

School Commission (SC) Meeting

2/07/19

6:00 PM

Present: Anna Horton, Ben Gauyan, Beth Martin, Brendan Kolding, Dino Annest, Elena Gruner, Father Oakland, Jennifer Kokkonis, Julie Leonardo, Karin Hansen, Libby Pickthorn, Mary Ann Fessler, Molly Ward, Sara Katsandres and Tara Martin

Absent: Alison Morton, Amanda Roberts, Ann Baker, Barbara Spiering, Jackie Bryan, Kamila Kennedy and Martina Phelps

Opening Prayer

Father Oakland led the School Commission in the opening prayer.

Approval of Minutes

The January minutes were deemed approved.

Pastor's Report

Father Oakland provided an update to the SC. He informed the SC that Catholic Schools' week went well. The school was presented with an endowment check at Mass over the weekend. There is a plaque in the school hallway that was put in 2006 highlighting the individuals that have contributed to the endowment fund - it has not been updated since then. There are an additional 25 individuals that have donated since then. The plaque will be updated with these additional donors.

Principal's Report

Principal Horton provided an update to the SC. Planning for the next academic year is underway, including planning for the playground. A contractor should be selected in the next 3-4 weeks and a survey will be completed shortly. The open question is if the project will be done in phases or all at once. The replacement of the Big Toy will happen this summer. The Landscape Architect created a revised drawing in case the project is done in phases. HRS has been awarded \$155k for equipment and resurfacing of the Big Toy area from a foundation. In addition, to cover the cost of the project there is \$200k that has been pledged from the Capital Campaign. The playground is part of 'Fund an Item' at the auction.

Development Report

Beth Martin provided an update on the school development efforts. Grandparents' lunch was last week during Catholic Schools' Week. Over 800 people attended between including students and 353 grandparents. The event made about \$6k and we are still receiving money through the link on the RSVP. Tickets are on sale now for the Auction for \$100. There will be a few open chairs next year as people are stepping down - we need replacements for next year for: Auction - logistics/decorations (1 person), Grandparents' lunch (2 people), Magazine drive (2 people) and West Fest.

The Annual Fund has collected \$89k this year (goal is lower this year at \$100k). Through re-enrollment \$68k has been pledged for next year from 48% of families.

Enrollment/Marketing Report

Jennifer Kokkonis reported to the SC. Enrollment is going well. Re-enrollment for next year is completed with almost 100% having re-enrolled. Registration fees will be charged to parents on 2/15. Kindergarten assessments is on 2/8. There will be about 505 students next year. Students continue to come to do student visits.

Financial Report

Tara Martin did not provide a financial update as she had just received the actuals today.

Parents' Club Report

Principal Horton informed the SC that there was nothing new to report.

Community Chest

Karin Hansen and Libby Pickthorn from the SC are working to create a fund that will support school families that are facing difficulties. They will send their recommendation to Principal Horton and Father Oakland for consideration. Areas to evaluate include: what should the official name be, a list of things that would be covered, how to communicate to the school when in need, who will administer the program and how is it funded?

SC Nominations Procedures

Julie Leonardo updated the SC on next year's SC nomination process. The SC needs to start looking for a person to backfill Tara Martin's financial component. Tara has one more year so the SC would like to have a shadow Tara over the next year. The role also sits on the Parish Financial Council and includes about 4 hours of meetings a month and about 4 hours of prep a month.

Karin Hansen volunteered to be part of the Nominating Committee (which includes the President and Vice president) that will review the applications. The SC needs to have at least 12 members per the bylaws. While SC is a 4-year commitment, the committee is open to 3 years if needed by an applicant.

Information for new members about the application process will be communicated in the Parish bulletin and through the EFC through 3/7. Applications are due by 3/10. The SC will review and decide on new members in the April meeting. Newly selected members will attend the May meeting.

Julie Leonardo communicated that she will be stepping down as Vice President in the spring and will need someone to take over for the remainder of the year. The bylaws state that the Vice President becomes the President the following year.

Strategic Plan Review

Principal Horton shared the most up-to-date strategic plan with close-to-final verbiage. She posted pillars 1, 2, 3 on the white boards and asked SC members to review and provide written comments. Next step is to finalize the plan based on SC comments and print a final version.

Tuition Process Review

Principal Horton asked the SC how we can include parental feedback in the future when deciding what the following year's tuition should be. How do we include parents as part of the larger committee to provide input? We want to provide an opportunity for the larger community to share things that the SC should consider when deciding on tuition. The recommendation is to designate the November SC meeting as open meeting to allow parents the opportunity to share with the SC what should be taken into consideration and priority for the following year as the SC goes into the December planning meeting. Those that want to can come and provide feedback.

Open Discussion

Drop off and pick up can get crowded with parents not following the rules. How can parents help facilitate at drop off and pick up and make this process move more smoothly?

Closing Prayer

Father Oakland led the School Commission in the closing prayer.

The meeting was adjourned.