



Holy Rosary School Commission Meeting Minutes
September 9, 2021

Present Members: Fr. Oakland, Anna Horton, Sara Volta, Katie Townsend, Renee Kurdzos, Jerry Morales, Lori Ho, Karl Mowat, Barbara Spiering, Stephanie Combes, Amy Serabia, Greg Topf, Alison Morton, Brendan Kolding, Michele Zinski, Jordan Pomeroy, Andrew McCormick, Jennifer Wong, Erin Cassidy, Elena Grunner, Dino Annest, Jason Kadushin

1. Opening Prayer – Father Oakland

2. Introduction of School Commission Members

3. Approval of Minutes

- The May 2021 & Aug 2021 minutes were deemed approved
- Michele Zinski needs to be updated as present from the Aug Meeting

4. Enrollment/Marketing Report – Anna

- Preschool enrollment: 42 students
- School enrollment: 451 students
- Total enrollment: 493 students
- Full: K, 2nd, 6th & 7th
- Space: 1st, 3rd, 5th, PreK
- Planning for Fall Open House but not sure how it will look
- Magazine drive launched
- Tree Lot and Auction planning is underway as well

5. Financial Update – Anna

- Close of 2020/21 School Year numbers and the 2021/22 budget reviewed by Principal Horton
- 2020-21 Year End numbers (actuals):
 - Total Income: \$5,272,354
 - Expenses (sub-total): \$4,609,611
 - Capital Expenses: \$200,758
 - Net Savings & Future Capital Projects: \$461,985
 - Total Expenses: \$5,272,354
 - Fundraising: Auction was a little better than previous years
- 2021-22 Budget (estimate):
 - Total Income: \$5,060,424
 - Tuition increase modest for the year (as decided by school commission); Jason is working on 3-5 year model to evaluate future options
 - BASE operating at ~75% capacity
 - \$100k for Emergency Assistance to Non-Public Schools (EANS); approved for \$398k by fed govt. for next 3 years
 - Expenses (sub-total): \$4,963,804
 - Capital Expenses: \$306,544 (\$19k classroom floors, \$287,544 roof)
 - Total Expenses: \$5,270,348

- Salary & Benefits increase due liability insurance increase, increase to staff salaries (and will need to continue to focus on this to stay competitive with public schools and for hiring new teachers)
- Total After Capital Expenses: **-\$209,924**

Roof Update:

- Roof to begin on Oct. 11th
- Q: Is it going to be a direct replacement or a Pitch Roof? A: Neither. New roof, keeping flat but with adjusted grading, added insulation so raising up the current level and adjusting the mechanicals, added flashing, new gutter system, and new skylights, to address both need for new roof as well as historical leak issues, some of which were due to age, some of which were due to design.
- Q: How long is it projected to last? A: To be done in time for tree lot.

6. COVID Updates– Anna

- Covid topic – Vaccination Survey & Release of Data
 - Anna explained the challenges when verifying vaccination information using the state record system (and timeliness of individual providers uploading vaccination confirmation to system). As such, HRS cannot pull from state system to understand % of age eligible population that is vaccinated.
 - Survey was sent with the ask of age eligible students to respond and Anna posed the decision to the group about sharing the data
 - **Recommendation:** The commission members agreed to sharing the aggregate data but also include the % of the eligible population that responded. For example:
 - "XX% of families representing XX students (age eligible population – 12 and above) have responded to the survey and of those students XX% are fully vaccinated."
 - Suggestion to have office staff to follow-up with families of eligible population who haven't responded
- Vaccinated Volunteers & Volunteer Hours
 - There was an open discussion about 2 key items:
 1. Volunteer hour requirement for 2021/22
 2. Should the hours requirement be the same for those not vaccinated or those that can't
 - What wasn't for discussion was the requirement that those volunteers interacting with kids to be vaccinated (per govt mandate)
 - Additionally, a previous decision made at the end of the 2020/21 school year was to reinstate volunteer hours for the 2021/22 school year after a year of suspension due to severely limited options to volunteer due to Covid (and when vaccinations were not available)
 - **Recommendation:** Suggestion to reduce hours in addition to removing the split of hours. Additionally, there was the position that unvaccinated volunteers (parents) should have same volunteer hour requirements, but exceptions can be taken into consideration (e.g., medical) and we many need to get creative and further explore virtual or additional options to volunteer given continued limitations with the regular calendar of events (West Fest, Italian dinner etc.).
 - Anna asked us to think about how the commission members can help be a voice for this message

7. The Plans that Guide our School - Sara/Anna

- School Commission Guidebook (overarching document to support all School Commissions for K-8 schools) standardizes what school commissions do) – in draft but coming soon
 - **ACTION:** read before Oct meeting
- By-Laws - guide how the Holy Rosary School Commission operates
- Archdiocese Pastoral Plan – plan that the Archbishop has written – should inform our Strategy
- HRS Strategy – guides HRS specifically
- Committees – support the Strategy and Pastoral Plan
 - Strategy outdated and not able to work on it last year due to COVID

8. Review of By-Laws – Sara

- This guides how HRS school commission operates
- **ACTION:** Please read before Oct meeting

9. Plan for Updating Strategy and Assigning Committees – Sara

- Plans will inform strategy, and then committees will be formed (e.g., Catholic Identity, Alumni, Fundraising, Finance)

10. Future Topics:

- Purpose of Parent’s Club – long-term plan (recommend moving topic to October)
 - Discuss proposal in Oct (e.g., refocus on care and connection)

11. Closing Prayer

- Jennifer Wong led the School Commission in the closing prayer.

The meeting was adjourned.