

School Commission (SC) Meeting
October 4th, 2018
6:00 PM

Present: Anna Horton, Alison Morton, Amanda Roberts, Ann Baker, Barb Spiering, Ben Gauyan, Beth Martin, Brendan Kolding, Dino Annet, Elena Gruner, Jackie Bryan, Julie Leonardo, Karin Hansen, Libby Pickthorn, Martina Phelps, Mary Ann Fessler and Molly Ward

Absent: Father Oakland, Jennifer Kokkonis and Sarah Katsandres

Opening Prayer

Brendan Kolding led the School Commission in the opening prayer.

Approval of Minutes

The May and September minutes were deemed approved.

SC President/Vice President Updates:

Charise Addicks has resigned from the SC.

Brendan Kolding gave an update to the SC on Fundraising & Development. The pillars of fundraising for the school are tuition, parish subsidy and endowment. The Church provides a yearly subsidy and we have a modest endowment. In order for the school to meet its financial goals, we need the development piece in order to keep tuition reasonable. Total budgeted fundraising for the 2018-2019 year is \$750k.

We want to transition the SC to be a more transparent body; discuss the SC more in the EFC and increase the number of meetings that are open to parents. We need to be clear what the fundraising goals are for the school with the school community.

The SC discussed ideas on how to approach fundraising, sharing ideas from other schools and what the right goals are between participation and a financial goal. Messaging needs to be in multiple media including in-person, email, and letters.

Principal's Report

Principal Horton informed the SC that initial designs for the school playground were reviewed and will be discussed at the upcoming FamCom meeting. The reviewed designs will connect the big and small toy enabling children to flow back and forth between each toy. The playground will take up a larger surface area allowing more children to play on the toys at the same time. The goal is to have a final plan in place by the first of the year in order to obtain permits in time to complete the project by the end of Summer 2019. Based on designs, the project will cost between \$250-\$325k. \$200k has been reserved for the project from school reserves with additional funding to come from this year's School Auction 'Fund an Item.' The school is applying for grants to help fund the project as well.

Principal Horton reported that Kimberly Tish has resigned as the Office Administrator. Kristin Bentler has taken on the role as the new Office Administrator. Principal Horton has hired three new staff members for BASE. The BASE Committee is working on logistics to accommodate the growing number of children in the program. Principal Horton is continuing to look for a part-time counselor.

Development Report

Beth Martin provided an update on school development efforts.

The magazine drive ends on Monday, 10/8, and has raised a gross of \$102k to date. In order to meet our goal, we need to raise another \$18k. The school receives 51% back from the magazine publishing company. We should be able to raise the additional \$18k. The budgeted goal for this event was a net of \$50k.

The annual report will be sent home in October.

Enrollment/Marketing Report

Principal Horton reported to the SC on behalf of Jennifer Kokkonis. She reported that 50 applications for the 2019-2020 school year have been received for preschool and kindergarten. Preschool is almost full for next year. Priority enrollment has been opened for existing families that have incoming kindergarten students. The process to accept new students has not yet begun.

There is a West Seattle middle school info night on Tuesday, 11/13, hosted by OLG. Holy Rosary will attend along with other area private schools. Although our middle school is full, we want to have a presence at this event for future students. We have not exceeded our published caps for any of the grades.

We will host our Fall Open House on 10/27 from 10AM - 1PM.

Financial Report

Tara Martin delivered an abbreviated financial report. September actuals were not available yet and were not shared. There were no updates on the Summer actuals that were reviewed at the September SC meeting.

Parents' Club Report

Ann Baker delivered the Parents' Club report. Parents' Club is not as well-attended as it should be in order for parents to hear what is happening at the school. We should encourage parents to attend more. There will only be 4 meetings this year vs. 5 last year. Ann Baker and Martina Phelps met with the President and Vice President for Parents' Club from Holy Family. They host Parents' Club monthly and focus on the Principal sharing updates vs. a guest speaker.

The first Parents' Club meeting is on Wednesday, 10/17. The topic is internet safety.

The Mother/Son Glow Bowl is on 10/19. The entrance fee has been raised by \$5.

The Italian Dinner is 11/3.

Open Discussion

The SC discussed the updated shorter weekly eFC email. The goal is to keep parents informed of the happenings at school. Parents were not opening up and reading the longer version. Parents are now just reading the “at a glance” view. There is a concern that parents are not aware that they are not reading the full eFC with important information by clicking through. There were suggestions to elevate key dates and any call to actions to the top of the email and make these links clickable.

Principal Horton shared a draft version of the HRS strategic plan which will be used to create formal goals by each of the SC committees.

Closing Prayer

Barbara Spiering led the School Commission in the closing prayer.

The meeting was adjourned.