

Holy Rosary School Commission Meeting Minutes

Thursday, January 7, 2011, at 6:00 p.m.

Members attending: Father John Madigan, Dr. Randy Peters, Currie Baker, Julie Campbell, Sherri Chun, Sarah Dahleen, Javier Fosado, Mark Golubiec, Patrick Kennedy, Steve Lewis, Mary Jo McFaul, Meg Peterson, Terri Rambosek, Mary Simpson, Ann Summers, Conrad Smucker,

Members absent: Carrie Bendzak, Ann Martin, Ted Mohrbacher

December 2010 meeting minutes were approved.

The agenda process was discussed, as well as the format and content of e-updates. E-updates should be submitted to Sherri the week prior to the meeting and Sherri will distribute them to the group with the agenda on the Monday before the meeting. E-updates will not be discussed at the meeting unless the committee advises Sherri that an item should be placed on the agenda. A consensus was reached that the minutes should summarize discussions as well as actions taken.

Drafting of school commission bylaws was discussed. It was decided that the goal is to complete the bylaws by the end of the school year. The group discussed adoption of Robert's Rules of Order for conducting commission meetings. **Members will further review the summary handed out and discuss whether the commission wishes to adopt the rules, and to what extent, at the February meeting.**

The Health and Wellness Committee recommends that the hot lunch vendor be changed, based on their review. (See attached e-update). Their recommendation is to change to Blue Plate Express. Prices for both new vendors considered are slightly higher. The group reached a consensus that the change should occur at the beginning of the 2011-12 school year. **Motion to move forward with contract negotiations with Blue Plate Express for 2011-12 school year was approved.**

The photographic content of the school website was discussed. The question presented was whether the website should allow links to parents' photo sharing sites. Members expressed concern that the school does not have the resources to manage any registered access. **Dr. Peters will advise the Technology Committee as to the status of the Archdiocese policy.**

The need to review the five-year strategic plan was discussed. **Sarah D. will distribute the strategic plan to all members so that review can begin at the next meeting.**

Father John reminded the commission of the need to remain vigilant about the security of school and parish equipment in light of a recent theft at another school over the Christmas holiday.

Meeting adjourned at 7:45 p.m.

The following e-updates were submitted prior to the meeting and not discussed:

Parents Club

Great response for the December speaker on "Girl Bullying." The next speaker in February will discuss internet and cell phone safety. Proposed review of the Lands' End uniform program this winter/spring.

Health and Wellness Committee

Hot lunch site visits are complete. We visited 2 vendors who are active in our geography, and have solid, referable programs in other Catholic and private schools. After compiling the information from site visits and reference checks, and putting this into the same rubric we used to determine the hot lunch standard, and evaluate the current vendor, the recommendation is to move to a new vendor. The timeline needs to be discussed.

Accreditation Committee

March 14 or March 15 is meeting with the visiting Accreditation Team.

Advancement

2010 Tree Lot numbers look good, should be close to last year in final distribution to the budget. Budget meetings in progress to set 2011 tuition. Will need new Parent Commitment hour coordinator volunteers for next year. Will need Tree Lot Chairs for 2011 – Please extend a sincere thank you to Rick and Refawne Acarregui for an incredible job this year and for the last 3 years!! WestFest needs a 2011 Chair person.

Budget Committee

Came up with preliminary budget assumptions for the expenses and will discuss various options for tuition and fees at next meeting.

Finance Council

Overall parish budget will take a similar approach to prior year of budgeting for an "operating cash flow" budget which excludes capital expenditures and debt repayments as separate. We will fold in the school budget when that is completed. Received a significant contribution from a pledge against our capital campaign debt. Including this contribution and next year's payment on this pledge, we project that our debt on the Parish Center will be under \$90K by the end of 2011. CYO checking account will be closed and funds will be brought

under Mary. CYO leadership will retain control over funds but major expenditures need to go through Ad. Comm., Finance and current parish processes. Through November, school is pretty close to being on budget – favorable on revenues by ~\$9k but unfavorable on expenses by ~\$6.5K netting out to being ahead of budget by \$3.5K.

Endowment Committee

As of 12/12/10, the account balance is \$1,117,430.17.