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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Call to Order |  Agenda Review Attendance/Quorum Declaration Opening Prayer  MissionApproval of Minutes | Judy HegelundMatt NeelyAllAll | 6:00 pm – 6:05 pm |
| * Meeting called to order at 6:10pm
* In attendance: Judy Hegelund, Matt Neely, Rachel Tindall, Tonia Hasani, Rene Evans, Capri Hiovich, Bethany Rotole, Trina Santa-Ana Kristen Baradihi, Vinny Sinacola, Jon Myers, Kim Myers
* Not present: Fr. Brian, Matt Floore
* Meeting minutes from Feb 10, 2025, were approved by all present.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Chairperson’s Report |  Review of HFRS Communication Approach | Judy Hegelund, Matt Neely, Bridget Hondzinski | 6:05-6:30 |
| Judy led the committee through the communication strategy slides, prompting discussion on ways to better engage and inform the broader school community.* The current bylaws do not specifically define a board liaison role between school leadership and the broader parent community, prompting conversation around the opportunity to improve structured communication.
* The committee reviewed the variety of existing communication forums from Judy’s presentation, including the Weekly Wrap, parish bulletins, social media, and direct email. The goal is to create a more coordinated and consistent communication rhythm across these platforms.
* Suggestions were made for improving the Weekly Wrap, including better archiving so families can access past editions easily.
* A new parent orientation was proposed to support families as they join the school community. This could take the form of a live meeting or a pre-recorded video presentation, possibly delivered in the church prior to the New Parent Dinner. **Vinnie** will offer feedback from a new parent perspective to help shape the content.
* Regarding financial transparency, the committee discussed including regular updates within the FACTS portal, such as Gala proceeds, fundraising goals, and more detailed budget information. Megan Wilson is now the point of contact for FACTS support.
* For facilities communication, the team discussed providing timely project updates through the website. **Rene** will support the technical side of the website updates, and **Kristen** will assist with crafting the appropriate messaging.
* Capri shared a sample of Bishop Foley’s Weekly Wrap to provide a benchmark for how another Catholic school handles its community communications.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Vice Chairperson’s Report | Update on President Search | Matt Neely | 6:30 pm – 6:35 pm |
| Leadership Reorganization Update * A leadership reorganization is currently underway to better align our structure with the long-term vision and strategic goals of Holy Family.
* The plan includes transitioning the current Principal to “Head of School” which will lead the academic strategy and mission of the school.
* Under the Head of School, each campus will be led by a Principal focused on day-to-day operations, student experience, and academic leadership within their respective communities.
* In addition, we are redefining our advancement efforts with the creation of a new role: Executive Director, Office of Development. This role will lead all fundraising, enrollment, and community engagement efforts with a renewed focus on long-term growth and financial sustainability.
* These changes are being made thoughtfully and with great care to position Holy Family for continued success and mission alignment into the next decade.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Pastor’s Report (if present) | AOD and Family of Parish Updates | Fr. Brian | 6:35 pm – 6:45 pm |
| * N/A – Fr. Brian was not present
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Governance and Leadership | Progress against LTP objectivesPTG Athletic Advisory Committee Update | Bridget HondzinskiTrina Santa Ana/Kristen BaradihiTBD | 6:45 pm – 7:00 pm |
| * N/A - Combined with the vice chairperson’s report
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Mission and Catholic Identity | • Progress against LTP objectives• New family acceptance process | Kim Myers | 7:00 pm – 7:15 pm |
| Kim Myers provided an update on upcoming events and ongoing initiatives aimed at strengthening the Catholic identity across both campuses:* Preparations are underway for the Passion Prayer Service, which is scheduled for May 16th.
* Stations of the Cross are being held regularly at both the North and South Campuses during Lent.
* The First Communion celebration is planned for May 16th at St. Andrew parish.
* The Campus Ministry group is beginning to shape the calendar for the next school year, with ideas including family formation events such as dinners, faith teachings, and family Masses.
* Vocation talks have been held for middle school students, with several clergy members speaking to classes about different vocational paths and religious life.
* The team is also developing resources to help parents view family life and decisions next year through the lens of scripture and Church teachings, supporting a deeper faith partnership between school and home.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Academic Excellence | Progress against LTP objectives | Bridget Hondzinski | 7:15 pm – 7:30 pm |
| Bridget Hondzinski shared updates on assessment performance and policies supporting strong academic outcomes:* Reviewed STAR testing metrics and discussed progress toward the goal of becoming a Blue Ribbon School.
* Outlined the expectations tied to new family contracts:
	+ All new families are on a one-year probationary period, which includes academic performance, adherence to the parent code of conduct, and volunteer participation.
	+ Bridget provided the full document outlining these expectations.
* A discussion followed regarding volunteer hours:
	+ Vinnie raised the idea of waiving volunteer hour payments for new families in their first year to ease transition.
	+ **Capri** will assess this proposal from the perspective of the Volunteer Committee, especially considering current volunteer shortages for middle school recess.
* Capri also requested data from Bridget on high school placement test performance.
* The committee suggested having local high school teachers and administrators provide feedback on how well Holy Family graduates are prepared to support future academic alignment.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Operational Vitality | • Progress against LTP objectives• Finance Council Update (including communication plan around budgeting and staff discounts)Update on staffing (playground/IT/Maintenance) | Bridget HondzinskiTonia Hasani | 7:30 pm – 7:45 pm |
| * PTG:
	+ The Talent Show was a major success with 43 students participating and enthusiastic staff involvement at the North Campus.
	+ The Daddy-Daughter Dance drew 600 attendees and received excellent feedback.
	+ Staff Appreciation efforts are ongoing through the end of the school year.
	+ May is packed with community events: Staff Appreciation, Family Dinner Night, and Mother’s Dinner, which has already sold 400 tickets.
	+ Field Day is set for June 4–5; volunteer recruitment is underway, and the committee is working on incentives to boost turnout at the South Campus.
	+ Holly McGivern will be taking over PTG leadership from Kristen.
	+ The Fall Festival and Trunk-or-Treat has been scheduled for October 4 and rebranded as “Falloween.”
* Facilities:
	+ French Associates completed a comprehensive assessment of both campuses and have begun preparing long-term capital expenditure (CapEx) plans.
	+ NC bathroom renovations are prioritized for this summer.
	+ French is also preparing cost estimates for options including rebuilding the North Campus or potentially consolidating all operations at the South Campus.
	+ The South Campus roof is the next major improvement. The membrane replacement will be deferred by one year, with a full project targeted for 2026–2027.
	+ Custodial performance at the North Campus had declined, but with recent staffing changes, conditions are improving.
* Advancement:
	+ Fundraising is tracking well toward annual goals.
	+ A spring follow-up campaign is targeting lapsed donors (those who gave within the last three years but not this year).
	+ The Annual Golf Outing has 60 golfers confirmed out of 144 available spots.
	+ Staffing:
	+ Two teacher retirements have been announced; interview processes are underway for replacements.
* Finance:
	+ Discussion around staff tuition discounts has been tabled pending broader organizational decisions.
	+ Lisa Davis is evaluating a bank transition to earn interest on reserve balances.
	+ Salary range definitions remain a priority; follow-up with Kim V. is needed to finalize compensation structures and support staff during ongoing transitions.
* Athletics (AAC):
	+ The AAC is exploring more flexible participation policies for 4th graders during this period of transition between campuses and higher academic demands.
	+ Moving forward, AAC meetings should include a board member for alignment and transparency.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| New Business | N/A | All | 7:45-8:00 pm |
| * The Volunteer Policy is currently under review by Jennifer and Bridget, taking inspiration from the De La Salle “Get Connected” system. The updated approach would include tracking volunteer hours and ensuring pre-approval of volunteers who complete Protecting God’s Children training annually.
* Key committee leads and board members will be granted credit toward the annual volunteer hour requirement.
* Capri is drafting the new policy and will share a version once available.
* **Matt N.** will email Capri to ensure the appropriate board members are included in the updated framework.
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| **Topic** | **Content** | **Person responsible** | **Timing** |
| Adjournment | N/A | Judy Hegelund |  |
| * Adjourned at 8:20pm
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