

## **School Commission Meeting**

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

**6:00 PM**

*Present:* Christy Tobin-Presser, Mike Curran, Brendan Kolding, Mary Moan, Anna Horton, Jodie Underwood, Amanda Roberts, Brett Conway, Terry Burns, Tara Martin, Pat Galvin, Beth Martin, Julie Leonardo, Mary Ann Fessler, Kevin McMahan, Ben Gauyan, Andrea Geraghty, Sarah Katsandres, Fr. Matthew Oakland, Mary Jo McFaul, Christina Clarke

*Absent:* Bill Skibitzke

### **Opening Prayer**

Fr. Oakland led the Commission in the opening prayer.

### **Approval of September Minutes**

The September minutes were unanimously approved.

### **Accreditation Self-Study Committee Report**

Vice-Principal Mary Jo McFaul and KA teacher Christina Clarke provided an accreditation update. Holy Rosary is accredited through the Western Catholic Education Association (WCEA) every six years. Accreditation is a process of ongoing School improvement, and the goals center around student growth and achievement.

Per WCEA, all shareholders must be involved in the accreditation process. Surveys were distributed to parents, students, staff and parishioners last year. Mary Jo and Christina are using the data from these surveys to develop an action plan, the first draft of which is almost complete. The next step will be an internal review of the draft, after which a revised draft will be submitted to the Archdiocese.

The accreditation team will be conducting a site visit March 20-22, 2017. School Commissioners members be invited to a meeting with the team.

### **Pastor's Report**

October is the month of the Holy Rosary.

Fr. Oakland reported that the Archdiocese is in the midst of a pastoral planning process. The South Seattle Deanery, which includes Holy Rosary, is projected to have 4-5 fewer priests over the next decade. (There are currently 17.5 priests in the deanery.) There will be several

listening sessions this month where representatives from the deanery will present a draft proposal for how to distribute religious resources across the deanery. (One such session will be 10/20 at Holy Rosary.) Possible solutions include having parishes share ordained pastors, having lay pastors at some parishes (in which case a priest would only handle sacraments), and closing some parishes (unlikely.)

### **Principal's Report**

Principal Horton reported that Iowa testing will be held 10/17 – 10/31. Staff will take their bi-annual CPR/AED training next week.

Principal Horton and Vice-Principals Ted Mohrbacher and Mary Jo McFaul have started formal teacher observations. The focus is on personal goals and professional/holistic growth throughout the year. Principal Horton is using an online tool called Observer Tab to provide timely feedback to teachers and identify school-wide patterns.

Archdiocese Assistant Superintendent for Early Learning, Kaitlyn O'Leary, will be visiting Holy Rosary to assist with the discernment on expanding the pre-school program. Renting off-campus space may be necessary. Principal Horton is curious about the possibility of offering a full-day program while continuing to provide the current partial-day program, thus providing families with options.

### **Enrollment/Marketing Report**

Principal Horton reported on the variety of projects that Jennifer Kokkonis has undertaken. These include developing an informational postcard, updating the preschool brochure, creating a large banner and tablecloth to use at events, and applying to have a table at the Harvest Festival. There is an increased emphasis on marketing the School to preschool families: the School will host trick-or-treating for area preschoolers on 10/28, Jennifer will be visiting preschools and Christian churches, HRS students will read to students at the Admiral Co-Op School, and preschool teacher Tauna Evans has joined the West Seattle Preschool Association. For the first time, there will be a Fall Open House (11/05, 10:00 – 1:00.) Principal Horton will represent Holy Rosary at a school fair at St. James Cathedral.

Five families have already expressed interest in kindergarten for next year. While admissions paperwork has previously been due at the end of January, Principal Horton is proposing a new process: closed admissions for current families and parishioners starting on 10/15, and then a rolling admissions period for new families starting on 11/15. Commission members discussed a number of ideas relating to the earlier enrollment process.

Mary Moan will e-mail out a list of school-rating websites. Commissioners are encouraged to provide a review of Holy Rosary.

### **Parents' Club Report**

The Parents' Club executive board met last week. The topic for the November meeting, which will be held on election night, will be "Kids and Nutrition."

Parents' Club is having trouble getting volunteers to provide childcare at meetings, so they have asked BASE to do it. Attendance at these meetings has been dwindling, so Christy Tobin-Presser asked Commission Members to make an effort to attend.

### **Financial Report**

Tara Martin reported that she, Principal Horton and Parish Administrative Assistant, Gary Samaniego, have gone through the entire budget in more detail and presented the key points with respect to the same.

### **Development Report**

Development Director Beth Martin reported that gross sales from the magazine drive (24 hours prior to the end of the fundraiser) were at \$112,000. The goal is \$125,000. Holy Rosary receives half of the sales. 66 families have not yet participated. The Commission discussed factors that may encourage increased participation.

To date, 150 families have pledged a total of \$92,500 to the Annual Fund. Of this, \$32,000 has already been paid. Beth will be making a couple of attempts to contact families who have not pledged, and Principal Horton will reach out to them if Beth's efforts do not bear fruit.

The net from the golf tournament will be approximately \$2,000, which is down from last year. Mike explained that the School has been paying for a full field, and thereby lost \$3,000 from slots that were not filled. Next year, the event will go by tee-times, which will reduce the price per participant and prevent the School from being liable for empty space.

Holy Rosary will be applying for a \$25,000 Fulcrum Foundation School Partnership Grant to match the Garneau-Nicon grant for the new fire alarm.

The Commission discussed the School's challenges regarding -fundraising and the need to proactively communicate with families regarding the importance of supporting the School beyond just paying tuition.

### **Update on Progress of Committee Goals**

### *Emergency Preparedness Committee*

Jodie Underwood reported that this committee is approximately 1/3 of the way through its rewrite of the emergency manual. The School has ordered eight new radios, four of which were underwritten by a silent donor.

### *Communications Committee*

Sarah Katsandres reported that the committee has assisted Jennifer Kokkonis with the development of the information postcard. Sarah is interested in working with Jennifer to create a promotional video. Mary Moan has been asking people to submit a rating of Holy Rosary on various school-rating websites. Brendan Kolding will be compiling an indexed catalog of the most usable photos that we have, in order that they can be retrieved for future use. Brett Conway will connect with Jennifer to discuss how the committee can assist with the website.

### *Catholic Identity Committee*

Mary Ann Fessler reported that the committee has developed the following mission statement: "We strive to reflect our Catholic identity beyond our School walls. We will seek to achieve this by sharing our time, talents and treasure with both our Parish and in our larger community, allowing others to see Christ in us and fostering a spirit of inclusion in our Catholic faith and values."

The committee has come up with a number of ideas for this year. One such idea is having each class host coffee and donuts after Mass. This project is underway and the teachers have agreed to take this on. Potential ideas for a community based service event include a Lenten food drive, a service project at West Side Baby, a community park clean-up project or a blood drive. An idea for the future is having eighth-graders tutor at the West Seattle Library. Finally, as a way of bringing the Parish and School together, the committee has discussed a pre-graduation pancake breakfast hosted by the 8<sup>th</sup> graders to thank the Parish for its support as they are graduating.

### *Building & Grounds Committee*

Pat Galvin reported that the big items to be addressed by the Parish Facilities and Maintenance Committee this year are the Church bell tower and the School fire alarm. The current fire alarm system is outdated and can no longer be maintained. A subcommittee will advise on which fire alarm vendor to use. The new light post should be installed within the next month. The School is in the process of working with Century Link to install a fiber optics system. This involves soliciting designs from different vendors.

### **Topics for Discussion**

Andrea Geraghty reported that there was a road rage incident on 42<sup>nd</sup> Ave just south of campus in September. She suggests that it may be time to revisit drop-off protocols.

Christy Tobin-Presser asked if anyone would prefer to move the meetings to 6:30. The general consensus was to keep them at 6:00.

Kevin McMahon suggested that the School use an application called "Remind" for communications with parents. Kennedy Catholic High School uses this application. Brendan Kolding will look into this and report back to the Communications Committee.

### **Closing Prayer**

Mary Moan led the Commission in the closing prayer.

The meeting was adjourned.