

Holy Rosary School Commission Minutes

Thursday, November 7, 2013

6:00 p.m.

Attendance:

Members attending: Father John Madigan, George Hofbauer, Mary Simpson, Cindy Wingo, Tracy Honner, Ann Summers, Mike Hooks, Terry Burns, Brett Conway, Chris Henggeler, Amy Huber, Ken Tews, Marithere Thomas, Christine Tobin-Presser, John Vair

Members absent: Robert Chang, Conrad Smucker

Also present were a number of members of the parent community

Andrea Geraghty presented an alternative to the current plan for the Grandparents' Luncheon that would allow children to dine with their grandparents, deal with potential overflow and provide for children without a grandparent or special guest present to join other classmates and their grandparents. The School Commission has not been asked to provide an opinion on the Grandparents' Luncheon. All comments and/or proposals have been, and will continue to be, forwarded to the Principal.

Pastor's Report:

Father John Madigan shared some of the discussion from the recent Parish Liturgical meeting with respect to potentially decreasing the number of masses offered by the parish given the sparse attendance at some of the masses. Father John will keep the Commission abreast of the continuing discussions.

The Commission approved the draft minutes for the 10/3/13

Principal's Report:

George Hofbauer distributed a data compilation including tuition and number of days per week offered at preschools in the surrounding area. Expanding Holy Rosary's program for 3/4 year olds to 4 days per week and the Pre-K program to 5 days per week is under consideration. George will provide the Commission with additional information at our next meeting after more input is gathered.

George distributed a handout reflecting actual school enrollment as compared to a) maximum enrollment pursuant to the school's current policy and b) George's recommendation for future maximum enrollment. The recommended enrollment is based upon the need to have realistic numbers for financial projections, as well as class sizes that will balance the desire to maximize tuition income yet provide the necessary attention for each student. One potential challenge to the school's ability to increase kindergarten enrollment may be Alki Elementary's addition of a free all-day kindergarten program. The Commission discussed ideas for increasing enrollment at Holy Rosary.

George reported that, consistent with new Archdiocese policy, school payroll will transition from once monthly to twice monthly payment.

In terms of curriculum, George reported that the implementation of the new math program has been positive. New language arts curriculum is being explored and data collected thus far suggests that it will cost between approximately \$70,000 and \$100,000 to replace the existing language arts curriculum. The source of the replacement funds would need to be the Annual Fund. In recent years, the school has not maintained a regular curriculum replacement schedule. Going forward, the school should budget for replacement/update of at least one area of curriculum each year as an ongoing expense.

The Mass and celebration for the Dominican Sisters was very successful. The sisters were very pleased and in particular were favorably impressed with the junior high students that acted as servers at the event. This was the first occasion on which George has used the existing alumni mailing list for solicitation. The solicitation resulted in over \$17,000 in donations for the event.

George reported that solicitations for the Capital Campaign and the Annual Fund are going well and that he has added six new members to the development team. George explained that current development efforts do not include seeking grants because grant applications require data relating to the population's historical giving which our school currently does not have. After this year, the school should have better information with respect to giving.

The White Paper continues to be downloaded from the school website. While the discussion and voting process is important, Father John and the parish will ultimately determine the amount and usage of the subsidy. It will be important to determine the tuition and salary scale for 2013-14 in the near term through voting to enable financial forecasting to occur.

George is considering an appeal to alumni during the Christmas season and believes that such an appeal should include a Christmas card from the school as part of the process. One challenge is the fact that the postage fund in the budget may not allow for the expense associated with this mailing.

With respect to his monthly newsletter, George has requested that the Commission consider at its next meeting whether the newsletter is worthwhile and, if so, whether it should be transmitted solely through ECF or by mail as well.

George continues to work on the activity flow sheet relating to school functions which he believes will be helpful for next year.

Finally, George, in response to questions he has heard regarding the School/Parish development director, described the individual's current duties and expressed satisfaction with her performance.

Report(s) on Fundraising Events:

Cindy Wingo reported that the Magazine Sale generated over \$132,000 in total sales, \$83,000 of which were online and \$2,000 of which were comprised of donations in lieu of subscriptions, a significant increase from years past. The Commission expressed appreciation to Cindy for her continued hard work on this event. The continued viability of the magazine sale was discussed.

Mary Simpson reported that the Golf Tournament generated net revenue of \$10,422, substantially higher than the \$8,000 goal and last year's net revenue from the event.

The Italian Dinner generated approximately \$2,000 and may be utilized as a kickoff to the Annual Fund next year.

Thus far, the Centennial Gala has 181 registered attendees and is on track to generate net revenue.

Pat Galvin, chair of the Tree Lot and in attendance at the meeting, discussed plans for the Tree Lot this year, including the addition of two brunches at Salty's restaurant that have been donated.

Cindy Wingo advised the Commission that this year's Mother-Son Glow Bowl, an event which has previously not generated revenue, generated \$1,900 in net proceeds despite increases in underlying costs. This event now qualifies for fundraising hours for the chair(s).

Committee Reports:

Finance Committee:

John Vair reported that the three-month actual financials reflect net positive income of approximately \$41,000. This is partially the result of the payment of previously unpaid tuition and the influx of new technology-restricted funds.

Current enrollment is at 465, down 10 from last year's 475, with an associated decrease in revenue.

The Executive Committee met Monday night to prepare a financial forecast for George.

The Finance Committee will be meeting on November 13 to determine budget guidelines and discuss tuition and salary recommendations. The results of these discussions will be presented to the Commission. New tuition will be determined in March. A brief discussion regarding timing of tuition payments ensued.

Development Committee:

Terry described that the Development Committee has had a couple of meetings and has increased its membership. The Committee is excited to move forward on the Capital Campaign and Annual Fund fronts. The following motion was discussed and duly passed:

The school will (annually) publish an Annual Report and list Annual Fund donors by giving level. Donors will have an opportunity to opt out of the listing and remain anonymous if desired.

Technology:

Chris Henngeler reported discussions with Jon Barker and the desired approach of 1) simplification 2) automation; and 3) adoption of technology rather than sustainment. The Commission discussed the approaches of a recurring model in which technology is replaced on a current basis (i.e., a leasing approach) and using existing technology until it is obsolete.

Catholic Identity:

Marithere Thomas and Ann Summers shared ideas for starting a monthly rosary and an Advent program, perhaps akin to Lenten soup nights.

Additional Matters:

Commission President, Ann Summers, reported that parent Michael Solan, a 15 year Seattle Police Department veteran has volunteered to serve on the School Safety Committee.

Amy Huber led a discussion with respect to whether the now formalized Archdiocesan school communications policy should be adopted by Holy Rosary. Amy will provide the Commission members links to the policy for consideration and adoption, if appropriate.

A number of parents in attendance raised discussion points including ideas for increasing enrollment and the desirability or lack of desirability of increased enrollment, the responsibilities of the current development director, potentially allowing students to enter the school prior to the second morning bell rather than waiting outside for safety purposes, and information regarding how donations are utilized by the school.

Voting on White Paper Recommendations: After carefully reviewing the results and responses to the Parents Club survey and the positions of the Parents Club Board, the Commission voted as follows:

Recommendations 1, 6 and 8 are tabled to be reconsidered by the commission at a later date. The Commission feels that further study and discernment within the Commission and within the community are needed. The Commission would also like further direction from the Parish in these matters of tuition structure and parish subsidy.

Recommendation 9 to institute the teacher pay scale in the White Paper is approved for school year 2014-15. The concept of a pay scale as outlined in the White Paper will bring needed predictability to the budgeting process. Adjustments to the pay scale may be revisited on annual basis.

Recommendation 10 to hire someone to coordinate the Auction, Magazine Sale and Tree Lot starting with the 2013-14 academic year is approved, in light of the crucial role these play in the Budget.

Recommendation 11 to create a School Development Committee that is separate from the Parish Stewardship Committee is approved. This structure will allow the School Development Committee to focus on the School's development needs while liaising with the parish stewardship structure and staff.