

School Commission (SC) Meeting
Thursday, May 3, 2018
6:00 PM

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

Absent: Charise Addicks, Jennifer Kokkonis, Kevin McMahan

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of Minutes

The April minutes were deemed approved.

Pastor's Report

Father Oakland reported that First Communion season has been very busy. The 2nd grade students have been receiving this sacrament individually at masses. This Saturday will be the yearly, First Communion mass for all of the children who received the sacrament, with a reception following afterwards. Father reminded us that Mother's Day is quickly approaching and in addition to celebrating our own mothers, we will celebrate Mary. We will have the traditional crowing of Mary at mass and the school children will bring in flowers. Father asked the SC to think about what they can do in their households to honor Mary during the month of May, which is dedicated to her.

Principal's Report

Principal Horton reported this is a very busy time of year as we approach the end of school. There are a number of field trips, 8th grade celebrations, retreats, yearbooks, Field Day, and Kindergarten graduation coming up.

Principal Horton has been interviewing teachers for our 6th grade position and is optimistic about finding a replacement. She reminded us that we also have the Teacher-Librarian and two aide positions posted and she hopes to have those positions filled before the end of the school year. The school counselor position we will share with Holy Family will get posted very shortly.

Principal Horton reported she has completed her analysis of teacher salaries in the context of increasing Seattle and Highline Public School teacher base salaries. As a result, the HRS staff will each be receiving a one-time salary increases based on their years of experience (10%, 7%, or 5% increases). These individual increases will make salaries more equitable across the HRS staff and ensure we are paying our teachers at the public school salary base, which will help us with retention.

Principal Horton reported that the last Parent's Club meeting went very well. Although there was only a small group in attendance, the families provided great feedback around the new strategic plan. Principal Horton will take this feedback and draft multiple "smart goals" within our plan. She will also send out a survey to all school families in May. This will allow those not in attendance at the Parent's Club meeting to have an opportunity to respond to our questions and provide input. Principal Horton intends to send a draft of the strategic plan to the SC over the summer and hopes to have a final version ready in the fall.

Principal Horton mentioned new family orientation will be reworked this year and they will be collaborating with the new room parent lead, Joellyn Deronghe. Since new family orientation happens in the summer, it was recommended by SC members that a "refresher" orientation and Q&A be provided to new families at the start of the school year. Setting aside time before Back to School Night was one suggestion.

Lastly, Principal Horton announced that classroom supplies for the 2018-2019 academic year will be purchased by the school and each family will be charged approximately \$35 per student. The school obtains a large discount by ordering in bulk, which will save families money. This will also ensure each classroom receives the supplies they need. The purchase of comfort kits, however, will still remain each family's responsibility to provide.

Financial Report

Tara Martin reviewed our financial projections for 2017-2018, as well as next year's budget, which has been finalized.

For 2017-2018, we are doing very well against budget. We are projecting a surplus of approximately \$350k at the end of this year. We currently have \$300k in reserves and will be able to add more funds after this year closes. We will use some of the projected \$350k surplus for important school projects/maintenance (~\$100k) and the rest we will put into reserves (~\$250k).

For 2018-2019 budget, the projected surplus will be \$103k.

REVENUE: We will realize some increased revenue due to the following:

- Tuition funds will increase \$280K due to the 6% rate increase and additional students
- We will also collect ~\$12k in bank interest now that we have reserves

EXPENSES: The following additional expenses were added:

- \$40k in additional tuition waivers/aid for families
- Reduced Parish subsidy by ~\$16k
- Addition of two new teaching aides and one new part-time counselor
- Addition of \$15k to the substitute teacher budget
- Increased teacher salaries for equity and market competitiveness
- Health benefit premium increases

Development Report

Beth Martin provided an update on the school's development efforts.

1. **Auction** – We had a total of 249 attendees at the auction this year, as compared to 264 last year. There were lots of positive comments about the spaciousness and lay out of the new venue at South Seattle College. Beth provided some conservative financial estimates for the event. Our gross profit is ~\$270k, which is close to last year's number, even though we had fewer attendees. This estimate includes revenue from the online auction, the live auction, the silent auction, and our fund an item. Beth reported a total of \$41,000 was raised for our fund an item and \$11,050 was raised through the raffle. Our net proceeds are estimated to be ~\$235k and our budgeted goal was \$200k. Beth noted that raising the ticket price to \$100 seemed to work very well and she recommended we stay at South Seattle College for next year's auction because of the economical cost. SC was in favor of using this venue again and a date of March 15, 2019 was discussed.
2. **Annual Fund** – Beth reported our current status as \$146k pledged and \$98k paid. This represents 66% family participation. She reminded us that Wednesday is Give Big day and it's the last time it is occurring. An email will go out from Beth to families about this.
3. **Magazine Drive** – We have new Magazine Drive chairs established.
4. **Tree Lot** – Our Tree Lot chairs from last year are returning.
5. **Auction** – We are still in need of chairs for Logistics, Decoration, and Operations.

Parents' Club Report

Dino Annest reported that the last Parent's Club meeting was lightly attended but the participation was great. He noted that for next year Ann Baker is the Parent's Club President, Martina Phelps is the Vice President, and Joellyn Deronghe is the Parent Room Coordinator. They are still looking for someone to fill the Secretary position. Dino asked the SC to consider new ways we can incentivize parent's to participate more in next year's meetings.

School Commission Applications

Sarah Katsandres provided an update on our open SC positions and applications. As a reminder, the following people are/will no longer be with the SC as of the end of this school year. They either stepped down or are ending their 4 year terms.

- Andrea Geraghty
- Mike Curran
- Pat Galvin
- Kevin McMahan
- Bill Skibitzke

We received five SC applications and Sarah had an opportunity to meet with each person. She summarized their interests and backgrounds for the SC and recommend we accept all applicants given the strength of their applications and our need to fill multiple open positions.

The SC voted and approved all new members. Brendan Kolding will contact them to share the news and invite them to the year-end SC party in June.

Each of the individuals below will start on SC during the 2018-2019 academic year:

1. Dino Annest
2. Alison Morton
3. Elena Gruner
4. Barbara Spiering
5. Libby Pickthorn

School Commission Bylaws

Brendan Kolding provided an update on the SC Bylaws revision process.

1. **New Standing Committees** - An important component to the bylaws review was an examination of standing committees and their missions. Principal Horton and Father Oakland recommended to SC the creation of two new committees for 2018-2019. The SC voted and approved the additions below. It was noted that the work and mission of our other standing committees (Finance, Catholic Identity, Building & Grounds, and Communications) will be reviewed as part of our new strategic planning process during 2018-2019. Any changes to their functioning or our bylaws will be discussed and implemented at that time.
 - a) *Fundraising* – to support our efforts around the Auction, Annual Fund, and upcoming Capital Campaign
 - b) *Alumni relations* – to support our efforts in connecting with alumni and donors
2. **Article VIII: Meeting Attendance** - The SC was also asked to review revised language to Article VIII. The language clarifying SC attendance expectations was approved.
3. **Final Bylaws Draft** – A draft with all the proposed revisions has been submitted to Father Oakland and Principal Horton for approval. If approved, the revised Bylaws will serve as the governing document moving forward.

School Commission Meeting Schedule for 18-19

09/13, 10/04, 11/01, 12/13, 01/10, 02/07, 03/07, 04/04 and 05/02.

Open Discussion

Sarah Katsandres raised a question about recess supervision. She inquired about training for recess volunteers as she and other parents have concerns about student behavior on the playground. She noted that it is particularly stressful for families of younger kids. Principal Horton talked about plans to continue overt teaching to the children about expected recess behaviors, and reminded us that we will have a new Counselor next year to help with some of this pro-social behavior teaching.

Closing Prayer

Principal Horton led the School Commission in the closing prayer.

The meeting was adjourned.