

ADVISORY COMMITTEE MEETING MINTUES

Date: Oct. 9, 2019

Attendees:

Tom Schultz (acting Chair)
Lori Ortiz (Acting Sec)
Rebecca Leach

Hazel Brewi
Father Pat Travers

Opening prayer

Old Business:

- A. Tuition payments and outstanding tuitions from last year.
 - a. Hazel stated that she has been working to establish a consistent payment expectation for our preschool students, where last year there were inconsistencies. She emphasized that our preschool tuitions are required whether or not the student is in full attendance, (vs. a daycare model where families pay only for the days their children use the service.)
 - b. Outstanding tuitions from previous years - some families have paid these bills and we have garnered approximately \$6000. 00 from what has been about \$48,000. A long discussion ensued. Collecting past tuitions will need to be dealt with on a case by case basis. Some past tuitions may be viewed as uncollectible based on families' financial hardships. Tom S. recommended that our committee and staff make a determination for each of these overdue situations. We will then present our recommendations to the Diocese representative.
 - c. Going forward, Hazel will work with Anna Marie Mestas to develop a protocol for collecting overdue tuition payments. It will include 30 day, 60 day, and 90 day notices, with a parent meeting expected at 60 days to develop a plan to deal with the overdue tuitions. It was noted that all of the financial aid documents have been brought up to date for this year's school population.
- B. Additional board members needed, including a new, permanent Chair for the year. Rebecca Leach proposed that we solicit members from the preschool programs. Connie Wingren's name was offered, as well as retired teacher and longtime parishioner, Mike Wisnewski.
- C. Auction Updates:

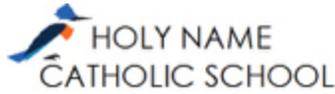


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- a. Hazel stated that the event dinner tickets are about 75% sold. She predicts that the raffle tickets will raise about half of the amount of what has been printed - which she noted could be \$15,000.
- b. Hazel reported that the school apt storage area is in poor shape. It is filled with miscellaneous things and there is dampness and possible mold. Last year's school water pipe problem included some flooding of this room. Hazel asked that a big parish team clean-up day be scheduled for some day post auction. A dumpster may be needed as the carpet may need to be torn out.
- c. Raffle tix for auction have brought in the amount of approx. \$4,400 at this date - though credit card sales are not included in this amount.
- d. Dinner tix sales are also at approx. \$4,400 - though again, credit card sales have not been added to this number.
- e. Baskets - are 80 % prepared for Saturday - possibly ahead of last year's schedule?

New Business:

- A. Tom expressed his expectation that council members come to the meeting with the agenda in hand. Tom asked if there were other items members wanted to add to this or future agendas for consideration.
- B. Lori Ortiz asked that the topic of developing a system for teacher evaluation at Holy Name be added to a future agenda. Hazel responded that she would like to see a subcommittee of this council be designated for the purpose of researching a program or system that Holy Name could adopt for teacher evaluation. Tom Schulz requested that teacher job descriptions be developed.
- C. Budget - Tom S asked for an update on funds, fundraising, and tuition status in relation to proposed budget. Hazel responded that we won't really know until after the auction is over. She notes that some school parents are very much on board to help with fundraising around this event, and some are reluctant. She made a suggestion for the future, that HNS adopt a policy to attach tuition grants to a higher number of parent school service hours.
- D. The school received an \$8000.00 donation from Hugh and Sherry Grant of Juneau.



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- E. Discussion of council bylaws, minutes, and calendar: Rebecca Leach said she would complete the draft of Bylaws soon after the auction is over. Minutes will be posted on church bulletin board and on the advisory council link that is provided to families and parishioners. Tom Schulz directed council to collect all minutes since spring when this council was established, for the purpose of voting to approve them and publish them. Hazel, Lori and Rebecca will collect the minutes.
- F. Discussion of council calendar: regular meeting times will be the 3rd Weds of each month. Tonight's discussion included a tentative agreement that all monthly meetings should be open to parents and parishioners - allowing for public comment of 3 minutes per person at beginning and end of meeting only.

Upcoming meetings:

Special Meeting to discuss proceeds from auction and spaghetti dinner and proposed school budget will be held on Thursday, Nov. 9 at 4 pm.

The next regularly scheduled monthly meeting will be held on Weds, Nov., 20 at 4:00. The meeting was closed with the Lord's Prayer at 5:30 pm.