

School Commission (SC) Meeting
1/10/19
6:00 PM

Present: Anna Horton, Alison Morton, Amanda Roberts, Ann Baker, Barb Spiering, Beth Martin, Brendan Kolding, Elena Gruner, Jackie Bryan, Julie Leonardo, Kamila Kennedy, Karin Hansen, Libby Pickthorn, Mary Ann Fessler, Martina Phelps, Sara Katsandres, Tara Martin, and visiting parent - Jennifer Kennelly

Absent: Ben Gauyan, Dino Annest, Father Oakland, Jennifer, Kokkonis, and Molly Ward

Opening Prayer

Brendan Kolding led the School Commission in the opening prayer.

Approval of Minutes

The December minutes were deemed approved.

Pastor's Report

Principal Horton provided an update to the SC on behalf of Father Oakland. An update on the 'Called to Serve as Christ' Capital Campaign was:

- Total Pledges: 324
- Total Pledged: \$1,212,580
- 86% of Archdiocesan Goal (\$1.411 million) and 66% of parish goal to fully fund stained glass windows, campaign portion of Big Toy, and tuck pointing
- Additional Direct Pledges (Including Matching): \$130,250
- Total Direct Benefit: \$312,137
- Parish/School Family Pledges – 73 (24% of total)
- Parish/School Family Pledged - 16% of total – \$196,559
- Of \$125,250 pledged directly to school projects, only 24% (just under 29,550) comes from parish/school families. The remainder coming from non-school families.

Since there are still those who have not participated in this campaign and are active members of the parish and school, there will be some targeted and individual outreach in the next two months with the goal of reaching our Archdiocesan Goal, and starting to capitalize on the 85% rebate afterward.

Project Update:

- Stained Glass Windows – Received one bid, waiting on another
- Big Toy – applied for a large grant, have received bids for toy and site work. Currently working on reducing costs as able.

Principal's Report

Principal Horton provided an update on the Big Toy. Just before the holidays the school had been contacted and approved to apply for a grant and which needed to be completed by 1/9/19. She is cautiously optimistic. The school requested \$166k in the grant and may receive some of the request. 3 different playground companies will bid on the large play pieces (\$60-\$70k) plus surfacing (\$60k-\$70k). We are working with contractors on bids for excavation – friends & family pricing for demolition and excavation. Big toy will be done this summer and we may need to postpone the Little Toy. There are currently high prices on concrete. The original estimate on the project was \$300k, however bids are coming in \$390k-\$550k as a fully loaded project. The project will be part of the ‘Fund an Item’ at the school auction.

We are finishing the contracts on updating the lighting outside both the school and church. There is already new lighting at the front of the school. In the next 6-8 weeks, the street lighting project should be complete. The end results will be to illuminate the dark portions of the school and church. This project was funded with money that was set aside last year through the school.

Catholic Schools week open house is Sunday, 1/27. We encourage families to bring their children at the mass in perfect uniform. The following weekend is the endowment endorsement.

In January the school will have the winter MAP assessments. Principal Horton made the decision to only test K-2 in the winter and not the whole school. For K-2, the students are too new in the fall and the test is not as reliable. We want the data from the winter test for monitoring. For the older students, the MAP assessments were taking too much time away from instructional time. The test should be an hour, but was taking 2-3 hours/test. Principal Horton just received the aggregate data from the Dioceses and HRS is on par with the rest of students in the Dioceses. There will be more data to share in February.

Development Report

Beth Martin provided an update on the school development efforts. There will be a push for the Annual fund at the end of the school year. We are currently at \$72,900. The budgeted goal is \$100,000. During re-enrollment, we are going to ask families to pledge to the Annual Fund and have it completed through FACTS so we can track what is pledged and what is paid. It is also easier for parents to track. The Christmas tree lot ended with \$136k – final net will be about \$40k as cost of trees have gone up. Each of the 3 charities will get \$2k each. Grandparents’ lunch is on 1/30 and student will eat with their grandparents. Grandparents are provided lunch and the event begins in the church. There will be school tours, pictures, lunch and dessert. There will not be a book fair this year.

The Auction is in two months on 3/16 – Holy O’Rosary Pub with no theme dress up. We only had to charge 11 families through FACTS for their donation. We have \$90k in items and cash and are waiting on a few businesses to finish contributions. Last year we had \$124k.

Enrollment/Marketing Report

Principal Horton reported to the SC on behalf of Jennifer Kokkonis. We are working on generating letters for each family explaining the Annual Fund based on how many children are enrolled, the

cost per child and cost to educate per child. Re-enrollment begins on 1/15. The goal is to be complete by 1/31. The number of students is important in order to start early budget development. There are already waitlists on certain grade levels that are full (current grades that are full - pre-school, K, 1, 5, and 6).

Financial Report

Tara Martin delivered the Financial report. Our year is 7/1/18-6/30/19. Total income is up \$75k due to the Christmas tree lot and direct donations from the Capital Campaign while total expenses were worse by \$35k. The increase was due to the upfront purchase of \$14k for Scrips. Current update has a trend ending with \$400k in surplus, \$41k better than the last update provided. We are at 6 months of actuals and 6 months left of forecast.

Parents' Club Report

Ann Baker presented the Parent's Club report. Last night was the second parent's club meeting and it was pretty well attended. The two remaining meetings are on 3/13 and 5/8. Ann is working to confirm speakers for these dates. There have been no fundraising events since last month. The Father/Daughter Bowling event does not have a chair person at this time.

Committee Updates

Each SC committee reported on their work to date including the goals that were outlined for each committee.

Alumni Relations – Working with School and Alumni to come up with a link/form to collect Alumni data to add to other alumni data. In December we sent out postcards to old Alumni contacts asking for updated info. There is a Facebook Alumni page and there will be communication in the EFC and through the Parish asking Alumni to get involved.

Catholic Identity – Increase faith enrichment for parents (through podcasts, articles making it easily accessible for parents). Working on more all school masses – perhaps 3/year to get more families in to church. See each grade adopt an organization each year, making it easier on teachers vs. collecting for multiple organizations throughout the year. Begin student volunteer hours earlier. Making contact with local Catholic churches. Fellowship – invite parish to school events.

Fundraising – Doing a cost/benefit analysis to figure out (gross-expenses-volunteer hours) if we should switch to general community events. Received a list of all new families and will reach out to get them involved in events/committees positions that are open. Working on how to grow Scrips. Working towards 100% participation for the Annual Fund. Support the grant committee as needed and work with Alumni Relations committee to grow engagement.

Marketing, Communication and Governance – will follow up at the next SC meeting.

Finance – Plan for staff compensation, planning for growth of reserves and ensuring budget needs are met, while communicating tuition increases early and monitoring other schools in the

area to remain competitive. Plan annual income forecast/budget to account for economic environment and need for financial aid, strive to maintain tuition fees to cover salary and benefits, plan for budget needs to support long range maintenance as outlined by parish study. Need to get new contributions to the endowment fund to keep it growing.

Open Discussion

Families in need – Should we waive or donate volunteer hours for families in need when special circumstances arise? Can we create a program/mechanisms for those families that do not alert the school when they need help? Perhaps create a “community chest” and fundraise for it allowing the larger community to lend support to these families. Should we add a line item in the budget for this? Perhaps we add a form to allow for people to donate to the “community chest”. Karin and Libby will work with Principal Horton on next steps.

Closing Prayer

Martina Phelps led the School Commission in the closing prayer.

The meeting was adjourned.