



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	Completed
Governance structure reviewed & Board Members introduced at Back to School Night	Completed
Strategic Plan Overview shared at Back to School Night & available on school website	Completed
Host “Board 101 Presentation” & open forum for parent questions at Parent Ed. Night	Completed
Review of Annual Report (includes Mission, Vision, Values, Goals & Financial updates)	Completed
Develop consistent format and tracking of the Build the Future Strategic Plan	Ongoing
Attend & actively participate in regular monthly meetings of Advisors & Directors	Ongoing
Attend & actively participate in Committee Meetings (ex. Finance, Catholic Mission)	Ongoing
Provide a summary of Board of Advisor Meetings	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 | 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 ongoing Facilities & Grounds: updates coming in 2025 Communications & 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 budget Motion carried for Consent Approval.
President's Report	President, Principal, Enrollment, Advancement & Communication Reports Motion 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 nominee Catholic Mission, Identity, Culture: plan and activities outlined Facilities & Grounds: no update Communications & Marketing: Raise Right, Annual Report & October magazine Academic 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 update Catholic Mission, Identity, Culture report and update Facilities & Grounds report and update Communications & Marketing report and update Academic Excellence report and update Student Programs & Activities report and update Motion for Consent carried.
Diocesan Update	General update & discussion
3. Discussion, Administrative Items & Closing	
Open Discussion: As time allowed Meeting 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 update Facilities & Grounds update & plan proposed. Motion carried. Communications & Marketing report and update Academic Excellence report and update Student Programs & Activities report and update
Diocesan Update	General update & discussion
3. Discussion, Administrative Items & Closing	
Open Discussion: As time allowed Meeting Adjournment & Closing Prayer	