



CCEC

Meeting Minutes
September 13, 2017

Meeting called to order at 7:00 pm by Sara Horvath.

Opening prayer led by Fr. Arul.

Present: John Berlin, Gerald Heath, Larry Hoskins, Jody Maher, Larry Glendening, Michael Bauman, Jay Hardman, Sara Horvath, , Kimberli Siglow, Charlie LaSata, Michelle Oakes, Theresa Rondelli, Angie Seger, Fr. Arul.

Excused: Amy Dienes, Anne Huegel and Noreen Szymanski.

Guest: Paul Landeck

Note Taker: Janet Sullivan, Angie Seger

Typing notes: Gina Smith

TCACSF Update

Paul Landeck began by explaining the history of the Twin City Area Catholic Schools Fund (TCACSF) to the CCEC. The TCACSF has agreed to make a multi year commitment to the hiring of an Advancement Director. TCACSF and Lake Michigan Catholic are developing a closer relationship in order to fine-tune the Advancement role. Partners in Mission (PIM) have been brought in to keep Catholic schools successful, and to help set up the Advancement office. They were described to the committee as the “rock stars of Catholic education fundraising.”

TCACSF has committed to hiring PIM for 3-5 years to work with Lake Michigan Catholic and the Advancement Director one (1) day each month/twelve (12) days per year. PIM has a proven record of experience and success with Catholic Schools. The TCACSF also has committed approximately \$750,000 to fund the Advancement Director and office over this period of time.

Paul Landeck explained to the CCEC that the TCACSF is “very excited” and fully committed to making the Advancement position work. Interviews have taken place, and the committee has narrowed the field to three (3) candidates. However, the TCACSF has yet to decide if they will expand their search. They are hoping to keep to a deadline of the end of October, but feel they “must get it right.” The Advancement Director job description has been emailed to all CCEC members. Once hired, the Director will report to the TCACSF, work very closely with the LMC President, and will keep the CCEC updated.

John Berlin noted that he is looking forward to developing an Advancement Plan that meet the needs of LMC and the TCACSF. He also stated that the “groundwork has already begun in the President’s office.” The number one (1) goal is to get the Annual Fund off and running and eventually end all “small” fundraisers.

Charlie LaSata asked Paul Landeck about what the CCEC could do to help with the process.

Larry Glendenning noted that the 2017-2018 school year budget is not counting on money from the Advancement Office, however, it is dependent on certain funds from the TCACSF.

Jay Hardman emphasized the importance of establishing joint and aligned goals.

Paul Landeck explained to the committee that eighty (80) percent of the Advancement Director’s time will be spent in the community cultivating donors. The TCACSF currently has a five (5) million dollar endowment, which is a result of the current market. Mr. Landeck then went on to briefly list the PIM ‘Key Components to a Comprehensive Advancement Program’ to the group. PIM will help in training the new Director once hired.

John Berlin noted that the Advancement department is “only so big” and to keep in mind that the Annual Fund is key. The Advancement Director will be assisted by using LGL (Little Green Light Donor Database) and determining which donors will be contacted and when.

Academic Update

Gerald Heath and Jody Maher explained the 3rd - 9th grade math assessment to the committee.

A RIT score is an estimation of a student's instructional level and also measures student progress or growth in school. RIT scales are stable, equal interval scales that use individual item difficulty values to measure student achievement independent of grade level (that is, across grades). "Equal interval" means that the difference between scores is the same regardless of whether a student is at the top, bottom, or middle of the RIT scale. "Stable" means that the scores on the same scale from different students, or from the same students at different times, can be directly compared, even though different sets of test items are administered. A RIT score also has the same meaning regardless of the grade or age of the student.

In summary, the RIT scale is:

- An achievement scale
- Equal interval
- Useful for measuring growth over time
- The same regardless of the grade or age of the student

After the fall test a student is assigned a RIT goal. This number is considered an achievable goal by the end of the school year. The RIT score is a goal for each child. Each score is very individualized, and it is considered "adaptive testing." We are able to get scores back within twenty-four (24) hours. Since a goal is set, each student is aware of what they should achieve. The career and college ready number on the handout is the actual number of students, not a percentage. For example, in 5th grade, nineteen (19) of the thirty-seven (37) students are considered on track for eventual college readiness.

Jody Maher noted that from fall to spring, every student had growth. The best asset of this type of testing is that it provides a breakdown for each student, so teachers can then better meet their needs.

Gerald Heath explained to the committee that Lake Michigan Catholic students do not take Michigan's State test, the M-STEP. One of the drawbacks of this type of testing is the lengthy delay of results (up to six (6) months.) John Berlin added that the mandatory testing time of these tests has also "jumped dramatically" for the students.

The M-STEP has changed every year for the past three (3) years. This inconsistency does not give the teachers any useful comparative data.

Jody Maher touted the benefits of NWEA testing, in that scores are referenced against those of students in the entire country, not just Michigan. The NWEA also has a brand new tool, the “Skill Navigator,” which establishes daily lessons for each student.

Larry Hoskins asked what would be the best way to get this testing information out to the public? Jody Maher replied that “this test really helps our students, but is not a marketing tool. Our differentiation is in our classrooms, and our ability to individualize.”

It was noted that the SAT scores should be available to the CCEC in October.

Business Office Report

Larry Glendening started his report off with good news: enrollment is up by eight (8) students this year. An Enrollment Report for 2017-2018, and Year End Financial Brief for the 2016-2017 school year were presented to the committee.

A discussion followed about the Parent Satisfaction Survey, and whether to offer it twice a year. Sara Horvath suggested the survey be given at the end of the school year. Jay Hardman would actually like to see it sent this semester, but other committee members felt that would only represent parent opinions of last school year, and not reflect on any changes that have been made.

After a group discussion, the decision was made to send the survey out in January. Once the survey is back, any items that are remedied will be advertised in the school newsletter. Michael Bauman would like to set the schedule for the start and close of the survey as soon as possible. The idea to send a poll survey in the second quarter after parent/teacher conferences was also offered by Jay Hardman to gauge opinions on our new faculty members.

Strategic Plan High Level Committee Reports (All Committees)

Deliver Superior & Differentiated Academics - Michelle Oakes reporting

This committee will be meeting next week. They have met to discuss and prioritize their goals, and will follow up on such at their meeting.

Ensure Long Term Financial Health - Michael Bauman reporting

This committee has met, and Larry Glendening walked them through the the cost per student analysis and other financial information. The database in LGL (Little Green Light) was updated this summer.

They are working within the guidelines and strategic objectives in analyzing and maximizing the data available in LGL base. This committee will work with the Advancement Director and Admissions on an agenda.

Unite LMC Family/Community Living Catholic Faith - Angie Seger reporting

This committee has a meeting scheduled for next week.

Catholic Identity

No members were present at the meeting to report.

Faculty Staff Growth & Excellence

CCEC chair Charlie LaSata did not give a report.

Resolutions

2017 - 2018 BCS Membership

John Berlin introduced the motion to continue with the BCS (Berrien Cass St. Joseph counties). Charlie LaSata moved to approve the motion. Michelle Oakes gave the second. All members were in favor. Kimberli Siglow signed the resolution.

2017 - 2018 Tennis Co-Op

The option to co-op with Bridgman for Girl's Tennis was on the table. Theresa Rondelli made the motion to approve the co-op. Michelle Oakes seconded the motion. Charilie LaSata was opposed, the remaining committee members approved the motion.

Comments

Larry Glendenning apprised the committee on the ongoing need for an Business Office Assistant Manager. Gina Smith will place information in the Laker eNewsletter and facebook.

Charlie LaSata raised the concern of early start times with the MSHS. He cited studies from the Centers for Disease Control and Prevention, as well as the Journal of Clinical Sleep Medicine. Both groups note the increased need for sleep in teens. Mr. LaSata quoted the CDC: "Starting school later can help adolescents get enough sleep and improve their health, academic performance, and quality of life." Not only is it an issue for concentration in classes, it is a safety issue, as many of our high school students drive themselves to school. He proposed to the CCEC that the start time be moved back to 8:30 am. The biggest problem with moving the start time it seems, is resistance from the sports teams. The group is considering making this topic an item on the parent survey.

Gerald Heath asked the committee chairs if they could possibly coordinate their meetings to be on the same night to make attendance easier for staff and Administrators to attend.

Adjournment: The next meeting will be held October 18, 2017. The meeting was adjourned at 8:30 pm.