

Holy Rosary School Commission Minutes

Thursday, February 6, 2014

6:30 p.m.

Attendance:

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

Two non-members attended this open meeting.

Ann Summers, Commission President, advised the Commission that, due to work conflicts, Rob Chang has stepped down from the Commission.

The Commission approved the December 5, 2013 minutes.

Marketing Report

Kimberly Tish provided an overview of the marketing efforts she is leading on behalf of the school. New avenues for marketing that are being utilized include participation in the West Seattle Education Fair, placement of an advertisement in the December issue of ParentMap magazine highlighting religious schools, fliers provided to Tilden (K-5) promoting Holy Rosary Information Night and Open House, West Seattle Blog sponsorship and participation in the West Seattle Preschool Association Fair. Kimberly also discussed additional marketing plans for next year. Proposals to restructure the school website such that it can serve as a more effective marketing tool were discussed. The Commission discussed application data to date.

Formation of Membership Committee

There will be a number of vacancies on the Commission in the upcoming year due to members currently serving for their fourth year. Mike Hooks will chair the Membership Committee to recruit/review qualified new members.

Pastor's Report

Father John Madigan discussed further activities being undertaken by the Parish based upon certain principles in the book, Rebuilt. The Parish Liturgy Group is exploring a reduced number of week-end masses, as well as additional parking possibilities. Another group is analyzing the Parish bulletin and website for ways to make those communications more effective. The Parish Initiative and Desire

Group held its first meeting last week. Tim Law serves as the lay leader, along with two additional chairs who will lead the group in determining recommendations for the Parish.

Auction Donation Minimum Requirement

The Commission duly passed a motion to increase the family auction donation minimum amount for school year 2014-15 from \$125 to \$175, with the expectation that the development staff will provide further information as to the usage of and anticipated return for the increase. One Commission member abstained from the vote.

School Commission Auction Donation

The Commission is in agreement that it will donate a group experience, likely consisting of an art lesson with a social component, to this year's auction. Ann Summers, Amy Huber and Tracy Honner will obtain further details within the next several weeks. It is anticipated that each Commission member will be called upon to donate approximately \$25 to purchase the experience for donation.

Financial Advisory Committee and School Commissions' Oversight of School Budget – Roles and Coordination

This is the final year that John Vair will serve as Commission Finance Committee Chair. Historically, John, in leading the Finance Committee, has worked on the budget at a high level, as opposed to focusing on day-to-day operations of the School. Principal George Hoffbauer has formed an informal group consisting of parents with financial backgrounds to advise him on the School's day-to-day budget ("Advisory Group"). The Commission discussed the need to locate a qualified replacement for John. The Commission discussed the concept of adding one or more members of the Advisory Group to the Commission to enable them to transition to the Finance Committee next year. Ann Summers indicated that it would be desirable for one or more members of the Advisory Group to attend the upcoming budget sessions (discussed below).

Finance/Budget Report

John Vair reported that the School is \$132,000 under budget year-to-date. At this time, John forecasts that the School will end the year approximately \$50,000 over budget. John indicated that the Finance Committee has two upcoming working sessions in which it will work through the draft budget. The potential tuition increase as part of the budgeting process was discussed.

Priority of Capital Improvements

Ken Tews reported that the Building and Grounds Committee has determined that for safety reasons, window replacement should have first priority, followed by roof replacement and then playground equipment replacement. It anticipated that funds will be available to undertake the window replacement this summer.

Additional Committee Reports

Development. Terry Burns discussed the role of the development committee. Terry also discussed the \$61,000 check from the Father Mallahan Endowment Fund to the School. The Endowment Board voted to disburse \$61,000 in January for this year. Going forward, the Endowment Board voted to provide distributions based on 4%, or a minimum of \$50,000 which the Endowment Board believes will be sustainable and will allow the School to budget accordingly.

Technology. Chris Hennigler reported that the Technology Committee is working with Jon Barker to formulate a three-year technology plan, including a priority list and recommendations.

Catholic Identity. Ann Summers and Marithere Thomas continue to host a monthly Rosary in the Chapel with the next hosted Rosary taking place on February 11.

Oversight of Fundraising Hours. Ann Summers provided a handout for Commission review and discussion at the next meeting.

Principal's Report:

George Hofbauer distributed an outline and discussed a number of points on the outline.

George discussed the overall success of Catholic School's Week.

George went over the results of the grandparent survey regarding Grandparent's Lunch which indicated that attendees favored the prior format (56% to 45%). Faculty overwhelmingly preferred the new format and over \$8,000 in donations resulted from the event. George indicated several options for next year including a) using this year's format, b) having children sit with grandparents with a purchased ticket component, c) having parents host the event on a non-school day and/or a combination of b and c.

George proposed the following order of funding the various expenditures contemplated by the Capital Campaign: i) Windows, ii) Roof (and deferred maintenance (new)), iii) Play Structure, iv) Teacher Education, v) Technology (new), vi) Endowment, and vii) Expenses. The Commission discussed whether it had previously committed to a certain order of funding the various items to be

funded through the Capital Campaign and concluded that the items had been proposed in no particular order.

George passed out enrollment/tuition data information for Catholic schools. The Commission discussed various aspects of the data as it relates to Holy Rosary.

George passed out data with respect to delinquent School and BASE tuition and proposed a formal collection policy. The Commission will consider and discuss the proposed policy at the next meeting.

Voting on White Paper Recommendations 2, 3 and 5.

The Commission voted in favor of White Paper Recommendation No. 2.

The Commission tabled consideration of White Paper Recommendations 3 and 5.

The next meeting will be on March 6, 2014 at 6:00 p.m.

The meeting adjourned at 9:50 p.m.