

## ADVISORY COMMITTEE MEETING MINTUES

**Date:** July 2, 2019

**Attendees:**

Hazel Brewi  
Lori Ortiz  
Kathleen Svenson  
Thomas Schulz  
David Garcia  
Father Pat Travers

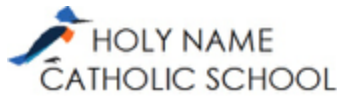
**Opening prayer**

**Old Business:**

**New Business:**

**A. Budget-**

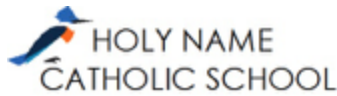
- a. Budget is secure for Pre - K programs going forward. Fr. Pat stated that there had been some questions about Amanda contract, but expected that to be resolved by end of next week. Amanda is moving into a half time position.
- b. Budget for remaining classroom proposal is tied to enrollment. We were informed that Bishop Andrew intends to make a decision about the financial viability of opening with grades K - 4, at the end of July. This is a time sensitive decision and Fr. Pat stated that we may not be able to open grades K- 4 as we hope and thus, we may not be able to keep all teachers. We currently have 16 confirmed enrollees grades K - 4. A discussion ensued about 12 or so potential enrollees, including 3 potential 5th grade students were we to extend to that grade.
- c. The Holy Name teachers met with Hazel today and made a plan to make phone call **recruitments** from their former class rosters. Barb and Ms. K have agreed to set up a recruitment table at A and P on Sundays during the month of July. Holy Name's Pre -K classes will be in the Blueberry Festival Doll and Pet parade. The school has also applied for a Blueberry booth run by Ms. Barb with face painting and advertising for school. School will split the proceeds with Ms. Barb. Teachers are also willing to make calls to families to invite them to come to the upcoming meeting which will be conducted by the bishop to present the findings of the school budget audit and the findings of the diocese investigation of school issues from the past year. Fr. Pat stated that the date for this meeting has not yet been set.



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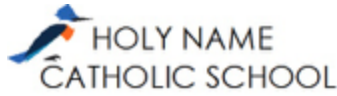
- d. Tom Schulz stated that plans were underway to temporarily move church secretary, Shelly Tradel over to school office position (part-time.) Her work with the school would be to help make phone calls and do other tasks that would contribute to student **recruitment and fundraising**. Pam Shull would be asked to come in and cover church office duties when Shelly is away from her desk. Tom S mentioned the idea of reaching out to school alumni for financial support and also to ask alumni to speak after masses to promote enrollment.
  - e. Fr. Pat stated that donations such as alumni contributions are critical for meeting the income goal to keep the school open.
  - f. How will substitutes be covered? Ms. Diana has established a “go-to“ list of volunteers. Pam Shull has offered to cover some days. Grades K - 4 will need to develop a list of volunteers to cover for illness, etc....
  - g. Probably no affordable school van service this year. Not a good idea to have Holy Name teachers drive in students as there may be liability issues. Council asked Ms. Brewi to ask the school district if Holy Name students could ride public school buses.
- B. Free Lunch - Hazel informed us that current school enrollment population indicates that 63% of the students qualify for free and reduced lunch, however the cost savings of about \$5 per child per meal will not be enough money to pay for the wages of a school cook. Discussion ensued. Kathleen asked Hazel to inquire with KGBSD about the potential of having school lunches provided for Holy Name students.
- C. Title I -
- a. Hazel has been in conversation with Alonso Escalante, the curriculum director and the KGBSD admin in charge of this grant and the curriculum director
  - b. Hazel states that KGBSD has Title I funds for Holy Name and will be paying for the curriculum package that includes Star Math and Star Reading assessments as well as accelerated reading materials. The assessment known as MAPS ( Measures of Academic Progress,) may also be purchased with these funds AND
  - c. Mr. Escalante has indicated that a reading specialist may be offered to Holy Name students who qualify on the Free and Reduced Lunch income list. Hazel stated that it may be a possibility to have the reading specialist work with all of the Holy Name students - these are questions to be posed to Mr. Escalante.

More discussion ensued including the following comments:



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- D. Yarr - asked about renting out empty classrooms. Brewi - this could be a problem with having strangers on campus. Fr. Pat - we also want to preserve the space to keep options of growing and expanding school open and hopeful.
- E. Brewi - intention to reopen this classroom as a library. Church volunteers are definitely needed to reshelv books.
- F. Discussed Marketing (PR) and fundraising options:
- Blueberry festival
  - Knights of Columbus: Jim Paul & Shelly
  - Accessing Alumni is difficult because of no database/ contact info
  - Would the newspaper do an "interest" story on the history of HNCS
- G. **School operating need** - Ms. Hazel Brewi stated that the office phone cannot be forwarded around the school which limits the work she can accomplish. Council asked if the school phone could be forwarded to a "school cell phone." Kathleen will check in with KPU. Council members expressed support for this improvement.
- H. **School Admin Job Description-**
- (partial discussion before community consultant on fundraising joined the meeting) Hazel B stated that she had worked on this with council member Patti Krosse and they had agreed to the language which lists a variety of tasks for admin combined with school secretary. A back page (4) lists areas that Ms. B and Ms. Krosse feel won't be reasonably managed by someone in this role.
  - Discussion included the following points: There is not a plan in place for this year for teacher evaluation. Ortiz expressed concern. Ms. Brewi stated that some pieces could be out into place such as peer evaluations. Fr. Pat hires and fires - discussion of the helpfulness of documented employee evaluations for these decisions.
  - Ortiz expressed concern that the number of tasks expected of Ms. Brewi in this new position is unreasonable. Discussion followed with the recognition that Ms. Brewi will probably not complete all tasks as assigned. Ms. Brewi stated that she operates with a daily checklist as first priority and keeps a list of what is completed. There was not closure or a group vote to accept this job description. A guest speaker arrived. The closure of this item should be placed on next agenda.
- I. **Auction- Ms. Kelli Jenks (Smith)** who recently chaired the Peace Health Solstice auction joined the meeting to offer advice on our upcoming Alaska Day Auction.



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- a. A summary of some of her comments: She thinks we should keep this date, general theme and venue. It can be smaller event. Pare down elements. The number of live auction items could be reduced from over 100 to about 25. Start with last year's program and make contacts with all the folks listed in the program. Identify committee leads NOW...food, soliciting larger items and classic items such as "principal for a day," advertising, raffle, book keeping /credit card check out, silent auction, GET AK Air raffle item NOW, talk to seasonal vendors on Tuesday or Wed s less busy days.
  - b. Kelli's theme "Rise Above." More discussion of theme - keep just Alaska Day theme, some participants think we should stay away from faith based theme...Was a final decision made?
- J. Ortiz left the meeting at 5:50 so there may have been more discussion with Ms. Jenks and more discussion of other items.
- K. Question - member, Rebecca Mike - has she made a decision about service on this committee?  
Diana Coffin - has she been formally invited to serve on this committee?