

**School Commission (SC) Meeting**  
**Thursday, February 1, 2018**  
**6:00 PM**

*Present:* Dino Annest, Jackie Bryan, Mike Curran, Mary Ann Fessler, Ben Gauyan, Karin Hansen, Anna Horton, Sarah Katsandres, Kamila Kennedy, Brendan Kolding, Julie Leonardo, Beth Martin, Tara Martin, Kevin McMahan, Mary Moan, Father Oakland, Amanda Roberts, Bill Skibitzke

*Absent:* Charise Addicks, Pat Galvin, Jennifer Kokkonis, Molly Ward

**Opening Prayer**

Father Oakland led the School Commission in the opening prayer.

**Approval of December & January Minutes**

The December and January minutes were deemed approved.

**Pastor's Report**

Father Oakland reminded us that it's Catholic Schools Week and a lot has been happening at the school. At mass this weekend a \$25,000 check was presented to the school from the Father James Mallahan Endowment Fund. These funds support the school's operating budget and are important to our community and financial stability. The Capital/corpus is at \$1M and this year the endowment fund made \$200k in interest. There is a total of \$400K in interest currently within the endowment and we can request up to \$40,000 more if needed.

Father Oakland reported that the endowment board wishes to have a few items in the 2018 Holy Rosary School auction, with proceeds going directly to the endowment. The goal is to make the endowment more visible to the community and increase the earning potential of the fund. There was a SC discussion about the appropriateness of raising money for the endowment at the auction. However, it will move forward since the money ultimately comes back to the school and the endowment board has also contributed additional items to the auction that will directly benefit the school for the upcoming year.

Father Oakland met with the Finance Council and Facilities Group to talk about the upcoming capital campaign. As a result, a formalized request was sent to the Archbishop requesting a lower goal for our parish. Father anticipates hearing back in a few weeks about this request. He will meet with this group again at the end of February to finalize our local projects, identify costs, and solidify the priorities that will be most successful in raising funds within our community. The goal is to maximize the success of our campaign so these projects will be chosen carefully. The ground work for the campaign will start in May and the public phase will begin in July. Capital Campaign requests went out to all the priests in the Archdiocese in January, with a request for 100% participation.

Father Oakland reported that a new Superintendent of Catholic Schools for the Archdiocese of Seattle was successfully hired. Archbishop Sartain selected Kristin Kreilkamp Dixon for this position following a

national search. Kristin served as a middle school teacher at St. Monica School for ten years and then worked at All Saints School as Vice Principal and Development Director for nine years. She was principal at Our Lady of Guadalupe School from 1999 until 2013, then worked as an Assistant Superintendent in the Office for Catholic Schools until accepting the Interim Superintendent position in April, 2017.

Father Oakland reminded us that Lent is only a week a half away. He asked SC to start thinking and talking about it as individuals and families. He encouraged us to prepare and identify how we want to draw closer to Christ.

### **Principal's Report**

Principal Horton reported that Catholic Schools Week has been busy and fun, with the highlight being the Grandparent and Special Friends luncheon. There was a large committee involved in planning and orchestrating the event this year and we had the largest turn out to date. The event started in the church and then the children ate with their grandparents. Because of the large number of attendees, the luncheon happened in 4 locations: library, parish center, school hall, and gym. The event and feedback were overwhelmingly positive and it was a feel good day. The school also received several donations.

Principal Horton said the budget process for next academic year will begin now that enrollment numbers are being finalized. She reported there will be a 9-11% increase in benefit costs next year for staff that we'll need to incorporate into the 18-19 budget.

She will meet with the electricians this week to discuss lighting for the front of the school and will give an update at the next SC meeting.

Principal Horton is headed to St. Mary School in Aberdeen next week to do an accreditation site visit.

### **Development Report**

Beth Martin provided an update on school development efforts.

1. Tree Lot – Our gross from the tree lot sales was \$96K this year. All of the tree lot expenses were paid and our net return was \$37k. Donations to our 3 charities will be allocated this month. There is a discussion about whether we will stay with the 10% donation promised to the charities, or if we will give more. A \$25k minimum, however, will be allocated to the school per the budget.
2. Annual Fund – \$106k has been collected thus far for the 17-18 Annual Fund. This represents 61% participation and puts us well below our goal of \$200K. Now that Catholic Schools Week is over, she will be reaching out to people who haven't participated. Beth also noted that during re-enrollment, \$62k was pledged for next year's Annual Fund (18-19). This was a new component to the re-registration process this year.

3. Grandparent and Special Friends luncheon – On Wednesday 1/31 we had 325 grandparents and special friends attend and 265 children participate. We had a large planning committee this year. Our 8<sup>th</sup> graders helped out and Scott coordinated all of the set up. The day started in the church with K-4 singing, the 5<sup>th</sup> graders reading poems, and the 8<sup>th</sup> graders talking about their favorite memories at HRS. There was soft ask for donations and \$6k was raised (vs. \$1200 in 2017).. All proceeds will go to new books for the library and classrooms.
4. Auction – Auction procurement ended on 1/31 and a total of 262 items and \$67,000 were donated. 33 families have not yet given and will be charged through FACTS if donations are not received. The event will be held on April 21<sup>st</sup> at South Seattle Community College and the theme is 1980s Prom. Registration for the auction will start in mid to late February and prices will be comparable to last year.

### **Enrollment/Marketing Report**

Principal Horton reported that the re-enrollment deadline for current families was 1/31. 98% of current students are reenrolled. She reported a 99% retention rate in grades K-8. We have 45 completed K registrations and more acceptances will go out. We expect to have a full Kindergarten next year. Our preliminary budget estimated an enrollment of 487 students and we are now projecting 499 or 500. This is very positive news in terms of creating a more stable future. Additional aides will be hired for the lower grades to support the increased number of students. The intent to return letters have also gone out to all of the staff.

### **Financial Report**

Tara Martin reported on the 17-18 budget actuals through December 2017:

- 487 students are currently enrolled
- The Annual Fund budget was reduced slightly to \$150k given our results to date
- Wireless upgrades to the school were \$52.5K in total. All but \$2K was covered by grants and tech fund reserves (minimal net impact)
- Campus lighting project is \$32k and will be covered by the project funds allocated in the budget.

Over the next two months, as student enrollment is finalized, Tara and Principal Horton will forecast tuition income for next year and start the budget process for 18-19 AY. The goal is to finalize and approve the 18-19 budget in May.

### **Parents' Club Report**

Dino Annest reported that the next Parent's Club meeting will be held on March 15<sup>th</sup>. The guest speaker will be Chris Harnish from Mercer Island Youth and Family Services. Chris works with middle school and high school children with substance abuse and behavioral issues. He is currently working on the content for his presentation and Dino will update us at the next meeting on the final topic.

## **Strategic Plan**

Principal Horton and Father Oakland reviewed the brainstorming output from the January SC meeting. The group examined the 3 pillars from the Archdiocese's OCS strategic plan, and discussed how to apply them to our community. The SC identified a number of high level goals within each of these pillars that Principal Horton summarized into a working document (see below).

In looking at next steps for the school's strategic plan development, Principal Horton would like to create smaller, measurable goals across each pillar with specific accountabilities and timelines. The intention is to create a plan that we can work from over the next 3-5 years and she would like to have it done in time for implementation during the 18-19 AY. Principal Horton shared the preliminary working document with the staff and they felt comfortable with the direction thus far. The staff also had some specific ideas on how to address some of the larger goals.

To move forward, Principal Horton asked each SC member to select a pillar to work on. Moving forward the SC members will break into committees organized around these pillars and start working with our community to collect data and write a plan for each area. SC discussed how best to gather input from parents and the community, with one idea being to start at the March Parent's Club Meeting. Logistics will be discussed further at the next meeting.

### **HRS Strategic Plan / Working Document**

#### **Pillar 1: Strengthening Catholic Identity**

Goals:

- 1) Strengthen efforts with non-Catholic individuals and families in the school and community
- 2) Strengthen the relationship between the parish and school community
- 3) Increase outreach and collaboration with other parishes and schools and within the larger West Seattle Community

#### **Pillar 2: An Accessible and Welcoming Community**

Goals:

- 1) Maintain an affordable tuition and develop a plan to provide aid for those who need it
- 2) Focus on increased ethnic and socioeconomic diversity
- 3) Become more accessible to diversified learners
- 4) Main and increase our community outreach

#### **Pillar 3: Wise Planning Through Stewardship, Planning, Governance, Funding, and Marketing**

Goals:

- 1) Increased partnership with other schools, including shared resources
- 2) Develop a long term fundraising plan to include grant writing
- 3) Continue and increased marketing and enrollment efforts
- 4) Increase alumni outreach and ongoing efforts to maintain a relationship
- 5) Plan for long term financial stability, including increasing salaries and growing savings to address facility needs
- 6) Continue to refine the school's long term technology plan

## Open Discussion

1. Scrips Update –Mike Curran reported that HRS has been approved as a Scrips program and SC members can now register. He would like SC members to try it first, see how the software program works, review the vendors, etc. Met Market and Thriftway have agreed to participate, but Trader Joes, QFC, and Safeway don't participate in this national program. The committee still needs to look at local restaurants to see if any of them will participate with gift cards. There is no limit to who we can add to our Scrips account, so we can easily add more retailers as we move forward.

The Scrips committee will meet next week to talk about denominations to purchase in advance from local grocery stores (physical cards). The school can also do e-certificates and reloadable cards. Retailers all work differently, so the committee wants to do a review and ease into things. The program will be set up so that families will have the fees auto deducted from their bank accounts. This will ensure HRS is not involved in the payment piece.

The committee will work on messaging and the roll out to the school, including when and where to launch. The tentative timeline is for the committee to try some orders during February and March, communicate with families in the spring, and then have a big kick off at the beginning of the school year.

2. School Store – This program was also mentioned to the SC. It contains 400 merchants and is similar to Amazon in that schools get 4% back. This is also a possibility to look into for the future.
3. SC Resignation & Recruitment – Mike Curran reported that Andrea Geraghty has stepped down from SC. Based on scheduled rotations off the SC, we will have 17 members next year. The current bylaws state we must have at least 12 members, plus a President and Vice President (for a total of 14). Next month's SC meeting will also be an open meeting and we are encouraged to talk with parents about applying to SC for next year.
4. SC Term Length – Mike Curran introduced the topic of SC term length. In the context of preparing to take on new SC members, he asked the SC to consider whether a four year term was too long. He feels that asking people to commit to 4 years can be challenging and prevents parents of children in grades 5 from applying. He believes a shorter term might prevent people from resigning early or burning out and advocated for a 3 year term instead. There was a discussion by SC of the pros and cons of reducing the term length. Mike requested a vote on changing the SC term length at next month's meeting.
5. Holiday Craft Bazaar – Mike Curran shared an idea about holding a holiday bazaar in December for community building, as is done at other schools. The basic idea is that people are charged to host a table and sell their crafts. Principal Horton reminded everyone that our 403b status prevents the sale of goods by for-profit businesses on school grounds. As such, we'd need to approach an idea like this carefully to ensure we do not jeopardize our status. Other SC

members raised concerns about adding another event during a busy holiday time, especially with the tree lot fundraiser happening. This topic was tabled for further discussion.

6. School Supplies – Mike Curran reintroduced the topic of ordering bulk school supplies at the school as a service to families and possibly as a way to earn some money for the school. Other schools buy classroom supplies and bulk and the parents purchase them from the school. He has some volunteers looking into this possibility and options for implementing the process at HRS.

### **Closing Prayer**

Ben Gauyan led the School Commission in the closing prayer.

The meeting was adjourned.