

School Commission (SC) Meeting
September 12, 2019
6:00 PM

Present: Karin Hansen, Elena Gruner, Barbara Spiering, Alison Morton, Ben Gauyan, Dino Annest, Jason Kadushin, Jennifer Wong, Karl Mowat, Michele Zinski, Molly Ward, Sara Volta, Tara Martin, Anna Horton, Beth Martin, Fr. Oakland

Absent: Mary Ann Fessler, Jackie Bryan, Jennifer Kokkonis, Rebecca Lawrence, Martina Phelps

Opening Prayer and Welcome

Father Oakland led the School Commission in the opening prayer.

2019/20 School Commission Kickoff

Welcome new members to the School Commission- Jason Kadushin, Karl Mowat, Sara Volta, Jennifer Wong, and Michele Zinski.

We want to thank the committee members who served last year and have rolled off- Sara Katsandres, Kamilla Kennedy, Brendan Kolding, Libby Pickthorn, and Amanda Roberts.

The schedule for this year's School Commission meetings, along with focus area, will be as follows, with open meetings providing the school community with an opportunity to share concerns or feedback.

- Sept 12 – Kick off the year
- Oct 24 – Budget preparation (**Open Meeting** in the School Hall)
- Nov 7 – Committee work time
- Dec 5 – Finance Committee tuition recommendation presentations
- Jan 9– Long term facilities planning
- Feb 6– Committee work time
- Mar 5– Budget Presentation and State of the School (**Open Meeting**)
- Apr 2– Committee work time
- May 7– Committee report out, approval of 2020/21 budget by School Commission

The focus for last year's SC was to finalize the Strategic Plan. Principal Horton is working with a designer to help package and publish this out. The focus this year will be plans for the School Reserves, in addition to ongoing Tuition and Budget management.

Approval of Minutes

The May minutes were deemed approved.

Pastor's Report

This past week we welcomed the new Archbishop Paul Etienne, replacing Archbishop Sartain who announced his retirement in May.

The summer was busy with construction. The bell tower has 3 weeks to go until completion, with the hope to have new bells in place by Feast Day. Construction on the big toy has completed and the kids are very excited! New lights have been added outside to increase safety with 1 additional light still to be installed and trees to be trimmed in the coming weeks.

Every new year brings new opportunities. ***I am the Vine and you are the Branches*** is the theme for this year. How do we bear fruit for one another and for God? It takes all of us to help and serve this community.

Principal's Report

The school year is off to a great start, with big toy being the highlight. We have come full circle with implementing Safe, Respectful and Responsible expectations, creating a common language across all classrooms. Kids will earn Gator Gold for being S/R/R. The Gator Gold store will open next Wednesday for positive reinforcement that all can participate in.

Two instructional aides have been added for support at recess and our new 4th great teacher, Mrs. Benson, is off to a great start. MAP testing will start in a week.

Traffic has been smoother this year, especially around Genesee which has been an area of concern in the past. There is still room to get better and with a 72-microunit building being planned for across the street from the church, we will continue to see an increase in traffic in the area. In the fall, the street in front of the school up to Dakota will be zoned as a 2-hour parking area. This will impact staff since there is no staff parking.

We are still need of a parent volunteer to lead the walking school bus.

Development Report

The magazine drive is underway. We are already on par for where we were this time last year. As a school we receive 51% of what we sell, with \$50k revenue forecast in the budget. Open discussion was held on the future of the magazine drive as print magazines become less relevant. Topics included how friends and family can choose to donate money easier when they do not want to purchase a magazine and whether fundraising should be brought into the classroom as a classroom competition. Other options are being explored such as a jogathon or readathon, which are successful fundraising activities for other West Seattle schools.

Through re-enrollment have 110 families that have committed to the annual fund.

The Annual report from last year will be ready for distribution in mid-October.

Enrollment/Marketing Report

Principal Horton reported to the SC on behalf of Jennifer Kokkonis. Enrollment is currently at 500 students with 538 maximum capacity. There was a lot of movement this summer with 21 students withdrawing from time of re-enrollment. All openings have been backfilled with many coming from the waitlists. Every grade saw the addition of new students. We currently have a 95% student retention rate, with 96% last year and 97% the year before. The goal for private schools is 90%, making us above average for student retention.

The first Open house is scheduled for Nov 2nd. In counting applications, we have already received more applications than available spots in Kindergarten (when taking Preschool students into consideration). Filling the Kindergarten class ensures stability in enrollment numbers as they move through the grades.

Financial Report

Tara Martin provided an overview of how 2018/19 closed out at a detailed level and a summary of 2019/20 to date. Our fiscal year runs July 1 – June 30.

Our Operating Surplus finished the year at \$715k. The goal is to build up reserves for unknown issues, downturns in enrollment, major capital projects, etc. at \$1MM or 3-months operating expense. We want to fold into that the estimates for costs of upcoming major capital investments. We have currently met our reserve goal. The Parish Revolving Fund is where our reserves are held which gives us 2.25% interest.

FY'19/20 our goal is for Tuition and Fees to cover Salaries and Benefits as we build our budget.

At the October SC meeting, we will review the final actual costs for all this summer's capital projects and the impact on the operating surplus. The SC will also review our depreciation schedule against a reserve study that was completed to ensure we are setting aside the right amount of money to proactively fund our capital initiatives.

Parents' Club Report

None provided

Committees

The list of all Committees, along with their mission, was shared with the new SC members to allow them to pick a committee to serve on.

Open Discussion

School Commission Governing Bylaws effective as of July 1, 2018 were circulated by Karin Hansen. Proposed changes will be circulated to SC members for review and feedback with the goal of approving revised bylaws at the October 24 meeting.

Closing Prayer

Karin Hansen led the School Commission in the closing prayer.

The meeting was adjourned at 7:50.