

## **School Commission Meeting**

**September 6<sup>th</sup>, 2016**

**6:00 PM**

*Present:* Christy Tobin-Presser, Mike Curran, Brendan Kolding, Jennifer Kokkonis, Joellynn DeRonghe, Mary Moan, Anna Horton, Gary Samaniego, Jodie Underwood, Amanda Roberts, Brett Conway, Terry Burns, Tara Martin, Pat Galvin, Bill Skibitzke, Beth Martin, Julie Leonardo, Mary Ann Fessler, Kevin McMahon, Ben Gauyan, Andrea Geraghty, Sarah Katsandres, Fr. Matthew Oakland

*Absent:* Mary Jo McFaul, Ted Mohrbacher, Dino Annest

### **Opening**

Christy led the Commission in the opening prayer.

The attendees each introduced themselves. The School Commission welcomes Ben, Mary Ann, Julie, Amanda, Tara and Bill, as well as our new Principal, Anna Horton, Registrar, Jennifer Kokkonis, and Development Director, Beth Martin.

### **Principal's Report**

Principal Horton reported that last Monday was the smoothest first day of school that she has experienced in her 15 years as an educator. So far, she has visited all but the 7<sup>th</sup> grade classrooms.

Her goals include increasing enrollment and establishing a long-term plan for tuition and financial aid. If enrollment is not increased, the School will need to make decisions with respect to increasing income through increased tuition and/or decrease expenses through reduction in programs. Principal Horton's ideas to increase enrollment include increasing the size of the preschool if various challenges can be addressed. Targeted community outreach will be a major focus this year.

FACTS is up and running. The school is now able to bill families for incidental expenses through FACTS. Jennifer specifically acknowledged former Registrar Kimberly Tish's significant work on this before her departure.

The accreditation team will do a pre-visit in February and a site visit in March.

This will be the last year that Holy Rosary will conduct the Iowa tests (October.) The school will move to the Map Test next year. Map is a 45-minute, computer-based, formative assessment that is administered 2-3 times annually.

### **Pastor's Report**

The theme for the year is "In the beginning..."

The Parish will be focusing on catechesis, community and communication over the next couple of years. The School is one of the parish's micro-communities. The Parish will be seeking feedback from parents on these topics.

### **Parents' Club Report**

The first meeting is Thursday, 09/08. This year, the meetings will alternate between Tuesdays, Wednesdays and Thursdays. The Parents' Club will be hosting speakers on a variety of topics that are of interest to parents. They would like to have a Commissioner at each meeting.

### **Financial Report**

Gary reports that we closed out the previous year with a surplus of over \$13,000. This was due in large part to belt-tightening done by George Hofbauer.

Principal Horton and Financial Committee Chair, Tara Martin, report that the 16-17 budget has been designed to zero-out.

- This involved a lot of work by Gary to determine the exact cost of benefits.
- Despite a drop in enrollment, tuition revenue is up from last year. This is due to the increase in tuition.
- There are many new line items to track income and expenses, which makes it difficult to compare to previous budgets but will improve reporting going forward.
- The Annual Fund goal is \$200,000.
- The plan is to spend \$58,000 from the tuition bequest fund.
- Centennial Fund expenses show a cost that is paid out of the monies raised for technology upgrades, roof repair, etc.

38 families are receiving funded financial aid, compared to 28 last year.

The Finance Committee will begin to look at tuition and registration fees for next year. Holy Rosary has one of the lowest registration fees in the area.

### **Development Report**

Development Director Beth Martin discussed the significance of her slogan for the year: “100% participation...it’s for the kids!” In particular, entities providing grants often require 100% participation by families before they will consider providing grant funds.

HRS got a \$25,000 grant for a new fire alarm. This will cover approximately 25% of the cost.

To date, 78 families and 11 staff members have committed to the Annual Fund.

The Christmas tree lot will have an extra weekend this year.

Beth is considering the School hosting the annual auction off-site in order to facilitate ease of set-up and clean-up given the lack of necessary volunteers experienced in recent years.

To date, the magazine drive has raised \$16,770. This is an increase from this point last year.

Beth presented the following data on last year’s fundraising (net):

- Magazine drive: \$67,000
- West Fest: \$30,000 (split with Parish)
- Golf tournament: \$2,300
- Christmas tree lot: \$30,000 (before contributions to other non-profits)
- Grandparents’ lunch: \$6,300
- Auction: \$203,000
- Annual Fund: \$215,000
- Passive fundraising (Amazon, receipts, etc.): \$8,000

The Commission discussed ways to better promote passive fundraising opportunities such as Amazon.

The Commission discussed having a “State of the School” address to educate parents. Parents Club President Joellynn DeRhonge offered up the November Parents’ Club meeting for this purpose.

### **Enrollment/Marketing Report**

Enrollment is currently 441, down from 451 at the beginning of last school year.

Upcoming marketing events include an information table at West Fest and a potential November open house. In addition Jennifer would like to see HRS preschool become part of the West Seattle Preschool Association. Jennifer is working on creating more marketing materials, including a post card and car sticker and intends to work with realtors to distribute these to families moving into West Seattle.

The Commission discussed the need to promote the School to non-Catholic families and discussed ideas including educating potential families about the School's emphasis on service.

### **Overview of Committees and Goals for 2016-2017**

#### *Finance Committee*

Tara reported that the Committee will solidify the budget in September, set next year's tuition and registration fees late November/early December, and set next year's budget late winter/early spring.

#### *Emergency Preparedness Committee*

Committee Chair Jodie Underwood reported that the Committee has worked with the school to implement two lockdowns: soft and hard. A Seattle firefighter has stated that the HRS fire drill is the best he has ever seen. The Committee has a short-term goal of equipping staff and playground volunteers with two-way radios. They are currently reviewing the School's safety procedures and working on a safety manual, and a long-term goal is to publish the manual next year. Another long-term goal is to enhance security at the front door.

#### *Communications Committee*

Sarah Katsandres reported that several of the Committee's recommendations were implemented over the summer, including painting the front door red, posting a sign at the front door, and the parent ambassador program. There was a great turnout for the Hi-Yu Parade in July, at which the HRS float won first place. Going forward, the Committee will continue to support efforts to enhance the website, and is looking into producing a video. The Committee will also act on priorities communicated by the School administration.

Brendan Kolding reported that Jennifer is now handling social media. She is doing Facebook and Instagram, and will eventually do Twitter. Having someone on-campus to create posts during the school day has already boosted impact of the School's social media presence. The Committee will continue to be available to support this endeavor as needed.

#### *Catholic Identity Committee*

Amanda Roberts reported that the two goals of this committee are to unite parishioners and school families behind common goals and to educate the community about HRS. Ideas for achieving the former include post-Mass coffee, CYO announcements and other School related information in the church bulletin, having students and families participate in Mass, and hosting service projects with parishioners and families. For the latter, an idea is to build relationships with area businesses.

### *Hours Committee*

This is a new committee. Bill Skibitzke reported that approximately 8% of families fell short of their hours obligation last year. (This is a conservative figure. He feels that a more accurate number would be around 15%.) The Committee's goals are to create a better system for families to record and view their hours and to review the areas where hours are spent to determine how we can achieve greater efficacy. Commission members agreed that the School needs to communicate with families about the ways that they can earn their hours.

### *Building & Grounds Committee*

Kevin McMahan discussed the role of the Building and Grounds Committee within the Parish hierarchy. Kevin reported that projects are divided into three categories: safety, maintenance and capital improvements. Current projects include bell tower leaking and seismic upgrade, church door replacement, kitchen fire suppression, campus fire alarm upgrade, confessional lighting, Parish Center lamppost, school appearance improvements, sacristy bathroom leak, school fiber optics, school lead testing, bell tower lighting, school ceiling tiles, and wall tiles.

### *Endowment Committee*

Christy described the Father Mallahan Endowment Fund and the School Commission's role with respect to the same. Terry Burns has served as the School Commission Endowment Committee Member for three years and Ben Gauyan will be taking over this role.

### **Topics for Discussion**

The Commission discussed the possibility of reestablishing a BASE Committee to improve communications with and workability for families. Principal Horton reported that the School is actively working on streamlining BASE.

Brett Conway agreed to act as the School Commission liaison with respect to the to-be-formed group of parents that can provide services necessary to improve the School website.

Jody Foisy is in the process of completing the alumni database for use by other committees. At this time, there will be no specific Alumni subcommittee.

### **Closing**

Bill Skibitzke led the Commission in the closing prayer.

The meeting was adjourned.