

School Commission (SC) Meeting
Thursday, September 14, 2017
6:00 PM

Present: Father Oakland, Anna Horton, Mike Curran, Brendan Kolding, Julie Leonardo, Amanda Roberts, Sarah Katsandres, Mary Moan, Ben Gauyan, Charise Addicks. Tara Martin, Pat Galvin, Bill Skibitzke, Kamila Kennedy, Kevin McMahan, Mary Ann Fessler, Dino Annest, Beth Martin, Jennifer Kokkonis

Absent: Karin Hansen, Andrea Geraghty, Jackie Bryan

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of May Minutes

The May minutes were deemed approved.

Pastor's Report

Father reminded SC that this will be his third year at HRS and Principal Horton's second. They've decided now is a good time to look to the future and will focus on crafting a strategic plan for both the parish and school during 2017-2018. The goal is to highlight areas of strength, areas where there is room for improvement, and to determine how our community will build and grow over the next five years. There is a desire to have a wider conversation with faculty, SC, parents, parish, and other stakeholders and to gather feedback about the plan. Last year's school accreditation process gave us a good foundation for this effort.

Staffing Changes were announced:

- Robert King was hired this summer to take over JoAnn Tobin's role now that she has retired. The job will expand beyond adult faith formation. There will be a broader focus on evangelizing and engaging the parish and school community.
- Karen Edgin has replaced Rufina Miller as the new full time parish bookkeeper.
- Gary Sameniego will be moving to Texas in December, so a new parish administrator position will be advertised this month.
- Jennifer Wong has left her position as coordinator of the Children's Ministries. Her position won't be replaced and other staff members will absorb her responsibilities and increase their hours accordingly.

Principal's Report

Principal Horton reported that the school year is off to a good start. The teachers returned at the end of August and participated in a two-day intensive training called "Project Lead the Way" The training provided the faculty with tools to support and strengthen the school's STEM program and curriculum. The school will add at least one "Project Lead the Way" kit into rotation this school year. A wonderful surprise was being gifted all of the materials and kits by the trainer at the end of the session.

Principal Horton reminded everyone that we started the new Wednesday mass schedule and that our new religion curriculum is being launched this year. The curriculum is for preschool-eighth grade and it provides consistent teaching of the archdiocesan standards across all grade levels.

Several facility improvements were made over the summer:

1. The installation of the new fire alarm system was completed. There will be a test during the first few weeks and the only remaining action item is receiving the final inspection report.
2. The new wireless access points were also installed within the school. This new wireless network will allow the faculty to access wireless and conduct MAP testing on demand for grades K-8 this year. There is still a gap in connectivity in the gym and playground area, and further evaluation to improve this is ongoing.

The staff also spent time making several changes to our online forms and procedures this summer. Forms have been updated on the website, there is a new online volunteer portal, and a new EFC format.

Principal Horton echoed Father Oakland's statements around creating a 5 year strategic plan this year. She believes with the school accreditation process behind us, now is an excellent time to talk about how we can improve the facility, build stronger relationships between the parish community and school, and create long term financial stability.

Development Report

Beth Martin provided updates on a variety of development efforts.

1. Magazine Drive - After our first "Turn in Tuesday", we are just shy of \$23k. This is about \$7k more than in previous years at this time. As a reminder, the school receives 51% of all sales and 100% of all cash donations. There is a new credit card portal this year for people to make their monetary donations.
2. Annual Fund - There was a soft launch of the Annual Fund campaign this summer and there will be a new Annual Fund strategy implemented this year. In either mid-October or early November, Beth will initiate a one month communication "blitz", with the goal of increasing not only monetary contributions, but family participation. This approach is a proven strategy at other schools, so we will adopt it this year and see if it improves our outcomes. Beth will need 3-4 people to assist with organizing this effort and would like SC members to reach out to families who have not responded or participated to help us close the gap between tuition and the cost to educate. There was also a discussion of the pros and cons of having an Annual Fund chair in the future (school family) as other schools have done.
3. HRS Sponsorship Plan – The idea of streamlining corporate sponsorships was discussed. Mike Curran reminded members that last year some strides were made in packaging sponsorships for the WestFest and the Golf Tournament together. Beth would like to explore this idea further and offer sponsorship packages that would encompass all school

events across the entire year. This would ensure we are only contacting sponsors once a year, and would hopefully be more enticing as it would increase sponsor visibility and promotions.

4. Annual Report - This is currently being assembled and will be distributed in early October.
5. Final Net Fund Raising Number for 2016-2017
 - Annual Fund \$192K
 - Auction \$241K
 - Tree Lot \$34K
 - Grandparent's Luncheon \$1500
 - Magazine Drive \$66K
 - West Fest \$16K each to parish and school
6. Future Changes - Beth mentioned her desire to phase out or decrease the size of the magazine drive moving forward and adding a new event like Scrips or a move a thon. These events have been very successful at other schools and would allow us to put fresh energy into a new source of revenue. There was also a discussion of moving some of the fall events - Magazine Drive, West Fest, Golf Tournament, and Italian Dinner - to a different time of year to alleviate the "crunch" and try to increase participation. Mike Curran noted there was some discussion of moving the Golf Tournament to the spring.

Enrollment/Marketing Report

Jennifer Kokkonis reported that school enrollment was at 445 students (413 K-8 and 32 preschool) at the end of the 2016-2017 school year. This year we started with 483 students (441 K-8 and 42 preschool), representing an increase of 38 students (28 K-8 and 10 preschool). Jennifer attributes this ~9% increase in enrollment to multiple efforts; HRS families actively talking and recruiting others, our larger social media presence, our community outreach at the preschool level, and more people making appointments to come visit the school.

The Priority Application for preschool and kindergarten is already open and applications have started coming in. The goal is to try and keep our recruitment and enrollment momentum up during the 2017-2018 year. Based on last year's success, we will once again hold multiple recruitment events throughout the year (e.g., trick or treat event for younger children the Friday before Halloween, Harvest Festival, Oct 21 HRS Open House). Jennifer will continue to focus her energy on preschools (our pipeline) and has invited administrators from multiple area preschools to come in and see the school. This allows them to talk knowledgeably to their families about school options as they move through that decision making process.

Jennifer has been connecting with new families this fall to check in. So far, the feedback has been very positive about their experiences with teachers, parents and the community.

Lastly, Principal Horton mentioned that the archdiocese has asked Catholic schools to investigate the feasibility of offering a full-time preschool program. Principal Horton reminded SC that she looked at this option last year as part of her preschool expansion efforts. Because of space limitations, we currently cannot become a full-time, licensed program. In addition, the majority of our families were not looking for a full-time option when she surveyed them last year. We can currently serve more kids right now with half day programs, however, we can look into the feasibility of licensing one of our spaces for a full-time preschool and one space for half day. We would need to examine what options would allow us to best serve our community's needs and the most children.

Financial Report

Tara Martin gave an overview of the school's financial position at the end of last academic year. She reminded SC that we were budgeted to break even during 2016-2017. The actual ending position was at a positive \$404k. This is attributed to the following:

- \$221K operating budget surplus
- \$153K prior year tuition and payroll surplus that was applied to 16-17
- \$25k endowment fund allocation (determined annually by Father Oakland and the endowment board)
- \$5k Kolitsch fund allocation (determined annually)

Some of these funds will be used to address pending school-related expenses (e.g., balance of new fire alarm system and lighting). The rest (\$335k) will be put into a reserve for emergencies. The goal is to build our reserves over time to a target of at least \$1 million, so the school has the necessary financial cushion.

Given the large increase in student enrollment this year, the 17-18 budget will be reviewed and revised to more accurately reflect expected tuition revenue for the year.

Parents' Club Report

Dino Annest reported that Ann Baker is the new Vice President of Parent's Club (PC). He also reminded SC members that the first PC meeting of the year will be Wednesday 9/20, with guest speaker Ben Malcolmsen speaking about grit. This will be the only Wednesday night meeting. Due to feedback from parents, it was decided to hold PC on the same day throughout the school year, so it will be held on Thursday evenings moving forward. The PC board is still looking to secure additional speakers for the year. Some possible ideas include a presentation on substance abuse or youth safety. If anyone has ideas for speakers or topics, please contact the board.

Topics for Discussion

1. Mike Curran reiterated that the SC's primary goal for the year will revolve around supporting Principal Horton and Father Oakland in the development of a 5 year strategic plan. He asked members to think about where we want to bring the school in the future and we will be called upon to help solidify a plan by year-end that's been vetted by the community. There was a discussion of organizing the plan around 3-5 key focus areas.

Father Oakland and Principal Horton will continue to work on a structure and further discussion will occur at the next SC meeting.

2. Subcommittees – Our bylaws require 4 standing ad hoc committees: Catholic Identify, Building & Grounds, Finance, and Communications. Until we have more direction on how we'll organize the strategic planning process, we will delay making any decisions about ad hoc committee assignments and any new subcommittees. It may be that some committees will not meet in 17-18 and/or they will be minimally staffed. Finance Committee, however, will continue to meet.

Closing Prayer

Mike Curran led the Commission in the closing prayer.

The meeting was adjourned.