

Holy Rosary School Commission Meeting Minutes

Thursday, March 25 2010

6:00 – 8:00 PM

Attendance:

In Attendance: Meg Peterson, Terry Scanlan, Randy Peters, Ann Martin, Steve Lewis, Sherri Chun, Julie Campbell, Javier Fosado, Melissa Witsoe, Mary Campagnaro, Mary Jo McFaul, Carrie Bendzak, Sarah Dahleen, Mary Simpson

Absent: Mark Golubiec, Ted Mohrbacher, Patrick Kennedy, Fr. John Madigan, Mark Simmons

Opening Prayer – Randy

Leadership Reports:

Pastor's Report:

- No Report

Principal's Report:

- 53 Kindergarten spots have been filled. Working through details and profiles to fill the final 3 spots.
- Had a first review of potential Preschool candidates. About a dozen or so have expressed interest. 6 – 8 official registration forms completed to date.
- At the last Deanery meeting the MAPS online assessment was presented. This is an alternative to ITBS & WASL. The assessment is administered 3 times during the year and gives almost immediate feedback to teachers. Additionally, it aligns with Washington State standards. Some public schools are using this tool already.

Vice Principal's Report:

- The ITBS is being administered this year – April 12 through 23rd tests will be given. Usually takes about 5 weeks for the school to receive results.
- Working very hard on accreditation. Self study teams are in process and drafts are being completed. Parents will be asked for feedback.
- At the Accreditation Stakeholders meeting the SLE's were revised. Currently new posters are being developed with the help of students in the Graphic Design elective.

Development Report:

- Annual Fund contributions are currently at approximately \$100,000.
- Sponsorship and Ad revenue for the Auction has doubled and Procurement is at over \$140,000.
- Preschool registration is underway – spread the word!
- Working on a new grant proposal for school windows and science kits.
- Updated forms and information has been posted on the School website for Parent Commitment hours.

Council Reports

Parent's Club:

- No meeting in April. The last meeting will be in May and will be an Appreciation meeting + Fundraiser Fair.
- New parents will be invited to this meeting.
- New Parent Orientation scheduled for May.
- Erin Podany has signed up to be the West Fest chair and has a possible partner.
- Reviewed the application for Parent's Club roles. Want to reestablish the Treasurer role in order to have a liaison between the Parent's Club and Jennifer. Jennifer will still be in charge of financials but this person would facilitate communication with Room Parent coordinators, Volunteer Chairs etc.
- A motion was approved to add the Treasurer to the Parent's Club board.
- A motion was approved to eliminate the Sally Foster Fundraiser. The Parent's Club will return with an alternative fundraiser.
- Land's End Sweatshirts will be rolled out in preparation for next year.

Finance Council:

- Parish's financials have improved since the letter came out from Fr John plus we will be getting an endowment contribution this year of approx \$50K before the fiscal year ends in June
- School's budget is running around \$20k favorable to budget due ~\$15k in magazine drive revenues from prior year, \$10K grant, and most expenses in line with budget.
- At Finance Council, budget discussion was around the preschool with what is the likelihood/risk of not hitting the enrollment numbers, I indicated that based on initial response we thought that it was likely to hit the enrollment
- It was agreed that we would budget at breakeven for the Preschool for 2010-2011. We would budget all the expenses but only the revenues to cover those expenses and reserve the upside.

Pastoral Council:

- Met on March 6th. Discussed the Gallup Survey and next steps along with setting up new meeting schedule.
- Conversation at the meeting focused on a communications presentation from Bill Jaekle. The Pastoral Council will be taking this information, setting goals and moving forward with a communications plan.

Admin Commission:

- No Ad-Com meeting. However status of the kitchen is that approximately \$65K has been raised which is about 50% of what we need. There is a possible solution but no concrete answers or plans yet.
- Met with Sarah and looked at the west facing windows in the Annex which need replacement. The soft bid was 40-50K. Sarah is looking into Grants and is speaking with PSE about possible assistance with costs.

Committee Reports:

Budget Committee:

- See above.

Bldg/Grounds:

- Several volunteers have been working with Lisa & Carol Ann for traffic control in the morning.
- Getting feedback on how to effectively deploy the volunteers. Bruno is also assisting.

- Bldg and Grounds committee will return with a formal process for traffic flow etc.

Endowment:

- Endowment Fund's balance as of 02/28 was \$1,072,189. The Corpus was \$835,516.
- Discussed investment strategy and rebalancing the portfolio:
Currently 70% equities and 30% bonds. Considering moving 5 - 10% from bonds into a commodity/hard asset fund as a hedge against future inflation. (In times of inflation the market value of bonds go down and yield goes up. Commodities and hard assets rise as well)
Looking into having all dividends and interest along with any contributions from fundraising and donations deposited into the money market fund with a goal of always keeping \$50,000 in the money fund. Any capital gains will be reinvested. Doing this it is thought will avoid having to sell a portion from each fund, even funds that have had a great deal of appreciation, to cover future distributions. Project approximately \$25 - \$30,000 in interest and dividends and \$20 - \$25,000 in contributions and donations. Need to follow up with the Fund managers to find out if this possible.
- Reviewed distribution policy. Currently the policy is objective and not driven by emotion. The value taken is as June 30th each year and there is a range to be considered, 0% (Corpus) to 5% of market value.
- The next meeting is May 18th.
- Note: The Board is still looking for one person from the School Commission to be a representative next year. They meet every 2 or 3 months for about an hour to 90 minutes with the additional opportunity to attend periodic lunch seminars with members from other endowment boards.

Technology:

- Discussed the Smart Boards and their lifespan
- Should last 7-8 years although the bulbs need to be replaced more often
- Should think about getting on a regular replacement cycle (such as every 5 years) so as not to have to replace many at the same time unexpectedly
- Auction – still figuring out if they will do wifi or not
- Started conducting the 8th grade pizza lunch online
- Looking at other possibilities (such as commitment hours)
- New computers
- Currently finishing inventory of how many new ones are needed

Health/Fitness:

- New Hot Lunch standards were reviewed. Motion approved to give the standards to the current Hot Lunch provider along with deadlines as to when the various standards need to be implemented. Will need to have significant progress by June along with a plan for complete implementation by September.

Green Team:

- Earth Day activities are being planned.
- May will be bike to school month.
- Holy Rosary Swap & Shop is in progress – planning to launch in April or May.

Additional Business:

- Discussed the commitment hour reporting period which currently is March 1 through Feb. 28th. No desire to change the reporting dates at this time.
- Discussed Social Media sites and school standards. The Technology Committee will be reviewing industry standards and report back on possible changes to our current technology guidelines.

Closing Prayer – Meg

Respectfully Submitted

Julie Campbell
Secretary
Holy Rosary School Commission
April 3, 2010