**BACKGROUND**

One of the goals of the Board of Advisors in the 2024-2025 school year is to increase awareness of how the Board of Advisors serves the Holy Family Catholic School Community through the following initiatives:

|  |  |
| --- | --- |
| **2024-2025 Initiatives & Involvement** | **Status** |
| Conduct an Annual Planning Meeting | Completed |
| Review of [**Strategic initiatives highlighted in Sentinel Magazine**](https://online.flippingbook.com/view/626250741/) | Completed |
| [**Governance structure reviewed** & Board Members introduced at Back to School Night](https://www.holyfamilycs.org/editoruploads/files/B2S%20Night%20Thursday%20Night.pdf)  | Completed |
| [**Strategic Plan Overview**](https://www.holyfamilycs.org/editoruploads/files/2024%20HOLY%20FAMILY%20STRATEGIC%20PLAN%20OVERVIEW.pdf) shared at Back to School Night & available on [school website](https://www.holyfamilycs.org/about/governance.cfm) | Completed |
| Host [**“Board 101 Presentation”**](https://files.constantcontact.com/af6e1cde001/b015bc46-093f-47dc-b44c-ab385e79a4ae.pdf) & open forum for parent questions at Parent Ed. Night | Completed |
| Review of [**Annual Report**](https://online.flippingbook.com/view/217887415/)(includes Mission, Vision, Values, Goals & Financial updates) | Completed |
| Develop consistent format and tracking method for the Build the Future Strategic Plan | Completed |
| Support Advancement & Gala with attendance; financial underwriting of live auction item | Completed |
| Attend & actively participate in regular monthly meetings of Advisors & Directors | Ongoing |
| Attend & actively participate in Committee Meetings (ex. Finance, Catholic Mission) | Ongoing |
| Update Build the Future Strategic Plan with committee & initiative progress status | Ongoing |
| Provide a summary of each Board of Advisor Meeting | Ongoing |
| Support Endowment Fund launch & implementation activities | Ongoing |

**OVERVIEW**

The Holy Family Catholic School Principal, President, Faculty, Administration and Communications offices provide regular and detailed updates to the Holy Family Community about the activities of the school through the e-newsletter, weekly newsletter, athletics newsletter, quarterly updates, Annual Report, Sentinel Magazine, Principal’s reports & copies of presentations on the school website, announcements via email, website and social media. This information is also shared at regular meetings of the Board of Advisors or committee meetings.

The Board of Advisors utilizes a consistent **Meeting Agenda** and **Meeting Minute** outline with the purpose of documenting high level topics discussed and any consultative action taken by the Advisors. A summary of these minutes can be found below and will be posted on the school website for the 2024-2025 school year.

A **Consent Agenda** is used to streamline meeting procedures by collecting routine, non-controversial items into a group whereby all are passed with a single motion and vote. The presiding officer announces the items on the consent agenda, asks if any should be removed, then declares the consent agenda adopted unless there’s objection. Any Director can have an item removed from the consent agenda for separate consideration. **Consultative voting** is exercised by Advisory Board Members as common meeting practice (Advisors do not have governing authority). **Deliberative voting** is exercised in meetings of Directors who have specific authority and powers outlined in the bylaws.

**Meeting Summary | May 27, 2025**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Update on increasing visibility of all accounts for tracking & reporting purposes. Parish subsidies up to date or on payment plan for current year and prior year, will align subsidy tracking with tuition cycle going forward. Holy Family will continue to manage subsidy collection. Endowment in progress of being set up with the Catholic Foundation. Upcoming Reserve Audit will influence future repairs & maintenance budget. 2025-2026 Operational, Salaries & Wages Budget & Assumptions discussed. Motions carried for approval. |
| **President’s Report** | **President, Principal, Advancement, Enrollment & Communications Reports:** Reports reviewed, discussion & questions. Enrollment for next year continues to be a high priority. Oratory space budget will come from donations, not the operating budget. Motion carried for consent approval. |
| **Committee Reports** | **Nominations:** 2 non-parent and 1 parent advisor positions open; Onboarding plan & activities desired for new advisors in upcoming year.**Catholic Mission, Identity, Culture:** Updates provided on Oratory space and school & community service impact report from the year.**Facilities & Grounds:** 2 bids on swing gate provided for review, work on banner sign in progress **Communications & Marketing:** Website improvement discussions ongoing**Academic Excellence, Student Programs & Activities:** ELA curriculum review in progress, Daily 5 training sessions. Math curriculum review for next year. |
| **Build the Future Plan** | The most recent update was provided to the school community on 5/9 (email, PDF, video & website). Updates for next year will be discussed at the June 14th retreat. |
| **Diocesan Update** | Parental Choice Bill priority category discussion. All families are encouraged to apply. Diocese developing a Marketing Toolbox to assist in communications. |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| **Open Discussion:** Time was provided for open discussion.**Meeting Adjournment:** 7:44 pm**Next Meeting: Retreat on** June 14, 2025, 8-10:00 am | Grace Building |

**Meeting Summary | April 29, 2025**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Financial statement review, discussion & questions. Budget for next fiscal year has been submitted via Diocesan budget template. An Endowment fund meeting occurred on 4/3. Next steps include meetings with fund administrators & vetting process (current client feedback request letter) to assist in decision making. |
| **President’s Report** | **President, Principal, Advancement, Enrollment & Communications Reports:** Reports reviewed, discussion & questions. Plans for Oratory space has been announced to the community/Parent Association; donations are being accepted. Enrollment for grades PK-2 is a focus and high priority.Motion carried for consent approval. |
| **Committee Reports** | **Nominations:** 2 non-parent advisor positions open; 1 candidate in review for 1 parent advisor position opening in June.**Catholic Mission, Identity, Culture:** Updates provided.**Facilities & Grounds:** Reserve study to be conducted to review long-range needs, planning & budgeting. **Communications & Marketing:** Committee met to review website, provided feedback and discussed plan for future updates. Discussion about ideas & opportunities for communications & enrollment committees to work together to streamline and enhance efforts (ex. website & PK-2 enrollment efforts)**Academic Excellence, Student Programs & Activities:** reports reviewed & discussed; future planning for professional development under way. |
| **Build the Future Plan** | Next communication update will occur in May (print & video). June 14 tentative date for Board of Advisors meeting/retreat to update the plan. |
| **Diocesan Update** | The School Choice bill passed; next steps include a marketing plan in the fall with applications opening in January. Holy Trinity in Temple is now a Diocesan school, transition in process. NCEA – Diocese will be hosting summit Nov. 8-11 |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: Time allowed for open discussion.Meeting Adjournment Next Meeting: Tuesday, May 27, 2025, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | March 25, 2025**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Financial statement review, discussion & questions. Discussion to prepare for Endowment Fund Meeting (4/3). Update on collection of parish subsidies and payment plans. Discussion on A/R Aging Detail Report. Motion carried to write-off amounts from 2022-2023 School Year. |
| **President’s Report** | **President, Principal, Advancement, Enrollment & Communications Reports:** Reports reviewed, discussion & questions.Motion carried for consent approval. |
| **Committee Reports** | **Nominations:** no updates currently, 2 open positions (non-parent)**Catholic Mission, Identity, Culture:** Procurement of oratory items is underway. **Facilities & Grounds:** No committee updates. Water leak reimbursement request in progress with City of Austin. Mr. Cullen needs a fence structure for ad signage.**Communications & Marketing:** requesting advisor feedback on website, send to Bart prior to 4/14 meeting.**Academic Excellence, Student Programs & Activities:** reports reviewed. |
| **Build the Future Plan** | Next communication update will occur in April (print & video). Updates to the plan in Teams are ongoing from committee meetings. 2nd week of June possible date for Board of Advisors meeting/retreat to update the plan. |
| **Diocesan Update** | n/a |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: Time allowed for open discussion.Meeting Adjournment Next Meeting: Tuesday, April 29, 2025, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | February 25, 2025**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | January financial reports were reviewed. A summary of the Finance Committee meeting was discussed. Additional items discussed: Past due collections from 2 parishes; tuition tiers, subsidies & discounts; Endowment Fund representation on the balance sheet; clarifying purpose of existing fund vs. Endowment fund. |
| **President’s Report** | **President, Principal, Advancement, Enrollment & Communications Reports:** Reports reviewed, discussion & questions.A plan of action for the Endowment Fund was discussed to include: 1) a special meeting will be held to discuss and review options for the Endowment Fund, 2) a proposal & presentation to facilitate a decision and vote for a plan of action within the next 2 months, and 3) transparency & communication regarding the Endowment Fund to be included in publications & financial reports (ex. magazine, annual report, balance sheet). Motion carried for consent approval. |
| **Committee Reports** | **Nominations:** no updates currently, 2 open positions (non-parent)**Catholic Mission, Identity, Culture:** Fr. Piega has provided feedback, final design approval pending, procurement may begin, opening date next school year. Anticipated funding to be covered by individuals who have expressed interest.**Facilities & Grounds:** water leaks found & addressed, COA credit for reimbursement will be requested. Reserve study recommended for both campuses.**Communications & Marketing:** possible opportunity to share gala photos, promote through individual/personal networks. **Academic Excellence, Student Programs & Activities:** reports reviewed & discussed. Motion carried for consent approval. |
| **Build the Future Plan** | Updates to the plan in Teams are ongoing. Regular status updates made at committee meetings. Quarterly updates to follow.  |
| **Diocesan Update** | Bishop Vasquez & interim administrator transition process. Undergoing Partners in Mission Advancement & Donor Study/Focus Groups. Education Funding House & Senate Bills in progress (earliest implementation est. Aug 2026); will need strategic/educational effort to help parents utilize this program. The Diocese is looking for parents to testify in support of these bills. |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: Time allowed for open discussion.Meeting Adjournment Next Meeting: Tuesday, March 25, 2025, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | January 28, 2025**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Financial reports were reviewed; updates from the committee meeting provided. General discussion, questions and follow up on collections and parish subsidies. Motion carried for consent approval.  |
| **President’s Report** | **President’s Report:** Report reviewed. Endowment fund progress & updates provided, feedback to be considered.**Principal’s Report:** Report reviewed & discussed.**Advancement, Enrollment & Communications Reports:** Reports reviewed, discussion & questions.Motion carried for consent approval. |
| **Committee Reports** | **Nominations:** 2 open non-parent positions**Catholic Mission, Identity, Culture:** update from committee meeting, oratory space plan update**Facilities & Grounds:** update & future meeting pending**Communications & Marketing:** committee members available to assist with future needs**Academic Excellence, Student Programs & Activities:** report reviewed & discussedMotion carried for consent approval. |
| **Build the Future Plan** | Plan was sent out to families in late 2024. Updates and progress to the plan and template in Teams is ongoing. Quarterly updates to follow. |
| **Diocesan Update** | Catholic Schools Gala was a success. Catholic Schools Office testifying with TX legislature to support bill for private school funding. CSW ongoing. Catholic Schools Office grants to be awarded this week. |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: Time allowed for open discussion including Gala sponsorship opportunity.Meeting Adjournment Next Meeting: Tuesday, February 25, 2025, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | December 17, 2024**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Motion carried for approval of prior meeting minutes. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Monthly financials were reviewed & discussed. The collection process of parish subsidies was reviewed & discussed. 2025-2026 tuition rates were reviewed & discussed. Motion carried for approval of tuition rates. |
| **President’s Report** | President, Principal, Enrollment, Advancement & Communication Reports were reviewed. Discussion included the endowment fund launch in 2025 and a summary of the Fall school survey. |
| **Committee Reports** | Nominations: open to nominations (2 non-parent openings)Catholic Mission, Identity, Culture: meetings ongoingFacilities & Grounds: updates coming in 2025Communications & Marketing, Academic Excellence, Student Programs & Activities: general updates provided in previously reviewed & discussed reports |
| **Build the Future Plan** | A quarterly communication plan on status of initiatives supporting the strategic plan was reviewed and discussed. |
| **Diocesan Update** | Catholic Schools Event 1/11/25. Holy Trinity school transition. |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: As time allowed. Meeting Adjournment Next Meeting: Tuesday January 28, 2024, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | October 22, 2024**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Motion carried for approval of agenda, prior meeting minutes and summary for website. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | Updates, monthly financials & fiscal year budgetMotion carried for Consent Approval. |
| **President’s Report** | President, Principal, Enrollment, Advancement & Communication ReportsMotion carried for Consent Approval.Motion carried for new member nominee, Don Grier, to move forward in review process.  |
| **Build the Future Plan** | Initiatives and tasks are being actively updated in the strategic plan. Several tasks are listed as started and on track for Q1 in 3 key strategic areas (CMIC, Academic Excellence & Student Programs/Activities) |
| **Committee Reports** | Nominations: new nomineeCatholic Mission, Identity, Culture: plan and activities outlinedFacilities & Grounds: no updateCommunications & Marketing: Raise Right, Annual Report & October magazineAcademic Excellence: update and progress provided including quarterly reports being provided by student success center.Student Programs & Activities: update and progress provided in Principal’s report.Motion carried for Consent Approval. |
| **Diocesan Update** | General updates |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: As time allows. Meeting Adjournment & Closing Prayer Next Meeting: Tuesday December 17, 2024, 6:00 - 7:30 pm | Grace Building |

**Meeting Summary | September 24, 2024**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Approval of agenda and prior meeting minutes. Motion carried. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | End of year financials & fiscal year budget. Motion for Consent carried |
| **President’s Report** | President, Principal, Enrollment, Advancement & Communication Reports. Motion for Consent carried. |
| **Build the Future Plan** | Strategic plan update & discussion |
| **Committee Reports** | Nominations report and updateCatholic Mission, Identity, Culture report and updateFacilities & Grounds report and updateCommunications & Marketing report and updateAcademic Excellence report and updateStudent Programs & Activities report and updateMotion for Consent carried. |
| **Diocesan Update** | General update & discussion |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: As time allowedMeeting Adjournment & Closing Prayer |

**Meeting Summary | August 27, 2024**

|  |
| --- |
| **1) Opening & Administrative Items** |
| Call to Order | Opening Prayer, Welcome & Introductions Approval of agenda and prior meeting minutes. Motion carried. |

|  |
| --- |
| **2) Reports & Updates** |
| **Finance Committee**  | End of year financials & fiscal year budget report and update. Motion carried.Update signatories on specific financial accounts. Motion carried. |
| **President’s Report** | President, Principal, Enrollment, Advancement & Communication reports and update. Motion carried. |
| **Build the Future Plan** | Strategic plan report and update |
| **Committee Reports** | Nominations update & candidates proposed. Motion carried.Catholic Mission, Identity, Culture report and updateFacilities & Grounds update & plan proposed. Motion carried.Communications & Marketing report and updateAcademic Excellence report and updateStudent Programs & Activities report and update |
| **Diocesan Update** | General update & discussion |

|  |
| --- |
| **3. Discussion, Administrative Items & Closing** |
| Open Discussion: As time allowedMeeting Adjournment & Closing Prayer |