

Holy Rosary School Commission Minutes

Thursday, September 9, 2014

6:00 p.m.

Attendance:

Members attending: Fr. John Madigan, George Hofbauer, Mary Simpson, Terry Burns, Tracy Honner, Cindy Wingo, Brett Conway, Marithere Thomas, Pat Galvin, Mike Curran, Kamila Kennedy, Mark Golubiec, Chris Hengler, Ken Tews, Mike Hooks.

Approval of August Minutes

Minutes from the August 14, 2014 meeting were approved.

Vote on school commission secretary position.

Christy Tobin-Presser was unanimously voted to the position of school commission secretary.

Pastor Report.

Fr. John discussed the book *Forming Intentional Disciples* by Sherry Weddell, and summarized certain principles from that book. Fr. John also discussed the Parish's goal of continuing to foster connections within the Parish community. Fr. John noted that members of different Parish groups and commissions will share their stories of stewardship at upcoming masses.

Principal's Report.

George Hofbauer first discussed the plan to have school commission members speak one-on-one with members of the school faculty and staff regarding the school and regarding characteristics sought by the faculty and staff in the next school principal. Those meetings will be scheduled between October and December. Mr. Hofbauer further explained the parameters of a principal search. The specifics of a principal search are subject to archdiocesan process; within that process, the specifics of a principal search are decided by the Parish pastor.

Mr. Hofbauer further discussed his goals for the school for this school year. Among those goals are completion of a strategic plan, implementation of a re-designed school website, a new Mission Statement for the school, new logo and new motto.

During the discussion of the goal of implementation of a re-designed school website, Kamila Kennedy provided an update on the efforts on the new website and school logo.

Final logo recommendation will come before the school commission at its October meeting.

Kamila also provided an update and a concise 2013/14 financial recap of development efforts.

Principal Hofbauer gave a summary of several school budget issues. He first provided an overview of the Parish subsidy. A central question is whether the subsidy should include depreciation of amounts spent by the Parish on school-related or school-used facilities or improvements or whether the subsidy should be calculated to include only actual cash payments made by the Parish to or on behalf of the school.

Meaning of Depreciation

- Depreciation is a standard element of financial statements to account for writing-off the capital expenditures already incurred.
- In general, depreciation is the reduction in the value of an asset due to usage, passage of time, wear and tear, technological out dating or obsolescence, depletion, inadequacy, decay or other such factors.
- It does not involve any cash flow.

For the purposes of preparing the school's proposed budget and furthering the goal of reducing or stabilizing the subsidy, the question whether depreciation is included within the subsidy can have a significant impact on the school's proposed budget. It is also recognized, however, that the school budget is not a stand-alone budget, but is approved by the Parish and incorporated into the Parish budget.

It was agreed that working towards a universally understood and uniformly implemented subsidy [with or without depreciation] is essential. In addition, working towards a fixed value for the cash portion of the subsidy is vital to school budget planning. It was agreed that further discussion will be had on this issue.

There next was a discussion what to do with any surplus funds left over from the school budget at the end of the school year. The school commission had previously voted that any funds left at the end of the 2013-14 school year should be placed into the Centennial Campaign. Principal Hofbauer proposed, and the school commission voted to recommend, that any such funds remaining in the school budget at the end of any school year during the life of the Centennial Campaign (which is scheduled to end at the conclusion of the 2018 school year) should be deposited into the Centennial Campaign. It is recognized that the Parish might choose a different purpose for any such funds.

Principal Hofbauer also summarized the steps taken during the 2013-14 school year. He provided an update on the implementation of a new Language Arts curriculum. This

year, the school will be continuing its study to refresh the science curriculum with a goal of obtaining the STEM designation for the school. The goal for 2016-17 will be to refresh the school religion program.

Development Brochure.

Terry Burns, chair of the school development committee, reported on the status of the development brochure the committee had created and which is being sent to the parent community in the next few days.

Use of funds from school endowment.

Principal Hofbauer proposed that the school commission vote to approve any funds from the endowment be used for financial aid. Annually, the endowment committee recommends the amount to be provided to the school from the endowment fund, and historically, those funds have been used for financial aid. Mr. Hofbauer recommended that that custom be formalized. The motion was tabled, however, to allow the school commission to review the endowment documents to ensure that all necessary and appropriate procedures are being followed.

Safety/Security Measures.

Principal Hofbauer gave an extended summary of the efforts undertaken to date in response to the flashing incident earlier this school year, and the security measures under consideration. It was agreed that the school commission would contact the Parish Safety Committee regarding security issues and recommendations. Principal Hofbauer indicated he would update the school community and provide a further update on this matter at the next Parents Club meeting.

Extension of fundraising hours to school grant committee.

The school commission voted to extend fundraising hours to members of the new grant committee while working on school-related grants.

School Commission committee assignments.

School commission members selected the committees on which they will serve this year.

School commission upcoming meetings:

October 2nd
November 6th - Open Meeting
December 4th
January 8th - Open Meeting
February 5th
March 5th - Open meeting

March/April meeting - date to be reevaluated so as not to conflict with Holy Week/Spring
Break

May 7th

June 4th - date to be reevaluated

The meeting was adjourned.