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## **Minutes of October 25, 2024 CSGK Board Meeting**

**Attendees:** Fathers: Vyverman, Creagan, Albert, Pinto, Homic, Haro, Redmond; Lay Members/Officers: M. Yanik, L. Buck, W. Ferrara; LAC Reps: B. Mullally, S. Kennedy, S. Metzger; Principals: J. Berry, T. Scoles, A. Zommers; CSGK Staff: M. Anderegg, K. Crowell, A. Stokes

**Absent:** Fr. Leo Cartagena, A. Riker

**Call to Order:** 3:30 p.m.

**Opening Prayer:** Fr. Pinto

**Approval of Agenda:** October 25, 2024

Motion to approve by Fr. Homic. Second by B. Mullally. Motion passes.

**Approval of the Consent Agenda:**

Motion by Fr. Vyverman. Second by Fr. Redmond. Motion passes.

### **Business Manager/Financial Review:**

- Proposed budget for the 2024-2025 school year introduced. A thorough line by line review was conducted by finance committee. Committee recommends additional review of some areas and will begin that work now.
  - Finance committee approved a transfer up to \$300k from unrestricted fund/savings to cover budget deficit. Current deficit is estimated to be \$215k. Staffing will need to be addressed to focus on growing enrollment, with the possibility of utilizing some of the additional approved funds.
  - Robust conversation regarding a more concerted effort towards growing enrollment. Greater communication between our Catholic schools and parish communities, priests encouraging families to look at the schools, more outreach from Admission/Enrollment, new website, stronger media presence to showcase what we offer, etc. Tell our story.
  - L. Buck motioned to approve the budget for 2024-2025 as proposed. Fr. Creagan – Second. Motion Passes.

### **Approval of new LAC members at St. Monica Catholic School:**

- J. Beery brought forward their seven new members: Rhonda Smith, Dan Schultz, Ann Schultz, Claire Zemlick, Julie Doll, Jacob Flaw, and Jennie ? St. Monica LAC approved all members.
- Susan Metzger Motioned to Approve all members. Fr. Haro – Second. Motion Passes

### **Pastor Committee:**

- Did not get a chance to meet and discuss what it means for a family to be “active and participating.”
- In order to get the Enrollment Packet ready for re-enrollment, this information is needed by early November at the latest. Pastors agreed to meet on Monday, November 4<sup>th</sup> to discuss.
- Chesterton Academy – brief discussion; no movement on formation of this group as far as the Board knows.

### **Adjournment:**

Motion by Fr. Haro. Fr. Redmond – Second. Motion passes.

**Next Scheduled Meeting:** November 22, 2024

## *Principal Reports*

### **Hackett Catholic Prep Principal Report**

**Administrative Position:** Hackett Catholic Prep Principal

**Administrator:** Trevor Scoles

**Month Report:** November 2024

#### **Know Christ**

- Working to add Angelus as a part of daily prayer at the beginning of 6<sup>th</sup> hour
- Sophomore last week & senior retreats before Thanksgiving Break
- Just signed paperwork to bring Chris Stefanik to HCP in March
  - Thursday, March 6 an adult faith formation event—aiming for +500 attendance
  - Friday, March 7 a student-centered event
- Wood niches at entrance—planning on St. Monica & St. Augustine statues
  - Most likely two Irish Champion items at Shamrock
- Noticeable number of seniors skipped All-Saints Day Mass
  - Fr. McNally addressed it in mass; HCPBarstool account posted a disrespectful response to Fr.'s homily
  - I sent a letter supporting Father & we have addressed it quietly with students

#### **Love Your Subject**

- Executive Function: Tera Sumpter came last Friday (topics: planning & the adolescent brain)
- FAME (Formative Assessment for MI Educators) training has begun
  - 6 teachers committing to a 3-year cycle to master the art of formative assessments & help support school-wide efforts

#### **Guide Your Students**

- Staff survey showed support for cell phone policy, allowing hoodies, addressing students in the hall
- Currently working to reallocate time and realign priorities—personnel stretched thin
  - E.g. Dress code, student discipline, staff concerns are *time intensive*
- Attendance policy language needs shift for mindset adjustment from “excused / unexcused” to “sick days / excused” (or something similar)
  - Diocesan attempt to curb absenteeism & partner with families
  - Students don’t lose class credit, but must make up time in detention
  - 14 students have currently exceeded the limit (7%); 12% last year at semester end

#### **Misc.**

- Auditorium Lighting Project complete
- HVAC units being installed—set to be entirely complete after Thanksgiving

### **St. Augustine Principal Report**

**Administrative Position:** St. Augustine Principal

**Administrator:** Andra Zommers

**Month Report:** November 2024

**Faith:**

- This month our students are praying for the clergy, parishioners and ministries of St. Monica Parish.
- We had a beautiful celebration of All Saints Day. Coffee with the principal had about 12-15 guests. Many parents and grandparents joined us for Mass. 4<sup>th</sup> and 5<sup>th</sup> grade made a trip to St. Mary Church for exposition and veneration of relics. And 8<sup>th</sup> grade hosted their first School Families Activity. The students research, planned and led an activity focused on a saint. Students and teachers were impressed by the activity and pleased with 8<sup>th</sup> grades leadership.
- We celebrated Mission Week from Nov 4 through Nov 8. Students reviewed the school's mission and talked about their own personal mission. Each morning began with a recitation of the mission statement, followed by discussion, reflection and/or journaling. The culmination was Friday, when students explored their own life's mission, including the possibility of a religious vocation. Sr. Tammy was guest speaker in Kindergarten, and Fr. Andrew spoke with all three middle school grades.
- We are already preparing for our Advent celebration, Journey Through Bethlehem. Everyone is invited to come experience our Bethlehem Marketplace Tuesday, Dec 17, 1:15 – 2:45pm.

**Knowledge:**

- The leadership team met October 15 to make a few decisions for the school year:
  - We are planning a staff retreat in February and we are looking for support with English Language Learners for our PD day in May.
  - Staff will be engaging in catechesis with Tommy Schultz, through Ruah Wood Institute on 5 Mondays during Lent.
  - We are making some changes to our walking field trips in order to keep our students safe going to and from venues.
- Brayden Keelan, WMU student, has joined us as cafeteria supervisor for the year.
- First quarter report cards were emailed home to parents Oct 29.
- Teachers had a 2<sup>nd</sup> session of professional development with a trainer from NWEA MAP. The teachers looked at instructional strategies to support learners, based on the data we receive from MAP and other classroom assessments.

**Stewardship:**

- Andra met with Fr. Paul and Fr. Creagan on ways to partner, school and parish. We have a couple of events/initiatives planned and Andra will be engaging families from both parishes to participate.
- Melissa Anderegg joined staff on Oct 21 for staff meeting to talk about changes to our health and dental benefits.
- The soccer field has been aerated and re-seeded so we are staying off the field for a few weeks. The same process will be repeated in the spring.
- Boy Scouts and Cub Scouts hosted a Flag Retirement ceremony on Veterans Day. In addition to the annual celebration, Middle School collected snacks and toiletries for a St. A graduate, currently serving at Fort Bragg.
- We wrapped up a wonderful Legacy Celebration. 190 folks attended the dinner/dance/auction! Our total income from golf outing/dinner, including sponsors, live and silent auction and angels, is \$86,414.

**St. Monica Principal Report**

**Administrative Position:** St. Monica Principal

**Administrator:** Jordon Beery

**Month Report:** November 2024

### ***Mission and Catholic Identity:***

1. Our next school Mass will be November 24<sup>th</sup>, at the 9:30 Mass. 5<sup>th</sup> and 6<sup>th</sup> Grade will be taking the roles for the Mass. Donuts and drinks to follow in the community building.
2. The Dominican Sisters of Mary, Mother of the Eucharist visited on November 7<sup>th</sup> to discuss vocations with our middle school girls. This was part of Vocations Awareness week. Father Tom McNally met with the boys for a similar conversation.
3. Fr. Homic, Dcn. Lucas, and I have started working out details to launch the Rescue Project with our Middle Schoolers during Lent.
4. Based on our Bible study and vertical alignment in Theology, our staff is working on standardizing Mass expectations to make sure that students are more focused on proper decorum.
5. Next week, we will host our All School Mass on Tuesday, November 26<sup>th</sup> to accommodate Thanksgiving break.
6. We will also have a Mass on December 9<sup>th</sup> in celebration of the Feast of the Immaculate Conception.

### ***Academic Excellence:***

7. Teachers are continuing their work on vertical alignments in all subjects to highlight areas of instruction that need to be addressed more thoroughly.
8. Earlier this year, teachers were trained to proctor MAP tests. In January, hopefully, they should be able to take this task off of my hands and manage their own tests.
9. Teachers were tasked with goal settings with their students for one test subject. After this next round of testing, we will look to see how successful the goal setting process was with students.

### ***School Governance:***

10. Teachers have completed goal setting so that we can begin the observation process. The first formal observations will be in late January.
11. Our LAC went through its training yesterday. We also hosted our monthly meeting.
12. Based on finance committee meetings and the Diocesan principals meeting, I have been doing a deep dive on analysis for enrollment next year. I am committing SMCS to EC-8 enrollment goal of 250. If we recruit a solid Kindergarten class and increase enrollment in most grades by 2 students, we could easily reach this. The focus here will be Kindergarten and active retention of current students.

### ***School Funding:***

13. We continue to work actively on security upgrades for our school. My next security goal is to add a second layer of in-school doors so that visitors do not have direct access to our hallways without a secondary check (think HCP main lobby). Based on preliminary research, we are looking at least \$10K for a pair on in-school doors with access control readers. A couple of parents have expressed interest in helping fund this project.
14. We are getting quotes for playground improvements in order to use our Shamrock Shuffle funds from the past year. We have met with four companies so far. The playground committee aims to allocate funds from last year's shuffle and this year's to replace the current main structure. On the current structure, the metal is rusting, the plastic for the slides has cracked, the coating on the chains has worn through. This is becoming a safety concern. We are taking all elements into consideration to reduce labor costs.
15. Seeking sponsors for a new scoreboard in the gym. Ours has begun to fail sporadically. A small backup scoreboard was purchased but a new scoreboard is needed. Total cost will be around \$5,000.
16. I am in discussions with the parish about upgrading the sound system in the gymnasium. This is in the beginning stages of discussion.

## Local Advisory Council Reports

### Hackett Catholic Prep LAC Representative

**Administrative Position:** Hackett Catholic Prep LAC Representative

**LAC President:** Brian Mullally

**Month Report:** November 2024

1. Parent survey on potential capital improvement priorities for Hackett is being drafted, based on input desired by the community.
2. Shamrock Celebration planning is underway with a new program that will do more to showcase our student performers, musicians and scholars. Date is set for April 25, 2025 and will be offsite at the Delta Marriott hotel conference center.
3. Continued progress and monitoring of the dress code policy, new away for the day cell phone policy, and supporting our teachers and staff with training and parental involvement are some key LAC priorities.



### St. Augustine LAC Representative – NO REPORT

**Administrative Position:** St. Augustine LAC Representative

**LAC President:** Sarah Kennedy

**Month Report:** November 2024

### St. Monica LAC Representative – NO REPORT

**Administrative Position:** St. Monica LAC Representative

**LAC President:** Susan Metzger

**Month Report:** November 2024

### CSGK Report – NO REPORT

**Administrative Position:** CSGK Board President

**Board Member:** Maureen Yanik

**Month Report:** November 2024

## Staff and Committee Reports

### Finance Review – Attachment

**Board Position:** Business Manager – CSGK Staff (non-voting)

**Board Member:** Melissa Anderegg

## Month Report: Nov 2024

### School Funding:

- Financial review:
  - The committee reviewed the Sep. 30, 2024, and Oct. 31, 2024 financial statements. As of 10/31/24, expenses were at 33% of the total budget, which is on track. A narrative review was provided with the financials.
    - *A motion was made by Matt Morgan to approve the Sep. 30, 2024, and Oct. 31, 2024 financial statements. The motion was seconded by Lin Buck.*
- Enrollment:
  - The committee discussed the enrollment goal for 2024-2025. On Friday of last week, the schools were asked by the Diocese of Kalamazoo to evaluate their individual enrollment goal for 2024-2025. Each school has been asked to review their current enrollment, projection for next year and what can be done to focus on the transitional grades (preschool to kindergarten, 5<sup>th</sup> to 6<sup>th</sup> and 8<sup>th</sup> to 9<sup>th</sup>) as well as growing enrollment overall.
- Compensation and Benefits:
  - The committee discussed the faculty salary scale review work that is being done by Lin, Jeanne, Melissa, and Jordon. The committee will meet before the December meeting to prepare a proposal for the finance committee.
  - Brian Mullally reached out to Michigan Catholic Conference to discuss what options there might be for benefit offerings to employees. Brian will continue to research options.
  - The minimum wage in Michigan is set to increase to \$12.48 on 2/21/25. The three principals will meet with Melissa to review the current non-exempt employees and establish a pay scale for the non-exempt positions.
- Budget:
  - A sub-committee consisting of Trevor, Melissa, Brian Kosmerick, Brian Mullaly, Maureen, and Matt will meet to perform a detailed review of the Hackett athletic finances in the first two weeks of December.
  - A detailed review will be done of administrative and maintenance in January/February.

### Action/Motions required of Board:

- Approve the Sep. 30, 2024 and Oct. 31, 2024 financial statements.

Next Meeting: Dec. 16 at 8:15 AM at Hackett Catholic Prep, 1000 West Kilgore Rd.

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## Office of Advancement

**Board Position:** Director of Advancement – CSGK Staff (non-voting)

**Board Member:** Keith Crowell

**Month Report:** Nov 2024

### Advancement's Season of Receiving

Promotion of CSGK's Annual Campaign is in full rollout. Within the past two weeks, several materials have been produced and prepared for delivery.

#### Pre-Campaign Materials

- Letter of 'good news and optimism' from Board President, asking for prayers for a generous heart in preparation for receiving Annual Campaign materials
  - Delivered week of 11/18 to complete mailing list, including separate copies to multiple household members (8,400)

- Annual Report of Giving
  - Delivered week of 11/18 to upper tier donors (300)

#### **Campaign Materials**

- Annual Appeal letter with return envelope.
  - Includes message for Giving Tuesday (12/3), *#IGiveCatholic*
  - Expect delivery by 11/25 to complete mailing list (8,400)
- Irish Connection—the Giving Issue. Reinforces message in Annual Appeal letter plus normal CSGK updates.
  - Includes message for Giving Tuesday (12/3), *#IGiveCatholic*
  - Expect delivery by 11/26 to household mailing list (7,000) and parishes

#### **Upcoming**

- E-blast social media reminders
  - For Giving Tuesday / *#IGiveCatholic* with reminder to take advantage of employer matches
  - For the remainder of the Annual Campaign throughout December

### **Marketing/Communications/Enrollment**

**Board Position:** Marketing/Enrollment Coordinator – CSGK Staff (non-voting)

**Board Member:** Allie Stokes

**Month Report:** Nov 2024

**Marketing/Enrollment Committee:** Second meeting - November 14th

#### **CSGK Brand Identity Efforts:**

- Producing marketing materials for each school's Open House. This includes informational folders, social media posts, post cards, stickers, etc.
- The projected social media goal for CSGK is to post twice a week while promoting each school. This has been successful thus far.

#### **Printed Materials:**

- Hackett Open House informational folders
- Hackett Campus Visit informational folders
- Hackett stickers
- Hackett Open House post card
- St. Augustine and St. Monica Open House post cards
- A second draft of a CSGK pamphlet was created for use in parishes and as a general promotional material for the greater community. Emphasis is on a Family of Schools, supported by eight local parishes, highlighting the outstanding, affordable, and faith-based education we offer. The marketing/enrollment committee will be happy to move forward with this design.

#### **Website redesign:**

- Draft of main landing pages of website redesign were shown at marketing/enrollment committee meeting and to all principals. Draft was well received and we will be moving onto subpage designs with eCatholic.

#### **Upcoming Events:**

St. Augustine Cathedral School Open House – December 9<sup>th</sup> from 8am- 10am

St. Monica Catholic School Open House – December 11<sup>th</sup> from 9am- 11am

## **CSGK and CSGK School Mission Statements**

### **CSGK Mission Statement**

The Catholic Schools of Greater Kalamazoo is an unparalleled school system formed to develop hearts as well as minds through Gospel values, character formation, and Catholic faith experiences in an environment that nurtures life-long learning, commitment, and service to our church and civic community.

### **Hackett Catholic Prep Mission Statement**

Hackett Catholic Prep is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

### **St. Augustine Cathedral School Mission Statement**

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

### **St. Monica Catholic School Mission Statement**

A Mission Ordered towards Reaching Eternal life.

"In the spirit of Saint John Paul II's call for a New Evangelization, Catholic Schools of the Diocese of Kalamazoo desire to respond to this transformative invitation to holiness with a firm and renewed zeal. As a multi-culturally diverse institution, we joyfully embrace the universal vocation to holiness. We are a community centered in the Eucharistic Christ and an educational system of the highest standards, rooted in our Catholic faith. Our goal is to equip students with an excellent education and a solid faith formation so each student may know the faith confidently, live the faith in a community where families and teachers work together to advocate for each other's salvation and Sainthood, and share the faith with relevance and loving courage throughout their lives."

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