

Holy Spirit School Council Meeting Minutes

(08/08/18)

Attendees:

Margaret Webb, Father Antonio, Patrick Talley, Karen Steingart, Jonathan Pina, Kelly Emmons, Kathleen Antoon, Matt Dotin, Rudy Garza, Lourdes Garcia, Bianca Brett, Ralph Brooks, Adam Ysasi

Visitors:

None

Absent:

None

Start Time: 6:04 p.m.

Finish Time: 7:52 p.m.

Opening Prayer (Fr. Antonio)

Officer Selections and Open Non-Officer Roles (Patrick Talley)

- Officers for 2018-2019
 - Patrick Talley - President
 - Matt Dotin - Vice President
 - Jonathan Pina - Finance
 - Adam Ysasi - Secretary
- Non Officer roles/assignments
 - Bianca Brett - Strategic Plan
 - Rudy Garza - Facilities
 - Kathleen Antoon – Development
 - Open – School-Church Engagement (Patrick will have one off conversations about position)

Pastor's Report (FR. Antonio)

- Focus this year will be on being present with the school
- Attended a conference for Priest with schools
- Wants to work on bridging the gap between the parish and the school
- FA would like to spend time in the classrooms this year when possible

Principal's Report (Margaret Webb)

- Projected enrollment: Between 405-411
- **New teachers and staff placements:**

Mrs. Agatha Christian (middle school Science)	Mr. Robert Schiller (PE),
Mrs. Lucinda Mandujano, (PreK4),	Mrs. Anna Puente (PreK4)
Ms. Lucila Morales (4 th grade)	Mrs. Julie Garza (Instructional assistant PreK4).
Mrs. Ingrid Cropper (Education Specialist/Library assistant)	
Mrs. Vigil from PreK 3 will teach Kindergarten	
- New Uniform Company with slight changes and school store offer new fleece and spirit shirts. (skirts 4th-5th transition, belts 1st)

- Technology: New chromebooks for yearbook, 5 new clever touch boards(from tech budget), switch to chromebooks for 5th grade (BYO device)
- Safety: redo of crisis plan and will provide a renewal of training for active shooter
 - Patrick – NRA offers school trainings. MW will consider the training.
- Theme for this year: “BE”
- State Accreditation in fall of 2020-2021. Need all data this year to review framework and write the documents 2019-2020 school year
- Wants a global service project for the school year
- Focus on written documents – Advancement Marketing plan, technology plan, and strategic plan
- Spirit Park installation set for August 14, 15, 16. Dedication set for Sept. 9th at 2:00pm – All School Council asked to attend
- First day of school: August 16th
 - A question was asked as to why is first day half day? MW explained that it is easier to ease the little children into a routine with a half day vs full day. A concern was raised that a half day on first day makes it difficult on working parents especially when they are asked to be there all morning. MW acknowledged the concern and admitted they have considered other ideas to have parent/teacher interaction to encourage familiarity. Suggestions were discussed with a conclusion that the council will discuss later in the year for next year’s first day and parent/teacher interaction.
- Message Ideas for first day – “BE”-long with us. MW would like parents to be more involved with the school and commit to collaborate. Encourage parents to join PTC and sub committees. PTC Chairpersons and School Council will be introduced at the gathering in the church on first day.

Finance (Jonathan Pina)

- Gross Revenue as of 6/30/18 (Year-End) in the amount of \$3,573M versus a budget of \$3,586M (\$3,214M same period, last year)
- Gross Expenses as of 6/30/18 (Year-End) in the amount of \$3,359M versus a budget of \$3,587M (\$3,276M same period, last year)
- Net Income in the amount of \$214M versus a budget of \$0M (\$62M loss, same period, last year).
- Cash balance of \$284M as of 6/30/18 (Year-End)
- Endowment fund balance of \$841M as of 6/30/18 (a \$5M decrease in value when compared to the prior month)
- FUTURE BUSINESS:
 - Collection plan/status pertaining to the \$12,768.84 in A/R from families that did not finish paying tuition or other fees during the 2017-2018 school year
 - M&N Scholarship Fund – Initial donation from 3 years ago still has a balance. Need to create policy and procedures for this fund along with ideas on how to continue supplying the fund.

- Enrollment numbers are coming in lower than anticipated therefore a revised budget will need to be submitted to Archdiocese in September
- Strategic Plan not finished yet / Should be completed before school starts
- The plan is aligned to the four domains
- Plan will focus on marketing, outreach and communications

PTC (Karen Steingart)

- PTC board positions are set.
- In June PTC treasurer mailed 8th grade scholarship checks to CC, Antonian, and IW.
- Two uniform sales over summer/earned \$1300 on first, second yet to be held.
- Back to School Coffee scheduled for AUG 16
- Teacher Perks Committee planning In Service Week to host meals for faculty on 8/10, 8/13/, 8/15
- Decorated school lobby wall with “BE” theme
- 2018-2019 PTC Meeting dates: second or third Wednesday of most months following mass. First will be September 19 @ 9:30
- PTC budget remains unchanged from prior year
- August 17 – New Parent paletas

Development (Kelly Emmons)

- Annual Fund – Letters being finalized, packets will go out Tue Sept 4th – Oct 12th. Social media campaign will also surround this as well with email, video, and print
- Gala – Contract set for Hyatt however minimum amounts for room might cause an issue. Talks are on-going. Advisory committee is Shauna Goodman and Karen Steingart. Silent auction packets are ready to go out to the parents that contributed last year.
- Golf – Adam Ysasi is heading up the efforts to find a different venue for next year
- Spirit Park – Ribbon cutting Sept 9th at 2pm, graduating class will be back for ceremony

Facilities (Matt Dotin)

- The sun shades to the playground swing set and new equipment area have been installed. The playground equipment is still pending arrival.
- The fire alarm system for the school and Family Center did not pass Fire Marshall inspection. The fire alarm control panel needs to be replaced and is on order. Hoping for installation before August 16th. Cost will be \$9,828.00
- The new A/C unit for middle school room 307 & the Book Room is being installed this week. Cost is \$9,438.00
- The heavy rains in early July did produce a couple of new leaks. Room 110 in the primary wing had a leak and has been repaired. The upper gym window seals are cracked and rain entered through these areas as well. American Roofing sealed these windows as a courtesy to HS School.
- Both kitchen areas had the vent hoods cleaned by Facilities Services Unlimited (Chris Salsedo, owner, is a school parent)
- Rooms 101 and 102 were completely painted. These are PreK4 classrooms with new teachers in each room this year. Lots of touch up paint has also been done.

- All vinyl floors have been waxed and all carpeted areas have been steam cleaned by Stanley Steemer in late July.

School-Parish Engagement Survey (Patrick Talley)

- 340 families surveyed with 193 individual responses
 - 1/6 HSCS families engaged in parish activities in past 12 months
 - Tenure – 50% < 4 yrs, 15% > 10 years
 - Geography – 45% live within 15 minutes of HSCS, 73% live closer to another parish
 - Mass last 12 months – 46% 1 week or more, 24% 1/mo, 30% seldom
 - CYO – 48% have kids played CYO past year, 38% volunteered
 - Average tithing \$797
 - PT reviewed detailed results with School and Church leaders
 - Conclusion – Many reasons preventing families from being deeply involved but many families are just looking for us to roll out the welcome mat and invite them. Parish and School leaders should work on coming months to:
 - Create a School/Church Engagement Committee
 - Create a public calendar of joint school/church events posted in high traffic areas
 - Organize campaigns from key church ministries and group to recruit new members from with the school community.
 - Create deeper engagement and welcome messaging from the Pastor and Parochial Vicar specifically encouraging school parents and inviting them to church.
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Decisions Made/Votes:

- None