

Holy Spirit School Board Meeting
April 9, 2024
6:00 pm

Our Mission

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

Present: Fr. Emil, Margie, Caroline, Ric, Luis, Rita, Tenille, Sandra, Bruce, Norma

Not Present: Peggy

PTC members present: Kandy Whited and Faith Wilhelmi

Meeting called to order by Caroline at 6:00

Opening prayer by Bruce Olenick

PTC Report

1. Auction profits: \$44,412
2. Nominations for PTC officers accepted, will be voted on on 4/24

School Report by Margie

1. Marketing update: flyers up around school, active radio ad, school website
2. Job posting—on school website for office manager, pre-K and/or K teacher, teaching assistants for summer and fall
3. Eucharistic congress/procession occurring on last day of school
 - a. Should processors/students/staff wear T-shirts advertising HSCS?
 - b. Should HSCS host an open house?

New Business from Caroline

1. 365 Fundraiser—school board members can speak at masses April 20-21
 - a. Ric volunteered to speak at Saturday 5:00,
 - b. Bruce volunteered for Sunday 11:00 mass
 - c. Luis has a parent in mind for 1:00 mass
 - d. Sarah suggested Peggy for 8:00 and 9:30 masses, but will be a backup if Peggy can't.
2. Thank you notes—Caroline will bring two months of thank you notes for school board to sign at next meeting.
3. Scholarship Subcommittee:
 - a. Kramer Fund gave school \$12,000, plus Angel Funds makes total available scholarship money \$30,000.

- b. \$18,240 has been awarded thus far. Everyone who has applied has been granted financial assistance.
- c. More will be awarded if more applicants come forward.

Business from Bruce

1. By-laws
2. Academic excellence
 - a. Status—school to start process April 19th
 - b. Bruce to work with staff to develop goals and objectives
3. Staff development and Retention
 - a. School to begin process april 19
 - b. Bruce to work with school staff to develop goals and objectives for coming year
4. Catholic Identity
 - a. Status: Parish and school to begin process in April
 - b. Next Steps: Bruce to work with Parish and school staff to develop goals and objectives for coming years
5. Facilities
6. Resource Stewardship
 - a. School budget complete
 - b. School structure—complete
 - c. Awaiting Resource Stewardship subcommittee final review (April 8, 2024)
 - d. Finance committee and principal need to submit budget preparation timeline for approval
 - i. March: principal will gather teacher requests and create final draft of budget to submit to School Board by March 31st
 - ii. April: School Board will review budget and make recommendations and submit final draft budget to Fr. Emil and Parish Finance Council by April 30th.
 - iii. May 1st- 15th: Fr. Emil and PFC to revise and implement approved budget
7. Scholarship subcommittee
 - a. To document process currently being used to award scholarships, as part of the future by-laws
8. Development and Fundraising
 - a. PTC and school board to integrate the by-laws of each into one organization
 - b. Fr. Emil states all current by-laws are revoked! Cancelled! They are a mess with too many amendments. It is easier to build something new than to fix what is old. Fr. Emil will pass along Diocesan and Canon Law statements on school boards to help create new by-laws

- c. Caroline volunteers to begin building new by-laws because wordy stuff is her jam
- 9. Governance and leadership
 - a. Revise by-laws that includes role of PTC
 - b. Recommend best annual timeline for future years such as:
 - i. March: Review Strategic Plan
 - ii. April: develop budget
 - iii. May: School board self-assessment
 - iv. Summer: By-law revisions
 - v. June-August: new board members and officers

Bruce reviewed 2024-25 Stewardship plan with board and PTC members

Margie to reach out to Bre and Stacy regarding designing t-shirts for Eucharistic procession

Holy Spirit open house during procession? Margie to present this opportunity to staff for input.

Closing prayer by Sarah

Meeting adjourned 7:40 pm