

SCHOOL BOARD MEETING for HOLY SPIRIT CATHOLIC SCHOOL

February 11th, 2024

6:00 pm

Our Mission

To inspire students to academic excellence, foster creativity and ignite their hearts with love for God and neighbor.

Non-voting present: Margie, Bruce, Rita

Voting present: Caroline, Sarah, Ric, Kandy, Jessica, Norma, Peggy, Luis

Present via Zoom: Faith, Kerry, Darlene, Payton

Not present: Sandra

CALL TO ORDER at 6:00 by Caroline

OPENING PRAYER: by Caroline

SCHOOL REPORT by Margie

1. Accreditation:
 - a. Meeting occurred today, beginning with mass and ending with meeting with school board
 - b. Accreditation is through Western Catholic Educational Association that looks at Operational vitality, Governance, Catholic identity, and Academic excellence
 - c. They evaluate what we are excelling at and what needs work
 - d. In our local public school system, only high schools are accredited and since Covid, it is done virtually, without investigators entering the school
2. Auction
 - a. Final numbers are coming in, but estimate is \$50,000 profit
 - b. Money owed has been paid
3. Summer Program
 - a. Summer program will not be happening this year
 - b. This was advertised in the school newsletter
 - c. School awarded Safety and Security grant, which will be used to put up new fencing and lighting on the school grounds over the summer, so it would not be feasible to have children nearby
4. Partnering with Parent meeting
 - a. Will occur March 19th with two meetings: one in the morning and one in the evening to maximize attendance
 - b. Is a State of the School meeting
5. School Choice Tax Credit
 - a. Update from diocese: option for tax credit will start January 15th of 2026 and will be open for 15 days for people to apply
 - b. To be applied to 2026-27 school year
6. Personnel updates

- a. Bre Ward will be 3rd grade teacher
 - i. She will delegate her current marketing duties
 - ii. She will continue as the school's music teacher
 - b. Mr. Barry is retiring as the school's PE teacher
 - i. Retirement celebration TBA
- 7. School Enrollment
 - a. Re-enrollment window is open on March 17th
 - i. Parents will be able to select payment plan through FACTS
 - b. Open enrollment for new families is April 1st

PTC REPORT by Kandy

- 1. Revising by-laws—officers to meet in next couple of weeks
- 2. Have not had a PTC meeting since auction, no new news to report

ADDITIONAL BUSINESS by Caroline

- 1. 365 update
 - a. \$15,000 raised this year
- 2. Scholarship committee update
 - a. Committee to meet
 - b. Committee is currently Caroline, Norma, Bruce but another community member is needed
 - i. Bruce to reach out to Jane Sweeten to inquire about interest
- 3. Vice President
 - a. Position advertised, but no one contacted Caroline
 - b. Lizette Selgado has expressed interest
- 4. Upcoming budget presentation
 - a. April is budget month on Strategic plan
 - b. Margie to present budget to board for board to review, make suggestions, and approve final draft
- 5. School board is not receiving the school newsletter—Margie to ask Bre to send this out to board members.
- 6. Who is a voting member on the board?
 - a. PTC officers are voting members
 - b. Regarding this: when making adjustments to by-laws, board can maintain a list of edits to be made, then perform an annual by-law revision to include edits.
- 7. Strategic plan review
 - a. Use of a school screener
 - i. Parent(s) and child will do tour of school with Margie
 - ii. A brief assessment of child will take place without parents present
 - iii. This is already started, but the metric is to have a published system in place
 - iv. Margie is working on written procedure, SOP
 - v. Goal due date is Fall 2025
 - b. Publish school schedule prior to start of school
 - i. Completed

- c. Create parent info sheet
 - i. Still pending
- d. Establish parent training opportunities
 - i. Ready for Kindergarten classes have been done
- e. Establish community resources
 - i. Still pending
- f. Develop student success and intervention program
 - i. Still pending
- g. Training program for staff about the life of the Church as the role model
 - i. Some completed, some pending
 - ii. New goal date Fall 2025
- h. Develop process and timeline to describe school budget process for future iterations
 - i. Complete
- i. Develop fundraising plan
 - i. We need teachers' plans for field trips ahead of time so we know with greater certainty how much money to raise
 - ii. Fundraising plan should be done before start of school–summer 2025
- j. Establish by-laws
 - i. Completed
- k. Complete staff benefits package
 - i. In process
- l. Create plan and budget process to assess resource needs, with teacher/staff input
 - i. In process
- m. Create Catechesis plan and schedule for staff development to meet diocesan requirements
 - i. Completed yearly
 - ii. Official SOP for this needs to be created for future
- n. Obtain security grant
 - i. Complete
- o. Define facility roles
 - i. Complete
- 8. New Business
 - a. Letting parish families know about school choice tax credit in 2026 in bulletin

Closing prayer as group

Meeting adjourned at 7:19

Next meeting: April 8th at 6:00