

Holy Rosary School Commission Meeting Minutes

Thursday, June 3, 2010

6:00 – 8:00 PM

Attendance:

In Attendance: Meg Peterson, Terry Scanlan, Randy Peters, Ann Martin, Steve Lewis, Sherri Chun, Javier Fosado, Mary Campagnaro, Ted Mohrbacher, Mark Golubiec, Terri Rambosek, Sarah Dahleen, Fr. John Madigan, Patrick Kennedy, Melissa Witsoe, Julie Campbell, Ann Summers, Conrad Smucker

Absent: Mary Simpson, Mary Jo McFaul, Todd Mohrbacher, Carrie Bendzak, Mark Simmons

Opening Prayer – Terry

May meeting minutes approved.

Introduction of new school commission members.

Leadership Reports:

Pastor's Report:

- Saturday mass times for Summer are being finalized. The new schedule for summer is Saturday evening at 5:00, Sunday at 8:30, 10:30 and 7:00 pm. This will start June 19/20 and run until after Labor Day weekend. Father John is committed to a Sunday evening mass but the time may change in the Fall.
- Gallup Survey – On June 17th, at 6:00 Holy Rosary will host a feedback review of several parishes, including Holy Rosary presented by Gallup.

Principal's Report:

Randy recapped the year's accomplishments which included:

- A significant amount of accreditation work was completed with no complaints from teachers or staff.
- A review of past budgetary trends and development of a budget which works for the future
- Teacher & Staff salary correction
- Cost/benefit analysis of fundraisers
- Purchase of new laptops & remaining Smart Boards
- Planning staff development for Smart Boards
- Went paperless with the FCE
- Moving towards more electronic documents
- Increase in participation of class websites & wiki pages
- Researching software to assist in need for differentiated instruction
- Completed building wiring
- Improved registration/tuition payment processes
- Preparation for pre-school!
- Progress on wellness practices
- Began conversations on alignment of standards with local high schools

Randy also discussed several critical items for the future:

- In the process of reviewing and redesigning the organizational structure and refining job descriptions, roles & responsibilities and communication plans.
- Will be working on a review of committees and evaluating their effectiveness

- Will continue to broaden the discussion on ensuring the financial sustainability of the school.

Development Report:

- Annual Fund for 09/10 currently at \$105,000.00 which is approximately 5K over goal. Additionally there is approximately 5K in outstanding pledges.
- A suggestion for the additional 10K over goal is to use this towards maintenance on the new Parish Center.
- Annual fund for 10/11 – currently pledges are approximately \$8500.00 over last year.
- A meet & greet for the new preschool parents & teachers is scheduled for Monday.
- Received a \$500.00 check from the Department of Ecology for winning the Terry Husseman Sustainable School award.
- Several grant requests have been submitted including requests for Science Kits and Smart slates.
- An individual donor purchased an additional 22 chairs for the music classroom.

Council Reports

Parent's Club:

- The final Parent's Club board has been established.
- The last meeting/appreciation night went very well and the volunteer fair seems to be a good concept.
- The new parent orientation meeting was a success as well.
- This is Melissa's last meeting and she thanked everyone. ☺

Finance Council:

- Through April the Parish is running approximately 30K under budget.

Pastoral Council:

- The main push of the past year has been working with the engaged parish program. Decision has been made to revamp the mission of the Pastoral Council and to determine what the representation within the school is. There is some uncertainty as to what role SC will play with Pastoral Council, and what the relationship of these two groups will be.

Admin Commission:

- Work is progressing on the kitchen remodel. Design is complete and permits are in process. There is a possibility the work will not get done this summer.
- Looking at additional signage for front of church and school buildings.
- Getting bids on the leak issue – possibly could do outdoor lighting at the same time.
- Also working on bids for west side windows which need replacement.
- The trophy case is running out of room, will possibly move an existing case that is currently in the locker room.

Committee Reports:

Budget Committee:

- Main progress this year centered around getting teacher salaries back on track. Tuition & fees were adjusted to allow compensation to be increased.

Bldg/Grounds:

- Traffic issues were a major item this year. Need to push on more work next year.

Endowment:

- Met on May 18th
- Kenneth Hasselbalch is the new Chairperson. Mary Rose Blatner will stay on as a member at large. Patrick Kennedy will represent School Commission. The other new member is Karen Kuhar who will be a member at large.
- Overview of fund:
 - o Invested with Commonfund Family of funds
 - o Investment mix is primarily 65% equities (stock funds) and 35% fixed income (bond and money market funds)
 - o Annual distribution not to exceed 5% of the Funds's total asset value at the end of the immediately preceding fiscal year, which is June 30th.
 - o Distributions are withdrawn from the Fund proportionately from each investment pool rather than from the money market fund.
- Balance as of 6/30/09 - \$960,442. Thus \$48,022 was distributed for 2009-2010.
- Balance as of 4/30/10 - \$1,139,531 (with a Corpus of approximately \$840,000). Will meet on September 28th to decide on the distribution for 2010 – 2011. Barring any significant downturn in the value of the funds the distribution will be at least \$50,000 and possibly as much as \$56,000 but will be determined based on the total asset value on June 30, 2010

Technology:

- New purchase of desktops & laptops underway
- Upgrades on printers
- Software purchases in progress and will be rolled out through the summer
- Need to ensure the Smartboards are used effectively. Also need to look at possible bandwidth issues on the network.

Health and Fitness:

- Hot Lunch was the key issue this year. Established a committee to design hot lunch standards that School Commission has approved and communicated to the current provider.
- In October will re-evaluate the current provider and will also research other possible providers.

Green Team:

- Fine-tuned lunch time and classroom composting
- Composted and recycled at WestFest and the Auction
- 3RS recycling curriculum for K-3
- Weekly Green Tips in the bulletin and FCE
- Advisory role for newly formed Green Elective with Matt Secrest
- Installed new bike racks
- Received the Terry Husseman Sustainable School award from the Washington Department of Ecology
- Coordinated and ran Bike to School month
- Earth Week activities
- worked with Sarah Dahleen on grant opportunities
- began discussions with Parent's Club and room parents on how we can best work together including working toward more sustainable room parties.

Next year's plans include:

- coordinate and train in composting all school and parish committees so most events will have composting
- work on grants - solar panels, garden and other sources as they become available

- continue Green Tips, Bike to School Month, Earth Week activities
- continue to advise Mr. Secrest/Green Elective
- work on sustainable room parties, no toxic cleaners, garden
- other opportunities as they arise
- expand Green Team members
- work on more student involvement

Also – the Preschool Committee was very successful – a big thank you to Patrick, Ted, Sarah and Terry!

Election of new Officers

Nominated and approved Sherri Chun as School Commission President, Julie Campbell as Vice President & Ann Summers as Secretary.

Respectfully Submitted

Julie Campbell
Secretary
Holy Rosary School Commission