

School Commission (SC) Meeting
Thursday, April 12, 2018
6:00 PM

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

Absent: Amanda Roberts

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of Minutes

The March minutes were deemed approved.

Pastor's Report

Father Oakland reported that the Holy Week and Easter celebrations were wonderful, with a very large group receiving the sacraments this year. Now that Easter break is over there are a number of events for which we are preparing, including a new event that will happen at the end of May; the Feast of the Corpus Christi. Father Oakland shared that this feast originally started in the 14th century to celebrate the body of Christ, with a procession and public honoring of Christ's presence in our midst. On Thursday, May 31st after 8:30 mass we will hold our own celebration in keeping with theme of "Come to the Table." There will be procession around the block with parishioners and the school children, followed by a blessing on the lawn in front of the church.

Principal's Report

Principal Horton reported that things have been very busy following spring break. She is currently working on the 2018-2019 budget, teacher evaluations, hiring plans for next year, year-end events (e.g., Field Day, Graduation, etc.), and calendaring for the 2018-2019 school year. Principal Horton reported that she included a longer message in this week's EFC about spring happenings, which include staffing changes, safety issues we discussed at last month's SC meeting, and an invitation to the May 2nd Parent's Club meeting to discuss and take part in our strategic planning process.

Principal Horton reported that she is actively working to fill the following open positions for the next academic year;

- Custodian
- BASE staff member
- 6th grade teacher to replace Ms. Kooima
- Office Assistant to replace Kimberly Tish. Jennifer Hazzard is leaving her position as Office Manager and Kimberly Tish will step into that role.

- Librarian to replace Sue Harris
- Two Instructional Aides for the preschool and lower elementary school
- Part-time Counselor we anticipate sharing with Holy Family

Financial Report

Tara Martin reported on the 2018-2019 preliminary budget. We have a confirmed student enrollment of 498 for next year. As a reminder, our total capacity is 538 students and the goal we're working towards is to establish 3 months of operating expenses in our savings/reserves.

As compared to academic year 2017-2018, next year's net revenue will be relatively flat and expenses will increase slightly, but we are still estimating a net surplus of \$123k. Tara explained that while there will be a 6% increase in tuition (an additional \$198K in revenue), our overall revenue and profits will not increase because of several factors:

- Additional funds were needed for family tuition waivers
- Teacher salaries and benefits will increase next year
- There will be a reduced parish subsidy this year, but the amount is still TBD
- We had to implement a conservative fundraising budget in anticipation of the Archdiocesan Capital Campaign being held over the next 3 years

Development Report

Beth Martin provided an update on school development efforts.

1. Annual Fund – We currently have \$127k pledged and \$96k collected for the 17-18 academic year. This represents 63% participation by school families. Beth reported that \$62k is already pledged for the next academic year.
2. Auction – It's only a week away and there are still tickets available. We currently have 230 attendees, which is 34 people less than last year. The room capacity is 260-280. Beth reported that we made \$35k in the online auction and \$89k has been raised to date for the live auction in ticket sales, sponsorships, etc. There will be 49 live items this year and about 100 silent auction items. We still haven't filled the 3 open auction chair positions and there are still volunteer hour positions to be filled for the event.

Enrollment/Marketing Report

Jennifer Kokkonis reported that our student enrollment number is 498 and she is anticipating 500 by the time school starts in the fall. Jennifer asked the SC to consider two changes:

1. Currently we have a volunteer hour rule that families must report hours by May 31st each year. We had to do this in the past because of our manual hours tracking process and we needed time to tabulate hours before the end of the school year. With our new online tracking system we can easily tally hours, so she asked SC to consider changing this due date to the last day of school. This will allow families to include any hours they spend at end of the year parties, field trips, etc.

2. Currently we have a policy to withhold report cards from families if parents have not fulfilled their volunteer hours. Now that we are automatically billing families for incomplete hours via FACTS, there is no reason to withhold report cards. She asked for approval to discontinue this policy.

SC unanimously voted to approve these two changes.

Parents' Club Report

Dino Annest reported that the next Parent's Club meeting was moved to May 2nd so we can get feedback from families on the Strategic Plan before our next SC meeting.

Strategic Planning Update

Principal Horton appointed leads for each Pillar Committee (see below). Each committee was tasked with creating 3-5 questions they wish to ask families at the Parent's Club meeting. These questions are meant to elicit feedback and help us craft our specific goals. In addition to soliciting feedback at the May 2nd Parent's Club meeting, we will also disseminate a survey with these questions to collect information from people who could not participate and to follow up on any other ideas that come out of the May 2nd discussion. The pillar committee leads:

1. Sarah Katsandres - Wise Stewardship Through Planning, Governance, Funding, & Marketing
2. Dino Annest - An Accessible and Welcoming Community
3. Brendan Kolding - Strengthening Catholic Identity

School Commission Bylaws

Brendan Kolding provided an update on the revisions to the School Commission Bylaws. In October 2017, the SC drafted four Mission Statement options. SC reviewed the options and approved the following Mission Statement which will be included in the Bylaws update for 2018-2019:

The Holy Rosary School Commission is an advisory body that assists the pastor and principal in policy development and long-range planning for the School, as a ministry of Holy Rosary Parish.

SCRIP Program

Mike Curran gave an update on the SCRIP Program. We sold ~\$1,000 in cards at the last Parent's Club meeting. The 4 person committee is finalizing some operational matters and hopes to have resolution in the next few weeks:

- Promoting SCRIPS to HRS families - The committee and SC discussed hosting a table after 10:30 mass each week in the vestibule and also at Coffee and Donuts. There are also plans to add information to the school website with instructions.
- Distributing cards to HRS families - The committee needs to identify various days/times during the week that families can purchase and/or pick up cards they ordered online. SC

discussed having them pick up in the school office or school hall during BASE. We will also plan to distribute them regularly at Parent's Club meetings and other school events.

School Commission Elections

Mike Curran reminded us that Brendan Kolding will be SC President during 2018-2019. He asked for volunteers/nominations for our two open positions; Vice President and Secretary. For next year the SC Board positions have been filled as follows:

President – Brendan Kolding

Vice President – Julie Leonardo

Secretary - Mary Ann Fessler

Closing Prayer

Kamila Kennedy led the School Commission in the closing prayer.

The meeting was adjourned.