

School Commission (SC) Meeting
Thursday, January 4, 2018
6:00 PM

Present: Charise Addicks, Dino Annest, Jackie Bryan, Mike Curran, Mary Ann Fessler, Pat Galvin, Ben Gauyan, Karin Hansen, Anna Horton, Sarah Katsandres, Jennifer Kokkonis, Brendan Kolding, Julie Leonardo, Beth Martin, Tara Martin, Kevin McMahan, Mary Moan, Father Oakland, Bill Skibitzke, Molly Ward

Absent: Kamila Kennedy, Amanda Roberts, Andrea Geraghty

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of December Minutes

Approval of the December minutes was tabled until a final review is completed by Principal Horton.

Pastor's Report

Father Oakland reminded SC that it is still the Christmas season. Although Christmas day has passed, he encouraged us to keep looking for Christ in our lives.

Father Oakland provided information on two long-term projects he's currently involved in with the Archdiocese (AD):

1. **Capital Campaign** - Currently there is a great deal of behind the scenes work happening in preparation for the 2018 Capital Campaign. As a reminder, the AD capital campaign begins in January and its focus is on priest pension, retirement and medical funding, including funding for the religious people who work in the AD. The parish will be given a goal to meet over a period of three years to address these priorities. Holy Rosary will kick off its parish campaign jointly with the AD, so everyone is gearing up. There is background research occurring and the campaign will launch in May. The Parish Finance Council and the Facilities Maintenance Committee are meeting with Father to discuss priorities and put forth a proposal. The final recommendations for our campaign will go to the Priest Leadership committee for approval.
2. **Deanery Pairings & Collaboration** – Father Oakland reminded SC that there are 16 parishes in our Deanery. As we learned in 2017, future planning for the Deanery will involve the pairing of some parishes under one priest. A proposal was made to the Archbishop for Holy Rosary to pair with St. John Vianney on Vashon Island, and the details are being discussed. Parishes and schools are also being asked to work more closely together within their local communities. Holy Rosary, Holy Family, Our Lady of Guadalupe, and St. John Vianney will be coming together in 2018 to meet and talk about joint goals, as representatives of the Catholic community in West Seattle. Three of the parishes have schools and the hope is we can come together to identify and accomplish larger goals for our community.

Father Oakland also provided some staffing updates:

1. Superintendent of Catholic Schools - Father is participating in interviews during January in the search for a new superintendent of Catholic Schools. The exiting superintendent moved out of state due to health reasons and there has been a great deal of changeover in the last few years. The search committee is seeking to fill this three year position with a stable presence. A final recommendation will go to the Archbishop based on candidate interviews and an announcement will occur within the next month.
2. New Parish Administrator - Ted Krems started as the new Parish administrator on January 2nd. He came to us most recently from Holy Rosary in Edmonds. He is originally from Nevada, where he's spent ~20 years working in similar positions within parishes that also have parish schools. Ted will join the SC for future financial discussions around budget and tuition, annual report, etc.

Principal's Report

Principal Horton reported she has been busy finalizing the tuition plans for next year. Letters about the 2018-2019 tuition rates will go home to families on Friday, January 5th. As a reminder from last meeting, tuition rates will increase 6% across the board. Principal Horton will be giving a presentation about the tuition changes in the Library next Thursday at 6:00 p.m., prior to Parent's Club meeting, for anyone who is interested in learning more.

Principal Horton reminded SC that registration for the 2018-2019 academic year opens January 15th for current families. The goal is to have registration for new and current families completed by January 31st, which will provide us with a solid revenue number for next year. On the online registration form we will also give families the opportunity to make a pledge for next year's annual fund if they wish to do so at the time of registration. Will also give families the option of paying their Annual Fund contributions via FACTS during 2018-2019.

Principal Horton mentioned that we will be closely examining where we end up with the Annual Fund for 2017-2018. At this point, it seems likely we will fall short of our \$200,000 goal and may therefore need to fill in the gap through other means.

The second MAPS testing window opens on January 16th. Teachers have been working hard on individual student goals. After this second round of testing, Principal Horton will be analyzing the school level data to see if there are any high level trends we can look at and/or use to compare ourselves to other schools in the AD.

Principal Horton noted that it's almost Catholic Schools Week. This important event will kick off following the Sunday, 10:30 Mass on January 28th. We will hold our annual Open House after mass and there are plans to do some planting in front of the school prior to that date.

Development Report

Beth Martin provided an update on school development efforts.

1. Tree Lot – The Tree Lot grossed \$96K before expenses, as compared to \$92K in 2016. Charitable donations will be distributed to the West Seattle Foodbank, West Seattle Helpline and the Salvation Army. She anticipates our net to be \$25-30k once expenses are paid and donations are made. This net is slightly lower than last year (\$35k) as our expenses to run the tree lot have increased.
2. Annual Fund – The school received a few more pledges and payments since last month. We currently have \$73K paid and \$108k pledged, with a goal of \$200k. \$11k of the pledges were matched. While other schools saw a 20% increase in Annual Fund donations with the strategy we employed this year, we did not. In fact, our donations decreased 20%. Principal Horton will be contacting families that previously gave to the Annual Fund and did not this year to better understand why. If any SC members are interested in emailing or following up with families about donations, please contact Beth. We will be revisiting the overall Annual Fund strategy for 2018-2019. As Principal Horton mentioned, re-enrollment for current families occurs in January and we will ask people to consider making their 18-19 donation at that time. We will also explicitly share that if each school family donates \$660 or \$55/month, we can meet our goal.
3. Grandparent's luncheon – This is occurring at end of this month (1/31) to coincide with Catholic Schools Week. There will be a few changes happening this year. First, the children will be eating with their grandparents. Since there will be no book fair this year, the children will have more time to spend with their grandparents. Second, we will start the event in the church with a concert and then move over to the Lanigan Gym.
4. Auction – Auction procurement starts this month. \$175 is the minimum donation or procurement value and is due by 1/31. The event will be held on April 21st 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. We had ~276 attendees in 2017 and will be able to accommodate a group this size or larger at the new venue. Beth reported that we are going to move more items into the online auction and reduce the number of live auction items, which was quite large in past years. The classroom projects will also be reduced in half this year, with only one project per grade and they will not be part of the live auction.

Enrollment/Marketing Report

Jennifer Kokkonis reported that we will be participating next Monday, January 8th in the West Seattle Preschool Fair. She also reported that enrollment for 2018-2019 continues to go very well. Currently there is only one spot left in the preschool and three spots left in Kindergarten class. We will likely be full or have a wait list by the time of Open House at the end of the month. The deadline for registering new families is January 31st. If they do not commit and pay their registration fee, we will open their spot to someone on the waitlist.

Re-enrollment and registration for current school families runs from 1/15 – 1/31. The registration and activity fee is the same as last year; \$300 for K-8 and \$200 for preschool. This fee funds chrome books, field trips, class parties, etc.

Financial Report

There was no financial report tonight. Because of the Christmas holiday our December actuals have not yet been processed. We will plan to review December actuals (and possibly January actuals) at the February SC meeting.

Strategic Plan

Principal Horton reminded the SC about our past discussion and the decision to use the three pillars identified in the Archdiocese's OCS strategic plan as the basis for our new strategic plan. These pillars are:

1. Strengthening Catholic Identity
2. An Accessible and Welcoming Community
3. Stewardship Through Planning, Governance, Funding and Marketing

SC spent meeting time working in groups to identify potential goal areas and themes for the school within each of these three pillars. Principal Horton and Father Oakland will take a look at all of the ideas and information subsequent to the meeting. The next steps will be to propose specific action steps to be taken over the next 3-5 years and identify how to collect input and feedback from the larger community about the proposal.

Parents' Club Report

Dino Annett reported that Sura Hart will speak on the "Power of Empathy" at the next Parent's Club meeting, on Thursday 1/11 at 7:00 p.m.

Other Items

Mike Curran informed SC that its February and March meetings will be open to the public. He reminded the group that we will have 4 people ending their terms in 2018 and we will need to fill the vacancies with new members (SC must have a minimum of 12 members per the by-laws). SC members are asked to talk with people in our community about the upcoming vacancies, invite them to the open meetings, and help recruit interested parties. The expectations for new members are: 1) that they want to participate and help move our new strategic plan forward, 2) they can commit to attending meetings on the 1st Thursday of the month, and 3) they can commit to serve the full, 4-year term.

Charise Addicks mentioned that she is heading up family procurement for the auction this month. She encouraged people to give more than the minimum of \$175 if they can.

Mike Curran gave an update on the Scrips project. Preparations are moving forward and there are now four people on the committee. It is taking more time to launch than originally planned, but things are on track to be ready by February or March. The committee is meeting with Principal Horton about the optimal timing of the launch and he should have more information to share at our next meeting. SC

members discussed the possibility of doing a soft launch in the spring to work out the bugs and then doing a full launch in the fall when school starts up again.

Principal Horton mentioned that there is new tax legislation allowing families to use 529 plans (up to \$10K a year) to fund private, secondary education. She will be looking into the details and share information with our community as she learns more.

Closing Prayer

Brendan Kolding led the School Commission in the closing prayer.

The meeting was adjourned.