



CCEC

Meeting Minutes

October 18, 2017

Meeting called to order at 7:10 pm by Sara Horvath.

Opening prayer led by Fr. Robert Creagan.

Present: John Berlin, Gerald Heath, Larry Hoskins, Jody Maher, Larry Glendening, Michael Bauman, Jay Hardman, Sara Horvath, , Kimberli Siglow, Michelle Oakes, Theresa Rondelli, Angie Seger, Fr. Robert Creagan, Aimee Dienes, Noreen Szymanski, Lori Anne Huegel.

Excused: Charlie LaSata.

Guest: Elaine Theisen

Notes: Gina Smith

TCACSF Update

John Berlin informed the committee that the new Advancement Director will be announced this coming Wednesday. The entire group was invited by Elaine Theisen to the TCACSF Annual Meeting on Wednesday, October 25, 2017, to meet the new Director. The social hour will begin at 5:30 pm, with the Trustee's meeting to start at 6:30 pm.

Academic Update

Gerald Heath explained the ACT & SAT breakdown to the committee. The percentage of students meeting the ACT benchmark is down from last year. When compared to the class of 2017, English and Reading went down, but Math and Science increased. ACT has set their "College Benchmark" at what they consider to be college entrance level.

For the SAT, 78% of the Class of 2018 met the Composite benchmark, with 78% achieving the English score, and 67% meeting Math. The Composite score for the Class of 2018 was 1101. The 2018 Class was close to the 2017 Class, in terms of the number of students who scored over 1200, but there was a large swing in the difference among scores this year.

Gerald stated that he would still like to try to get students to take both the ACT and SAT, as the tests are structured differently. A student could do much better on one test versus the other, and then have the opportunity to submit the higher score. He is not happy with the results of testing this year, and would like to see 85-90% of the students achieving the benchmark.

Noreen Szymanski asked if the East Coast schools are still asking for SAT scores. Gerald Heath replied, "Yes and No." As he had previously stated, he encourages students to take both the ACT and SAT. Mr. Heath believes the ACT provides better question breakdowns to the students, so that they can learn from their mistakes. For example, this year's Junior class has taken the PSAT the past two (2) years. With the information from these tests, the students should be able to determine the areas that will require further attention prior to taking the SAT. This is similar to how we use the NWEA testing to figure out the gaps, and create individualized programs.

Angie Seger asked Gerald if the public schools offer this type of service to their students. Mr. Heath responded that some public schools do, but not all. Sara Horvath wondered if we have this year's PSAT results back yet, but Gerald noted that the test was just taken last week. We do have access to overall SAT scores from the public schools.

Janet Sullivan expressed concern over the small size of the Class of 2019, and how that might skew overall scores. Jay Hardman wondered if the Academic Committee could discuss tutoring for the SAT/ACT. Gerald Heath explained that no actual class has been planned yet, but when that occurs, it might be most useful during the Sophomore year. Our High School Math teacher, Vashti Ward, taught a test prep course in Georgia, Janet Sullivan noted. Gerald Heath added that her focus was on the math side of the test.

Sarah Horvath asked Gerald Heath if he has seen a change in the college acceptance rates or caliber of schools recently. Mr. Heath replied that he hadn't noticed any real changes in the "level" of institution, but had seen more students applying to Catholic colleges than in the past.

Business Office Report

Larry Glendening began his report by asking which committee members had received the financial statement, and who had actually had time to read the entire report. As it is quite a lengthy document, Mr. Glendening told the committee that he would hold a work session in a few weeks, and asked each member to look through the statement beforehand, and come prepared with any questions. He will be meeting soon with the new Advancement Director, and information from that meeting might alter the financial statement.

There have been several changes in the Business Office staffing. Agnes Corpus resigned in June, to move to Texas with her family. Debbie Johnson's last day will be on October 27. Krystal Bross has been hired on as Assistant Business Office Director. Tracey Warner is helping in the office part-time on Mondays, Wednesdays, and Fridays. An offer has been extended to Jennifer Deuel to take over Agnes' position. Mr. Glendening asked the committee for their patience, as the Business Office will be dealing with almost an entirely new staff.

The new system RenWeb was then addressed by Larry Glendening. He admits that it does still have problems, and that "admissions and enrollment were painful." A benefit to the system however, is that parents can log on, see their account, and know what they owe. Unfortunately, parents cannot pay their bill through RenWeb at this time. Next month, the Business Office will start charging families for the 2019 band trip to Florida on a monthly basis. The increased accountability and monthly reconciliation are benefits. This system has increased the workload in the office.

Sara Horvath will send out dates for a possible meeting in the next two (2) - three (3) weeks. She noted that since all donations will go to the TCACSF, a work session with the fund is necessary to determine how those funds will flow back to the school. This may, as Larry Glendening had noted earlier, affect the budget.

Committee Reports:

Unite LMC Family & Community Living Catholic Faith Report

Angie Seger reported that the committee now has over a dozen parents involved. They met four (4) - six (6) weeks ago to brainstorm on bridging the gap between Middle School and High School. Mrs. Seger met with Michael Bauman, John Berlin, and Janet Sullivan to discuss this committee's connection with finance, and the notion of enrollment.

Janet Sullivan shared the Partners In Mission (PIM) plan for Parent Ambassadors. The Unite committee will implement components of this plan to help generate excitement. They will focus on the grades that tend to leave, building a better partnership with the Religious Education office and new families. The Parent Ambassadors would also connect with the area churches.

Angie Seger will now go back to the Unite Committee and outline a plan of action. The group will need to recruit more volunteers and plan a training session. A calendar of key events and activities will be created. It will be limited, but support those events that are most successful.

Fr. Bob Creagan voiced his support in all of these areas, but would like to focus on the Religious Education classes held at the Elementary. Fr. Bob suggested extending “more than a welcome. Send invitations to the kids. They might not even realize they’re in a Catholic school (when they come to their classes). Beef-up information to new families with students. At Baptism, maybe give them a flier with info and a certificate from the school.”

Janet Sullivan replied to Fr. Bob, noting that information has been given to the Church, but she is unsure if any of it gets handed out at Baptism. Noreen Szymanski felt that the Elementary Principal should reach out to every new Baptism family. Theresa Rondelli agreed, noting that families plan ahead, especially for the best schools. Larry Hoskins added that at past schools that he has been involved with, developmental stages cards were sent from the schools on children’s Birthdays. Noreen Szymanski liked that idea, but wanted to make sure they also included Religious Growth, bringing in the “faith element.” Sara Horvath would like to include invites to events. Fr. Bob assured the committee that there would be no problem getting lists of families signed up for Baptism.

Deliver Superior and Differentiated Academics

Michelle Oakes noted that the group has not yet settled on the next steps to meet the agreed upon measures. They want to focus on bringing up the SAT scores. Additionally, they would like to find out how our graduates are doing post-secondary (not just college). This committee will focus on what they want to do this year at their next meeting.

John Berlin informed the group that the Graduate Survey has been distributed, and will hopefully be ready in the next week or so. The target group of this survey is the Class of 2016. Janet Sullivan wondered if this is too recent? Do these students have any

appreciation yet? Mr. Berlin replied that it had been discussed at the committee meeting, and he was willing to “give it a shot.” Michael Bauman agreed that it is “better to over-communicate than under.”

Jay Hardman told the group about a neighbor of his that had been involved with the Lutheran schools in Wisconsin. He explained how they had significantly grown their enrollment by standing out from the public schools with their in-class education. “Are we doing that? What is our WOW factor? Do we teach life skills? Technology, coding, etc.? Should we offer it earlier? Facility/teacher/in-classroom?”

John Berlin responded that project-based learning requires significant changes in school structure, and a substantial amount of training. Not to mention, the large amount of money to build such a program, Gerald Heath added. Mr. Hardman felt that there is money in the TCACSF, and that they would provide the backing. The question remains: how to increase enrollment?

Gerald Heath asked Jay Hardman how this facility was built in Wisconsin. Mr. Hardman explained that a new campus had been built fairly recently, and that the school is already expanding. “Develop a plan to be different. Test scores are great, but stand out, and have hands-on”, Jay pleaded. Angie Seger felt that there could be an entire meeting just on this topic. Mr. Hardman said he is looking to the future. Maybe not next year, but we need a way to stand out from the public schools. Sara Horvath explained that the first step would be to figure out what our “differentiator” is. Jay agreed, and noted that this could start in Kindergarten.

Strategic Plan High Level Committee Reports (All Non-Reporting Committees)

John Berlin shared the responses from committee members from the latest survey. Evenings from 5:00 pm - 7:00 pm, and Monday, Wednesday and Thursday were the best times for meetings. Mr. Berlin wondered if it would be possible to set some meeting times, and he has been updating a shared calendar on Google. Gerald Heath explained that some committees have common members, and that it would be best to put those meetings back-to-back. Michael Bauman said that the intent was to have two (2) meetings in a night. Mr. Berlin said he would create and share a Committee Google Calendar so the chairpeople could see what dates/times are open. Sara Horvath stated that she would also add the CCEC meetings to that calendar.

Angie Seger asked who the leader of the Catholic Identity Committee was, and John Berlin replied that it is Fr. Bob Creagan.

Ensure Long Term Financial Health

Michael Bauman reported that the committee had just had a meeting. The group is positive, upbeat, and put together a list of metrics. He explained that in the future, they will check where they are in terms of those metrics, and discuss how to get to where they want to be.

Catholic Identity

John Berlin told the group about a meeting being held at the Morlock Center, featuring a program on “Strong Catholic Families.” Lori Anne Huegel wanted the Unite LMC Family & Community Living Catholic Faith to that meeting.

Faculty Staff Growth & Excellence

CCEC chair Charlie LaSata was not in attendance, however, Lori Anne Huegel reported that the committee met on October 4. Mrs. Huegel said the meeting was simply an overview, but noted that she was “shocked” to learn what the teachers make.

Administrative Goals

John Berlin had emailed a report on Tuesday to the committee members. Janet Sullivan’s Admissions report had been shared today, and as mentioned earlier, Larry Glendening’s report will be delayed as we wait for goals to originate from the Financial Health Committee.

Gerald Heath has a copy of his goals, if any member would like a copy. He is working on a “culture of kindness” at the school. At this time he has teachers working on student engagement. Jody Maher’s role at the Middle and High school has not yet been clearly defined. And finally, the biggest project at the moment is preparing for Accreditation. Sarah Horvath asked Mr. Heath is there was any student input on the “culture of kindness”? Gerald replied that at this point, it is just the staff, but he plans on implementing Faith Families, and the Admissions Office is starting to train Student Ambassadors.

Administrative Goals to include an objective to roll out the new LMC values and embed into the culture of the school (everyone- administration, teachers, school support, students, coaches, parents).

Mr. Berlin informed the committee that he is looking into the feasibility of an online Catholic High School. He was approached by St. Charles in Coldwater, MI. “if anyone

can pull this off, LMC can. You (LMC) are innovative.” he was told. There are currently about six (6) students who would be interested for next year. Mr. Berlin explained, “if it works, we can grow it, even statewide.”

The first step in this process would be to get the technology in place. We could teach our curriculum, and have quarterly immersion weeks for these students. The goal would be to have LMC families host these students for the week. Gerald Heath added that this technology would benefit our students as well, if they have to miss school. Larry Glendening thinks this program would be a benefit financially. All CCEC members present agreed that this would be a great idea to pursue.

John Berlin shared that Berrien Springs schools has seen a 97% growth due to alternative education across the state. Noreen Szymanski thinks the online option could save money in substitute teachers. Angie Seger hopes this program could help us get some of the current homeschoolers.

Fr. Bob Creagan gave the committee a history of the Catholic Schools in Coldwater. St. Charles had a high school until a fire in 1967, and soon after, became public. In 1998, a Catholic school was opened by the Diocese, but the area is still lacking a Catholic high school. There is a growing need and desire for Catholic education, and an online possibility would be great for that community and something different that we could offer, noted Fr. Bob.

Questions regarding an online school option arose. Janet Sullivan asked if St. Charles’ situation was temporary, or if there was the possibility for them to add a grade each year. Jody Maher stated that they need a high school. Jay Hardman wondered if we have classes online, do we get share-time? How would this would impact athletics? Would these students count in our enrollment? Gerald Heath responded to Mr. Hardman, telling him that we could offer school, but not count the students in our overall count, so that it would not impact our athletics.

Sara Horvath asked the Administrators about the Accreditation process. Jody Maher said we are “slugging along,” and John Berlin added that our goal is to finish the self-study by October 30, and have it sent by November 6. The actual site visit will be December 6-7, 2017. Jody Maher explained that there will be two (2) groups, and might possibly break some members off to form a third group to facilitate visiting all areas. Mrs. Maher is sure the Accreditation team will want to see Sara Horvath.

Liquor License Approval - Resolution

John Berlin began the conversation by noting that the St. Patrick's Day Dinner is, in fact, on March 17, 2018, not the 27th as written. Chris Glendening would like the CCEC to pass a resolution allowing her to obtain a Liquor License for multiple events: Trivia Night, January 27, 2018, St. Patrick's Day Dinner, March 17, 2018, and the S.C.E.N.E. Auction on April 27 & 28, 2018. All three events are held at the Elementary School.

Sara Horvath asked for a motion.

Michael Bauman made the motion.

Theresa Rondelli gave the second.

All committee members approved.

Motion passed.

Sara Horvath suggested that having Mrs. Matthews as a Trivia Night team member should be auctioned off this year at S.C.E.N.E.

Board Meeting Evaluation

John Berlin passed out an evaluation form to each committee member. He asked the attendees to please follow best practices, and fill out an evaluation after each meeting. It can be done via email, but we do need compliance.

Comments

Sara Horvath asked if there were any further comments. None were offered.

Adjournment: Angie Seger made the motion to adjourn the meeting. The motion was seconded by Kimbri Siglow. All approved. The meeting was adjourned at 8:18 pm. The next meeting will be held on November 15, 2017.