**Holy Spirit School Board meeting minutes for Sept. 27, 2023**

**Present:** Fr. Emil, Fr. Aleksander, Margie Gabiola, Caroline Wight, Sandra Montes, Norma Turnbeaugh, Jane Tweeten, Tenille Freeman, Sarah Delilo, Patrick Anderson

**Absent:** Luis Carillo, Peggy Kaiser, Ric Benedetti

Meeting opened at 6:30 by Margie Gabiola

Opening Prayer by Fr. Aleksander

**PTC report by Tenille:**

* Last meeting dealt primarily with planning the September celebration
* September celebration brought in $1200 with some money still owed for taxes
* Upcoming fundraiser: annual wreath sales begin in Oct.
* Upcoming events: School-sponsored coffee hours following 11:00 and 1:00 masses on Oct. 15th
* Trunk or Treat on Oct. 27th
* Zoo Boo on Oct 29th

**Pastoral report by Fr. Emil:** Fr. Deferred

**Election of secretary and chairperson for school board**

* Sarah Delilo volunteered and was met with approval to act as secretary
* Caroline Wight was nominated by Margie Gabiola and was approved by vote to act as chairperson
* Both elections confirmed by Fr. Emil

**Principal Report by Margie Gabiola**

**Old business:**

* HSCS teachers beginning Franciscan catechist training (12 modules over 3 years)
* Margie attended TBO training in Sept and will use this training to observe teachers
* Visiting Committee to observe accreditation process in Rupert in March
* Savvy Seniors—students to write letters to seniors that are home bound or in assisted living
* Guadalupe week: school is looking for a need in the community to meet for a service project
* Robotics program: school is looking to get this restarted, Peggy advising

Current staff for 2023-2024 school year

* Front office: Allison Hinz
* Accountant: Don Markle (volunteer)
* 3-year-old preschool teacher Elia Avila has moved, Sarah Kate stepped in and is enjoying the position so far
* 3-year-old preschool aide, Rita Ortiz broke her arm, and is currently replaced by long-term substitute Jazmin Martinez
* 4-year-old Pre-K: Stacy Fajardo
* Kindergarten: Autumn Mondragon
* 1st grade: Melissa Rosenberger
* 2nd grade: Margie Gabiola
* 3rd grade: Debby Belcher
* 4th grade: Grace Clark
* 5th grade: Veronica Lang
* P.E.: Dave Barry
* Music: Breanna Ward
* Athletic Director: Aby Ibarra
* Safe environment coordinators: Belinda Netherly and Karianne Ernest (volunteer)

Need for volunteers:

* Sit with kindergarten students during Advent (volunteer will need Safe Environment training completed)
* Sit with preschool students 1:45-3:00 Tues-Thurs to allow teachers to complete other jobs/tasks. These volunteers will need Background check, Safe Environment training, and CPR certification.

**Goals for 2023-24 school year**

* Build community and maintain positive culture with families through good communication
* Work on Accreditation self study
* Increase enrollment for 2024-25 school year
* Fundraise and work on 5 year strategic plan for enrollment & finances

**Planned fundraisers:**

* Sept: September Celebration
* Oct.: wreath sales ($4,000 made last year—students to sell after masses)
* Nov.: begin 365 campaign ($30,000 made last year)
  + Goal is to sell all dates ($66,000 possible if all dates are sold)
  + Same date can be sold multiple times
* Feb 3rd: school auction ($45,000 made last year)—50’s theme
* Raise Right—all year, headed by Norma Turnbeaugh (more details below)
* Additional ideas
  + Bishop dinner
  + Alumni Legacy space (engraved bricks, plaques, etc)
    - Create alumni community through Facebook page
    - Create alumni list by class (Belinda Netherly working on this)
    - Call alumni requesting donations

**New Business:**

Enrollment projected over the summer was 76, but this dropped to 63 at start of school (some reasons: families moved, want to keep siblings together, classes too small for socialization)

Margie to meet with former school board chairperson Gretchen Kinghorn to discuss how best to use Title I funds

New 365 boards need to be created—Allison Hinz has plans, but volunteers are needed to both create the boards and help with selling dates

**Raise Right plan by Norma Turnbeaugh:**

Fundraising option currently being used by the school that can be very effective if families are encouraged to use it consistently for shopping

Way it works: gift cards are bought at face value, and the companies donate a portion of the dollar amount to the school (amount donated varies by company)

School will no longer carry physical cards for sale to avoid losses, Raise Right will operate strictly via the app this year

Through the app, users can order physical gift cards (small mailing charge will apply) or create a “wallet” on their phone that can store multiple e-gift cards that can be scanned at the checkout

Norma moves to create incentive for parents to use this by allowing a 50/50 sharing of the profits: with the school receiving money, and parents receiving tuition credit.

Further, we can push this fundraiser not only to current school families, but to all parishioners (everyone shops), who can select a specific family to receive tuition credits or to donate the tuition credits to a general collection (similar to Angel Fund)

Normal willing to create insert and stuff parish bulletins

Motion seconded by Patrick Anderson and approved

**Next meeting date:** Originally set for Tuesday Oct 10th, at 6:00 pm (time change)

* **Amended:** email sent by Sarah requesting vote on new meeting date for Oct. 17th or 24th due to conflict
* **Next meeting date TBD**

**Closing Prayer by Fr. Emil**

**Meeting concluded at 8:40**

**Next meeting: TBD please see email**