

**School Commission (SC) Meeting**  
**September 13, 2018**  
**6:00 PM**

*Present:* Anna Horton, Father Oakland, Alison Morton, Amanda Roberts, Ann Baker, Barb Spiering, Ben Gauyan, Beth Martin, Brendan Kolding, Charise Addicks, Dino Annest, Elena Gruner, Jackie Bryan, Jennifer Kokkonis, Julie Leonardo, Karin Hansen, Libby Pickthorn, Martina Phelps, Mary Ann Fessler, Molly Ward, and Sarah Katsandres

*Absent:* Tara Martin, Kamila Kennedy

**Opening Prayer**

Father Oakland led the School Commission in the opening prayer.

**Approval of Minutes**

The May minutes will be reviewed at the October meeting.

**Pastor's Report**

Father Oakland discussed the launch of the new school year and reiterated that this year's theme is 'Blessed are the peacemakers, they are the children of God'.

He also discussed the launch of the new capital campaign; 'Called to Serve as Christ'. The Commission watched a short video that was created by the Archdiocese for the campaign. The campaign will address the priests' pension fund, the sisters' retirement needs and the needs of the local parishes.

Particulars of the campaign that were highlighted include:

- 1) The total Archdiocesan campaign is \$100M which kicked off this past spring with wave 1. Wave 2 began this summer which Holy Rosary is part of. The campaign will be rolled out to the Archdiocese in 4 waves over the next 2 years.
- 2) The current priests' pension plan is a 'pay as you go' model. The costs are going up which means the burden on parishes will go up. Holy Rosary and its parishioners currently pays \$39k a year which will go up if nothing is done. With this current capital campaign, the 'pay as you go' model will go away. Priests will be able leverage the pension fund, social security and any personal retirement savings.
- 3) The sisters are also included in the campaign as they too have served the community and will cover their pension and medical benefits.
- 4) The parish will receive a rebate. The Archdiocese presented Holy Rosary with a goal to raise \$1.411 million. We will receive a rebate of 15% until we reach this goal. For everything we raise over our Archdiocesan goal, we get to keep 85%. The parish has set a goal of \$2 million, and if that goal is met the total rebate will be \$712k. The rebate will go towards the below projects:
  - a. Refurbishing the church stained glass windows - \$48k
  - b. Replacing the Big Toy at the school - \$200k

- c. Tuck pointing for the church and school buildings- \$465k
  - d. If we go over goal, we will refurbish the church doors and update the school bathrooms
- 5) This is an extraordinary gift – above the regular donations to the school and church

Father addressed common questions including ‘*will this money be used for anything other than the pension fund?*’ No, it will not be. This will be restricted money held in a separate non-profit corporation. The money cannot be used for anything other than the pension funds. This money cannot be used by priests that have been found to have credible evidence of abusing a minor - there is a special fund created by the Church for these priests (as well as in providing for the victims and any lawsuits).

Father discussed next steps of the campaign. Cabinet members are currently calling families, mailings will be sent out, we will begin talking about the campaign at church, the school EFC will begin communicating the campaign, and there will be both 1:1 visits and group get-togethers. Final commitments should be pledged by mid-November when the campaign wraps up.

Principal Horton noted there is a moratorium on other campaigns until the Archdiocese has completed its 3-year Capital Campaign, hence why we have added our additional parish/school needs to this campaign and increased the goal.

### **Introduction to 2018-2019**

As this was the first SC meeting of the school year, the committee went around the room introducing themselves including their position and the length of time on the committee.

Brendan Kolding, the President of SC, reminded the SC that last school year we worked on developing a strategic plan for the school, refreshed the SC bylaws, updated the SC mission statement, and determined what committees we would have going forward. The SC’s goal by end of the year is to complete the strategic plan, determine how the SC committees can work to support the goals of the strategic plan, and further refine the bylaws to incorporate new mission statements for the committees.

Julie Leonardo, the Vice-President of SC, provided an overview of each of the 6 committees and how they align with the pillars of the strategic plan. The pillars are 1) Strengthening Catholic Identity; 2) Excellent Curricula, Teachers, and School Leaders; 3) An Accessible and Welcoming Community; 4) Wise Stewardship Through Planning, Governance, Funding and Marketing. (The committees will work to develop goals pillars 1, 3 and 4, as the school is covering pillar 2 through the accreditation process.) The 6 committees are, Planning & Finance; Fundraising; Alumni Relations; Marketing, Communications & Governance; Catholic Identity; and Building & Grounds. Julie further noted the new format of the monthly meetings going forward in order to keep momentum of the SC. The meeting format will focus on the first hour on updates and the second hour will focus on committee breakouts.

Julie noted that the Fundraising Committee is new this year and will need a SCRIP chair to help run and maintain this program. The goal is to get this program ramped up just before the holidays. The new Alumni Relations committee will work to build our base and strength within our community. The Marketing committee has been expanded to cover outreach and governance. The Catholic Identity Committee is on hold until January while the SC get the other committees up and running. The Building & Grounds Committee will be a liaison between the school and parish Facilities & Maintenance Committee (meets the 4<sup>th</sup> Tuesday of every month).

### **Principal's Report**

Principal Horton informed the SC that it has been busy at the school the last few weeks. She was happy to report that both kids and staff are happy to be back.

This year there is a big push on positive behavior using the Positive Behavioral Interview and Supports framework (PBIS). The staff noted that last year there were consistent problems that kept coming up and that there was a systemic problem that needed to be addressed. The school worked with a consultant over the summer on PBIS and trained the teachers. The school will focus on 3 common areas – the hallway, bathroom and playground – to create safe, respectful, responsible behavior and ‘respectful, responsible gators’. The school has rolled out common practices including voice levels. There is now more supervision on playground with multiple staff members. Children receive immediate feedback and positive reinforcement. The launch of PBIS was included in Principal Horton’s note in the first EFC, her note sent home over the summer and at Back to School night.

Principal Horton discussed the school projects that were completed over the summer. Every light in the school has been retrofitted/replaced with LED lights as well as new lighting in front of school. Additional projects included installation of the new SMART boards, an HVAC system in gym, new basketball hoops on playground, a new wireless alarm system, new flooring in KA, KB, 2B and the school hall, and hiring of a night crew hired to clean the school. The next project that is being planned is for the playground. Two drawings were completed last spring and the project will cost about \$250k (about \$200k will come from the capital campaign and the rest from ‘fund an item’ at the auction).

Principal Horton was successful in hiring a new 6<sup>th</sup> grade teaching team, but is still looking to hire a counselor (to be shared with Holy Family) and additional BASE staff.

### **Development Report**

Beth Martin provided an update on school development efforts.

The Magazine Drive - has kicked off and is on par with 2016 and just behind 2017. 51% of what is raised comes back to the school. We are the top selling school in the nation.

The Annual fund – During re-enrollment, families were asked to sign up for the Annual Fund. 54 families took advantage of it. 90 families out of 315 have already committed this year. Beth will

mention the Annual Fund passively in December and again in April. Beth will not discuss it in January with re-enrollment or March with the auction on March 16<sup>th</sup>.

Beth is working on the annual report with a goal to distribute it in early October.

The SC discussed SCRIP and how to get the program running. Principal Horton noted that if every family spent \$1,000 on SCRIPs that the school would make \$15,000. There are a few Catholic schools that make between \$60-\$80k from the program. A lot of groundwork was established last year, but we need to work on implement.

### **Enrollment/Marketing Report**

Jennifer Kokkonis reported that this is the second year that the school has new incoming students for all grades. There are 26 new children across all grades. School enrollment is at 504. 538 is maximum capacity.

Marketing efforts are working. Social media engagement is up 180%. In terms of enrollment, Jennifer wants to kick things off early. There will be a preschool trick or treat, participation in the Harvest Festival, and an upcoming open house.

Kindergarten is already half filled for next year due to our preschool pipeline, and Jennifer estimates it will be filled by December. There is still room in second grade with 19 students in each class and still a few spots in 4<sup>th</sup> grade.

### **Financial Report**

Principal Horton delivered the financial report with final actuals for the 2017/2018 school year and provided a 2018/2019 school year budget.

- For 2017/2018 Final Actuals, there was a surplus of \$500k. \$150k was spent on projects (noted above in Principal Horton's update) and the rest put in our reserves. There are a few projects that still need to be completed; lighting for the front of the school and new carpeting in classrooms and the library.
- The general reserve account is at \$634k (does not include scholarship fund and other reserves). The goal is to get this account to \$1M to cover 3 months' worth of expenses.

The 2018/2019 budget is currently estimating a \$216k surplus

### **Parents' Club Report**

Ann Baker delivered the Parents' Club report. The first meeting will be October 17<sup>th</sup>. The topic will be on teaching chastity in the home with Deacon Eric Paige as the speaker. The goal is to help parents translate what is taught at school and be able to discuss at home.

Ann is looking to meet with OLG & Holy Family and understand what is working for their Parents' Club and what topics people like. Ann and the Parents' Club treasurer will meet with Anna on how to fundraise and keep events on budget. The Parents' Club is still looking for a secretary.

Ann wants to increase attendance in general at the meetings and is looking at ways to get the word out. She would like to hear what topics interest parents as well. The SC noted that the technology and safety topic a few years ago was a top attended one and would be good to repeat again, possibly combine with other schools as well.

### **Open Discussion**

There was a brief discussion on the strategic plan. One SC member asked if there were SMART (shared, measurable, actionable, realistic, timely) goals created. Principal Horton noted that last year the SC focused on creating the pillars of the plan and this year the SC committees will come up with the goals.

### **Closing Prayer**

Elena Gruner led the School Commission in the closing prayer.

The meeting was adjourned.