

Holy Rosary School Commission
Meeting Minutes

Thursday, February 7, 2013

Attendance:

Those Attending: Fr. John, Michael Cantu, Patrick Kennedy, Sherri Chun, Chris Henggeler, Mike Hooks, Amy Huber, Ted Mohrbacher, Meg Peterson, Cindy Wingo, Marithere Thomas, Conrad Smucker, Ann Summers, Derek Logan, Marithere Thomas, Mary Simpson, John Vair, Mary Jo McFaul, Ted Mohrbacher

Absent: Melissa Witsoe (rotation with Meg Peterson), Alicia Sands

Opening Prayer

1. Approval of 1/3/13 meeting minutes

2. Card of Appreciation:

Marithere Thomas gathered for signature, card of appreciation for John Guthrie. John Guthrie designed, built and installed new cubbies for the Kindergarten hall. Thank you to John for your generosity.

3. Subcommittee presentations: Brief update from Subcommittee work

- **School Identity:**

- We have reviewed the Archdiocesan assessment of Holy Rosary's Catholic identity which found the staff and teachers have done an excellent job of bringing our catholic identity beliefs into the classroom through curriculum and other school activities.
- We are now exploring our options of adding on to the existing school webpage which will be dedicated to assisting families find ways to stay involved with the church and school.
- We are looking for more ways to get parents involved in their children's religion classes, of which one way would be through family involvement in religion homework.

- **Buildings and Grounds:**

- Completed the new sidewalk/plaza areas in the front of the school and coordinated landscaping in the front of the school. We expect additional landscaping in the front of the school this spring.
- The School Commission agreed to move forward with creating a small group consisting of parents, staff, AdCom, Commission members to further analyze the different possibilities for playground improvements.

- **School Finance:**

- Updating 5-Year Project Plan with AdCom and Principal. 2013-2014 Budget planning meetings scheduled for February.
- Budget to be submitted to School Commission for review and acceptance on March 7.

- **BASE**
 - Set fee collection procedures have been established under Jennifer MacDonald's supervision; families are billed mid-month based on monthly calendar submission
 - Timely submission of calendars is improving
 - Program/parent communication remains a challenge; need to work on advanced communication regarding room changes, etc.
 - There has been some staff turnover and Donna Jerge-Nass is working on hiring additional help
 - There has been better, advanced communication with respect to field trips
- **Volunteer Program:**
 - Online Parent Commitment Hour Submission Tool implemented. We are analyzing how parents and trackers can best use this tool and will make adjustments accordingly for next year.
 - Parent Commitment Hour Page on Website and all relevant documents have been updated.
 - Instead of looking at the ROI of each fundraiser, we will look at the biggest fundraiser, the Auction, and analyze the current structure against structures used by other schools to see what would be the best fit for HRS.
- **Technology:**
 - Jon Barker is going to communicate with staff to ensure technology assets are available to inventory for the 2/24/12 audit.
 - Scope of inventory will include desktops, laptops, monitors, servers, routers, ELMO, Smart Boards, Wireless Access Points (WAP), projectors, televisions, VCRs, copy machines, etc....
 - Targeting volunteers to ensure consistency and accuracy.
 - Maps need to be created to support mapping location of technology assets.
- **School Endowment:** Fund is currently at \$1.2M
- **School Communications:**
 - The matrix outlining what the school communicates and how it is communicates it is almost complete, incorporating input from the parent survey and the accreditation self-study report.
 - Parent survey identified 3 major areas to be addressed:
 - ✓ Volunteer hours - online reporting (completed)
 - ✓ Central repository of bulletin board of all school/parish volunteer opportunities
 - ✓ communication of school policies and procedures
 - Best practices are being identified via surveys of both independent and Catholic schools of similar size
 - Review of archdiocesan policy regarding social networking is in progress; would like to present to the commission in March or April.

4. Principal update:

- Currently interviewing new families for enrollment.
- We had 59 kindergarten applicants and 7 applicants for other grades. Pre-school and Pre-K are forecast to be full.
- There have been glowing reports of our Preschool Program from those who attended the Open House.
- We will use Smart Tuition for needs assessment only to help evaluate our in-house tuition awards.

5. Parents Club:

- The next Parent's Club meeting will be 2/28/13 and Commission Members are asked to attend in support.

6. Uniform Proposal – Denim Day

- A proposal was put forward to consider adjusting HRS's current uniform policy to include Denim Day. After consideration, the Commission recommends that we currently have many non-uniform days in place and do not recommend this proposal be accepted.

7. Policy on Caffeinated Drinks for Pizza Day/Class Parties

- A proposal was put forward to consider instituting a non-caffeinated drink policy for Pizza Day and Class Parties. The Commission recommends adopting a policy that caffeinated drinks not be offered for pizza lunch, and this recommendation does not affect class parties.

8. Auction Update:

- Volunteer sign-ups will be available for auction positions on Tuesday on the school website, using the same platform as the tree lot and other events.
- Instead of an operations chair, Nicole Herdener has stepped forward to lead the decorations team. Maura McCann, Procurement Chair is willing to be in charge of the operations pieces that are not part of decorations. Angela Nichols is the Raffle Chair. Lisa Ingalls-Smith is the finance person, although it is not a chair position this year.
- The fund-an-item currently remains undecided while estimates are made and possibilities researched.

Closing Payer

Adjourned 8:00 p.m.