

# Holy Spirit School Board Meeting

January 23, 2024

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

**Present:** Margie, Caroline, Tenille, Bruce, Norma, Father Emil, Susan, Ric, Luis, Sarah

**Absent:** Peggy Kaiser

Opening prayer by Father Emil

## **Items to discuss:**

1. Discuss/approve of the two completed sections of the Strategic Plan (Resource Stewardship and Enrollment and Marketing Goals).
2. Review the proposed budget for 2024/25 and 2025/26, including tuition.
3. Establish a Scholarship Subcommittee that will create a matrix for allocating scholarship funds and hearing cases for aid. Establish a Governance and Leadership (G&L) Subcommittee to review/edit the By-Laws and collect procedures from the various other subcommittees (e.g. Resource Stewardship will create a budget procedure) in order to document future Board actions.
4. 365 Update/To-do list
5. Auction support

## **Minutes:**

Proposed budget and changes needed to meet it brought forward by Bruce, discussed by board

## **Scholarship committee**

1. Establish membership
2. Fr. Emil: the committee will work with parents throughout the year to review any changes in family's scholarship need
3. Committee needs to be compassionate but also very practical
4. Committee will need to:
  - a. Track internal and external scholarship awards
  - b. Establish annual application dates and renewals
  - c. Create award criteria

5. Need interim process for accessing/reaching out to current scholarship holders

Norma volunteers, and Fr. Emil would like to nominate Beth Huston, Rita nominated Allison Hinz, Caroline also volunteers

### **Enrollment and Marketing subcommittee**

1. Short term marketing plan for 2024

- Drafted
- Awaiting school program descriptions for Pre-K, summer program, childcare

2. Next steps:

- Add customary marketing strategies (radio, TV, newspaper) in addition to those outlined in the plan (social media, community networking)
- Need to implement plan in February.

### **Endowment**

- School received donation of \$350K land tract
- Need to draft Letter of Stipulations to donors by 1/31/24
  - Bruce and Margie will work on this
- Next step is to work with Diocese to establish details of the school endowment

### **Development and fundraising**

- Is PTC for now, but we will visit this current relationship to discuss blend of board/PTC and responsibilities of both in March or April

### **Governance and Leadership**

1. Status—board to complete By Laws draft in March/April
2. Next step: Board to access PTC and current By Laws

**Auction support and update:**

- \$25 mugs—bottomless beer or wine
- 31 or 32 of each type of glass
- Donations are coming along well
- 7 tables are sold
- Wagon of cheer ticket selling schedule:

5:00-5:30: Luis

5;30-6:00: Caroline

6:00-6:30: Sandra

6:30-7:00: Sarah

7:00-7:30: Tenille