

Holy Rosary School Commission Minutes

Thursday, December 5, 2013

6:30 p.m.

Attendance:

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

Members absent: Cindy Wingo, Rob Chang

Minutes:

Secretary Christine Tobin-Presser will distribute the November minutes for consideration by email.

Pastor's Report:

Father John Madigan reported that the 2nd grade class is in the progress of first Reconciliation which is proving to be very positive experience.

Principal's Report:

George Hofbauer distributed an article relating to grandparents as a potential donor source for schools. This segued into a discussion regarding the annual Grandparents Lunch, the changes thereto, and the community response.

George described his desire to create a written template for each event, e.g., Grandparents Lunch, events associated with Catholic Schools Week, for his ultimate predecessor. To that end, George distributed a preliminary schedule for the 2013 Catholic Schools Week.

The Commission discussed various aspects of Catholic Schools Week, including the need for availability of marketing materials to distribute at the Open House.

George discussed the teacher salary projections and the concept of a guaranteed minimum annual increase.

George distributed the Weekly Report for 12/3/13 with respect to pledges to the Annual Fund and the Capital Campaign and reported that pledges are not being made at the rate that he had expected. George invited Commission members to contact him with ideas on how to increase participation and requested that

Commission members engage in discussion with community members regarding the same. Ideas included publishing the level of participation (without names) by grade.

George intends to distribute a survey to the community in January with respect to parent and faculty satisfaction with the School and the Principal. Ideally, such a survey will be distributed annually with the same questions year after year, although George believes that questions should be more specific than in years past. George shared potential survey questions to be distributed to the parent community and to the faculty.

Rather than having multiple charitable fundraising efforts by the student body throughout the year for various causes, George would like to move to a format where these efforts are streamlined into three distinct time periods, i.e., Lent, Advent and Catholic Schools Week. Individual classrooms could continue to autonomously raise funds as desired apart from this schedule.

Other Business:

Formation of Executive Committee. The Commission duly passed a motion providing for the appointment of a three member Executive Committee to address matters requiring prompt attention prior to a scheduled Commission meeting. The Committee shall presumptively consist of the School Commission President, the Finance Committee Chair, and the Parents Club President, although the Commission may appoint alternative members if circumstances so require.

Committee Updates.

Finance Committee. Finance Committee Chair John Vair walked the Commission through the proposed Budget Guidelines for the 2014-2015 school year, as well as the current pro forma Budget for that period. John also discussed the process of developing the Budget in conjunction with input from and discussions with the Parish Finance Council.

Development. In addition to the matters discussed by George in his report, Terry Burns provided information with respect to the Development Committee's activities to date. A holiday card will be sent to School alumni. Due to budget constraints, a fundraising solicitation was included with each card rather than following after a short period of time. Commission members were urged to contact George or Terry if they are able and willing to reach out to community members regarding fundraising efforts.

Building and Grounds. Michael Hooks discussed the status of the play structure and recommended forming a parent committee to help with the decision

making process. Michael envisions inviting proposals from 3-4 vendors from which the committee would make its ultimate decision.

Catholic Identity. Commission President, Ann Summers, and Marithereese Thomas have organized a time for the community to pray the rosary on Monday December 9, 2013 in the chapel. A rosary will be held on the second Tuesday of each month. A notice with respect to the same will be placed in the EFC.

Monthly Newsletter. The Commission discussed whether, given the budget constraints facing the School, George's monthly newsletter should be disseminated electronically only, as opposed to being mailed as well. After much discussion, a motion to discontinue mailing the monthly newsletter, except to such discrete recipients as may be determined by George, was duly passed, with the understanding that the issue may be revisited in the future.

Marketing Strategy. Various marketing ideas were discussed, including signage similar to that for the Christmas Tree Lot, additional open houses and advertising Catholic Schools Week on the "Walking on Logs" figures, as was the desirability of hiring a dedicated marketing person when finances allow. The suggestion was made to potentially combine marketing and development efforts, although no conclusion was reached. Kimberly Tish will be invited to the next Commission meeting.

Enrollment Policy. The Commission approved a new enrollment policy recommended by George as follows: Grades K-3 will have target enrollment of 50. Grades 4-5 will have a target enrollment of 56. Grades 6-8 will have a target enrollment of 58.

Archdiocese Social Media Policy. The Commission will consider adoption of this policy disseminated by Amy Huber at its next meeting.

2013-2014 Finance Committee Chair. Because John Vair will no longer be Chair next year, the Commission discussed potential replacements. No current Commission members have the accounting background that would be ideal for this role. The Commission discussed solutions such as opening the position to a non-Commission member, which is authorized so long as certain criteria are met.

The next meeting will be on February 6, 2014.

Michael Go 6/10/14 2:40 PM

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