up for a student/Comfort the Sorrowful, Counsel the Doubtful, etc.
- 1.2.5. Students had the opportunity for Reconciliation on November 5 and during the 2nd and 3rd weeks of Advent, and Adoration on November 6 and December 4.
- 1.2.6. The theme for this year's Theology Fair is "The Merciful Family". Students will work on the project at home with their families and the Theology Fair will be set up for all to visit the weekend that Catholic Schools Week begins.
- 1.2.7. One of the performance tasks required of 5th grade this year in Theology is to lead the school in prayer. The 5th grade learned to sing the Chaplet of Divine Mercy. They led the entire school in singing the Chaplet on November 23.
- 1.2.8. The annual Christmas Pageant will be celebrated Thursday, December 17, at 6pm in the Cathedral. Bishop Bradley, Monsignor Martin, Monsignor Osborne and Deacon Bruno are all attending. Bishop will be proclaiming the final reading. Dr. Fielding is, again, providing the music direction and JoAnn Dunning is our director for the 4th year.
- 1.2.9. We are celebrating Advent with school-wide prayer each morning, focus on Scripture in the classroom and we are tracking student works of mercy as a gift to the baby Jesus.
- 1.2.10. Grades 3-5 made a pilgrimage to and through the Holy Door at the Cathedral December 16. After prayer outside the doors, after passing through the Holy Doors, 5th grade led students in praying the Chaplet of Divine Mercy.
- 1.2.11. School Improvement Team has met twice. Our focus this year is the accreditation self-study.
- 1.2.12. First quarter report cards and MAP goals were sent home in October. 2nd quarter ends Friday Dec. 18. We hope to have MStep parent reports to distribute with report cards after the new year. To date we have received online student reports for the MStep, but no school or district results.
- 1.2.13. 3 teachers and Andra attended the MANS conference in Detroit in October.

- 1.2.14. Grade 3-5 teachers are using data notebooks this year. The intent of data notebooks is to help students take ownership of their growth and to track their own progress. These were shared with full staff in November.
- 1.2.15. A representative from the office of Homeland Security joined us for the fire and lockdown drills on November 9. This was their first time observing our drills.
- 1.2.16. Our new teachers are attending professional development days offered by the Office of Schools. 2 of our teachers are serving on the Science curriculum committee for the diocese, and 1 of our teachers is part of a team mentoring schools through the first year of our new Theology curriculum.
- 1.2.17. The fall concert was November 17. It was joyful and well received by parents. We enjoyed the Christmas band concert December 9. Thank you Mr. Peters.
- 1.2.18. Please note that we changed our past practice of weather related closures. CSKG will continue to follow KPS when closing due to snow. However, we will make our own decisions regarding closing on brutally cold days. And this year, online learning days will begin after the 3rd snow day.
- 1.2.19. 100% of our teachers/staff have either contributed or committed to a contribution to the Annual Fund Appeal!
- 1.2.20. Legacy Celebration 2015 Dinner/Dance was celebrated on November 6. Here's the stats:
 - 1.2.21. 106 golfers
 - 1.2.22. 49 sponsors
 - 1.2.23. 205 dinner guests (216 registered, 23 comped dinners)
 - 1.2.24. 110 auction items (live and silent) and 4 angel options
- 1.2.25. Amy McNamara has been asked to work with one of our grades to help students understand autism and appreciate students that are different. Mrs. McNamara will share tips on how to help students with disabilities navigate the school day.
- 1.2.26. I attended a meeting at the DPC on the continuation of the Campus Improvement Project. We are finishing Phase 2B, the area around the DPC. Phase 3A, the border along W. Michigan Ave., will begin in June 2016. Bids are now being collected and work is being planned after the school year ends.
- 1.2.27. The boys scouts celebrated a Flag Retirement ceremony on Veterans Day with the entire school in attendance.
- 1.2.28. HCP students came in to our 6th, 7th and 8th grade homerooms on November 19 to share their experiences with our MS students and to respond to questions. They returned with candy canes for the students on December 15.
- 1.2.29. The school's response to the annual Angel Tree gift drive has, again, been extraordinary. Students celebrated a Loaves and Fishes Day December 4, providing the food for the Angel Tree food baskets.
- 1.2.30. 8th grade hosted the annual Senior Brunch on the Feast of the Immaculate Conception. We have a record crowd this year for breakfast!
- 1.3. St. Monica School (B. Reits)—No Report
2. Local Advisory Council Reports
 - 2.1. Hackett Catholic Central (T. Harding)—No Report
 - 2.2. St. Augustine Cathedral School (E. Brown)—No Report
 - 2.3. St. Monica School (M. Ogrin)—No Report
3. Committee Reports
 - 3.1. Advancement Committee & Advancement Review (K. Willard)
 - 3.1.1. The committee is staying up to date on the upcoming diocesan capital campaign, which has Catholic education as a funding priority. We are evaluating how the final details of that

- campaign support may influence future fundraising priorities for CSGK, as the funds this campaign raises are intended to be spent within 3-5 years.
- 3.1.2. The *Irish Pride* is being printed and preparing to mail. Articles include introductions of Hackett's new administration, coverage of the 50-year milestone award, and alumnus Joseph Byrne '03 and his wife's audience with Pope Francis after their marriage last summer.
 - 3.1.3. All Souls Day memorial donors were invited to the November 12 all-school Mass and a reception. The loved ones whose names they shared were remembered at all Masses during November. In future years we plan to return this tradition to All Souls Day itself; this year we adjusted the date based on Father Adams' availability.
 - 3.1.4. Student Ambassadors have represented Hackett at four events this semester, most recently at Bishop Bradley's Christmas party last Sunday.
 - 3.1.5. 2015-2016 annual fund appeal letters have been sent to faculty and staff, alumni, current parents, parents of alumni, and friends. End-of-year gifts have been coming in steadily.
 - 3.1.6. Shamrock Auction committees have begun to meet. Work on the auction will pick up speed in the new year.
 - 3.1.7. The Kalamazoo Regional Catholic Schools Foundation board met on November 24. The board voted to formally adopt an updated Investment Policy Statement. The next meeting will be in February.
- 3.2. Marketing/Enrollment Committee & Enrollment Review (S. Gillig)—No Report
 - 3.3. Strategic Planning Committee & Communications Review (P. Jodelis)
 - 3.3.1. We have drafted a Media Plan and an Outreach Plan for 2016.
 - 3.3.2. Preparation for media coverage during Catholic School's week is well under way. (See attached "Letter to the Editor" request)
 - 3.3.3. We are organizing a new Communications/Outreach Calendar that can be accessed via shared files so dates and reminders can be seen by all CSGK schools.
 - 3.3.4. The monthly CSGK News Blast has been well received and will become a regular communications tool in 2016. It will be added to our existing communication vehicles; *The Irish View* which is distributed via church bulletins, and *Irish Pride*.
 - 3.3.5. The Communication Survey has been revised and will be distributed shortly.
 - 3.3.6. Since the beginning of school, we have sent out 13 media packets. We have had multiple articles featuring our CSGK schools appear in *The Catholic Weekly*, *The Good News*, *The Kalamazoo Gazette*, *Mlive* and *The National Catholic Register*. WWMT Channel 3 also run a story on our 50th Dedication Celebration. The list of articles include; Since the beginning "School Begins at SMCS w/New Playground", "Hackett Catholic Prep Celebrates 50th Anniversary", "CSGK Families Travel to See Pope Francis", Msgr. Osborn talks about rosary with SMCS kids", HCP "50th Anniversary Open House", "Hackett Earns Michigan Milestone Award", "CSGK Kids give Thanks through Service", "Jimmy Cobb Plays Jazz with Hackett Students", "Pfizer gives St Monica kids glimpse of Lab careers", "Angle Tree let's kids help kids at St. Augustine Cathedral School"
 - 3.3.7. **Action Item:** I was planning on talking about the need for our board to step forward and write a "Letter to the Editor" on behalf of our CSGK School at the meeting on 12/18. Catholic Schools Week will be here and the deadline for the letters to the editor submission is January 15, 2016. That would give everyone about a month to write their letter. I have already contacted Jen Callahan and Margaret Erich regarding the Bishop's letter. I would also like Monsignor Osborn to consider writing a letter.
 - 3.4. Facilities Committee (J. Cavanaugh)—No Report
 - 3.5. Policy Review Committee (M. Anderegg and S. Bradshaw)

- 3.5.1. 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.
 - 3.5.2. Anderegg will be giving the Finance Committee some information on a policy that needs to be written by them.
 - 3.6. Administrator Evaluation Committee (S. Clark)—No Report
 - 3.7. Food Services Committee (G. Buday)—No Report
 - 3.8. Technology Committee (R. Remynse)—No Report
 - 3.9. Enhancing Community (S. Bradshaw)
 - 3.9.1. Confirmed with Pastors, parish personnel, and school staff of the scheduled Group Mass for December. The Hackett National Honor Society will attend Mass as a group at St. Ann at 11am on December 13th. The advisors of this group are Ms. Terri Luzenske and Ms. Amy Johnston and confirmed their group (around 50 in all) will be present.
 - 3.9.2. Action Item: Seeking feedback on the CSGK Group Mass Attendance Initiative (It is a Hackett only event, parents may need a reminder, other ideas).
 - 4. Financial Review (K. VanderMolen)
 - 4.1. The committee reviewed the November 30, 2015 financial statements. Expenditures were at 42.7%, see explanations of fluctuations attached.
 - 4.2. Committee was formed for Tuition AGI analysis project and will meet early February.
 - 4.3. Met with Rich Dykstra regarding teacher salary review project to begin.
 - 4.4. Financial aid analysis reviewed and committee agreed to go with vendor Covenant to analyze financial aid needs of families.
 - 4.5. Discussed credit card fee for tuition payments made in full on the portal. CSGK is paying the fee however for families who elect to pay in full using a credit card, they will no longer receive a 3% discount unless they use a checking or savings account. The fee is approximately the same as the discount.
 - 4.6. Approve the November 30, 2015 Financial Statements.
- Next Finance Committee meeting is scheduled for Tuesday January 12, 2016, 3:15 at Hackett.