



BACKGROUND

One of the ongoing initiatives of the Board of Advisors is to increase awareness of how the Board of Advisors serves the Holy Family Catholic School Community through the following activities

Initiatives & Involvement	Status
Conduct an Annual Planning Meeting (Jun)	Completed
Review & approve operating budget (Aug)	Completed
Present at Back to School Night for school community (Aug)	Completed
Support Advancement with Week of Giving & Angel Fund (Sep)	Completed
Support Advancement with Gala sponsorship (Jan/Feb)	Completed
Review Build the Future Strategic Plan at monthly meetings	Ongoing
Update Build the Future Strategic Plan with committee & initiative progress status	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 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.

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 | January 27, 2026

1) Opening & Administrative Items	
Call to Order Opening Prayer Motion carried for approval of prior meeting minutes.	
2) Reports & Updates	
Finance Committee	<p>Endowment Updates: Dividends are being reinvested to grow the principal balance. Utilizing an endowment is part of a long-term plan as the principal needs to grow over time to generate significant returns/cash flow for future withdrawals. Closed out Commonwealth investments and will go into the endowment (Catholic Foundation) and DIAL accounts.</p> <p>Endowment Communication Suggestions: endowment fund updates and goals to be included in the Sentinel and/or Annual Giving report; opportunity to use upcoming gala to communicate what was accomplished in the past year with the endowment; communication be sent out prior to the gala with an update with regular updates going forward; incorporate endowment fund goals into the strategic plan.</p> <p>A/R Parrish Subsidies: Updates on parish subsidies that are 2 years past due; finance office has documented collection requests; 4 communications to those parishes this year without a response this year. Requested assistance from the Diocese at this time.</p>
President's Report	President, Principal, Advancement, Enrollment & Communications Reports: Motion carried for consent approval.
Committee Reports	<p>Nominations: Two open positions for non-parents. Two open positions for non-parents, looking at clergy, deacons. A new Director will be appointed with Fr. Tom's transition. Interim SVDP pastor to be included in board communications until new pastor is appointed.</p> <p>Catholic Mission, Identity, Culture: next meeting is 1st week of February.</p> <p>Facilities & Grounds: The committee has been asked to provide a timeline and amounts to plug into 5-year budget plan. Committee members are waiting to hear back from contractors with more details/proposals. Fund-A-Need at the gala will focus on gym improvements. Suggestion to provide capital improvement details and updates in the strategic plan.</p> <p>Communications & Marketing: met yesterday; archive project in progress, exploring if SharePoint or AI can be leveraged; efforts to amplify the gala event in various media channels underway; looking to expand LinkedIn presence & visibility, idea for an alumni monthly spotlight.</p> <p>Academic Excellence, Student Programs & Activities: Meetings will be held in the coming week(s).</p>
Build the Future Plan	Next update will be provided in January.
Diocesan Update	<p>Saints & Scholars Gala: successful event last week</p> <p>Pastoral Center: transitions in progress</p> <p>TEFA: opens Feb 4th, St. William will host 2 events to help with applications; Tuesday 2/24 & Wednesday 2/25</p> <p>Beacon of Hope & ACE: scholarships / tuition assistance promotion underway</p>
3. Discussion, Administrative Items & Closing	
Open Discussion: Time was provided for open discussion.	



Holy Family
Catholic School

Board of Directors & Advisors
North Central Catholic School Corporation
Meeting Summary

Next Meeting: February 24, 2026, 6:00 pm | Grace Building



Meeting Summary | December 16, 2025

1) Opening & Administrative Items	
Call to Order Opening Prayer Motion carried for approval of prior meeting minutes.	
2) Reports & Updates	
Finance Committee	<p>Financials: Confirmed that the desired 4 reports were included in the reporting package.</p> <p>Endowments: Legacy Endowment Fund statements and plans reviewed; Matthew Pettinato Endowment Fund statements will be included starting in January 2026.</p> <p>A/R Parrish Subsidies: Update provided and clarification on what school year's were approved to be written off for past due amounts.</p> <p>Budget: 26-27 preliminary budget & assumptions reviewed and discussed; tuition structure/rates and salaries & wages budget discussed.</p> <p>Motions carried to approve proposed tuition structure, rates, and salary & wages budget.</p>
President's Report	<p>President, Principal, Advancement, Enrollment & Communications Reports: Unification overview & check list reviewed. Discussed advertising in multiple parish bulletins & TEFA advertising efforts.</p> <p>Motion carried for consent approval.</p>
Committee Reports	<p>Nominations: Two open positions for non-parents, one candidate in review</p> <p>Catholic Mission, Identity, Culture: n/a</p> <p>Facilities & Grounds: Reserve study discussed at most recent committee meeting; question on long term expenses & integrating into financial planning discussions; discussed what is/is not included in reserve study.</p> <p>Communications & Marketing: no updates</p> <p>Academic Excellence, Student Programs & Activities: Updates on feedback from professional development activities, vertical alignment of ELA & Math curriculum; engagement & effectiveness of technology resources, student activities, clubs, & athletics. Plan to visit the Oratory at the next meeting.</p>
Build the Future Plan	<p>Next update will be provided in December.</p> <p>Early Childhood Center concept was presented & discussed.</p>
Diocesan Update	<p>TEFA: all schools are officially registered, campaign is underway; parishes will promote in bulletins & via parish liaisons. Discussed interplay of TEFA and financial aid prioritization.</p> <p>Saints & Scholars Gala: Jan 17th: recognizing Holy Family Dominican Sisters</p> <p>Light of Christ Montessori: opening at St John Neuman in Aug 2026</p>
3. Discussion, Administrative Items & Closing	
<p>Open Discussion: Time was provided for open discussion.</p> <p>Next Meeting: January 27, 2026, 6:00 pm Grace Building</p>	



Holy Family
Catholic School

**Board of Directors & Advisors
North Central Catholic School Corporation
Meeting Summary**



Meeting Summary | October 28, 2025

1) Opening & Administrative Items	
Call to Order Opening Prayer Motion carried for approval of prior meeting minutes.	
2) Reports & Updates	
Finance Committee	<p>Financial Reports: Clarification/confirmation that correct reports were included in financial report package as discussed at prior meeting.</p> <p>Endowment: future financial reporting will be a 1-pager from Catholic Foundation (CF) to be included in monthly financial report package. Will double check with CF on how distributions are to be handled/reinvested. Discussed who owns contributions statements.</p> <p>Misc: COA water bill credit forthcoming; efforts to collect parish subsidies are ongoing and will be documented. Documentation will be provided as support if help is requested from the Diocese.</p> <p>Motion carried for consent approval.</p>
President's Report	President, Principal, Advancement, Enrollment & Communications Reports: Motion carried for consent approval.
Committee Reports	<p>Nominations: Two open positions for non-parents, one candidate in review</p> <p>Catholic Mission, Identity, Culture: n/a</p> <p>Facilities & Grounds: F&G committee to be able to read the full Reserve Study report in addition to the summary. Process will be for the finance committee to approve the budget and F&G committee to support and implement. Update on part-time facilities assistant position and review of custodial company scope of work review to better clarify and define needs.</p> <p>Communications & Marketing: Discussion on ads for parish bulletins and advertising on other social media platforms. Suggestion to run ads in parishes/churches around the 3 LISD schools that are closing.</p> <p>Academic Excellence, Student Programs & Activities: Update on goals for the year, math curriculum review, software/hardware effectiveness review, supporting diverse learners with targeted support and interventions; will add a meeting in May for an annual review.</p>
Build the Future Plan	TC -Next update will be provided the 3 rd week of November
Diocesan Update	<p>Eucharistic Rally: 636 6-8th grade students, hosted by HF & SVDP on 10/28</p> <p>ESA's/School Choice: now officially called "TEFA" Texas Education Freedom Accounts. Final rules & regs are pending. The Diocese is working on guidelines for prioritizing/balancing TEFA program and financial aid program funds/beneficiaries.</p> <p>NCEA Conference: to be held & hosted in Austin by the Diocese for ~160 principals & presidents from across the nation Nov. 8-11</p>
3. Discussion, Administrative Items & Closing	
Open Discussion: Time was provided for open discussion. Congratulations on the oratory opening this week and thanks to all who have donated and helped with implementation.	
Next Meeting: December 16, 2025, 6:00 pm Grace Building	



Holy Family
Catholic School

**Board of Directors & Advisors
North Central Catholic School Corporation
Meeting Summary**



Meeting Summary | September 30, 2025

1) Opening & Administrative Items	
Call to Order Opening Prayer Motion carried for approval of prior meeting minutes.	
2) Reports & Updates	
Finance Committee	Financial Reporting – Intention discussed to create monthly reporting package of 4 reports: 1) Balance Sheet, 2) P&L YTD, 3) Monthly Comparison (current year to prior year; ex. Aug 2025 vs Aug 2024) and 4) Budget vs. Actual YTD; consistent reporting & formatting across both schools using Diocesan reporting platform. Discussion included: Question & clarification of expense budgeting & allocation across the year; review of parish subsidy detail; follow up on Aug. meeting discussion on cash flow, Finance Committee to have updated template to address this in December. Motion carried for consent approval.
President’s Report	President, Principal, Advancement, Enrollment & Communications Reports: Questions/updates - Library opening on Saturday well attended; update to enrollment reporting is a work in progress. Motion carried for consent approval.
Committee Reports	Nominations: Two open positions for non-parents Catholic Mission, Identity, Culture: prior year accomplishments and current year goals reviewed; programs from JPII Life Center education programs could be resources to consider. Facilities & Grounds: Reserve Audit Report received after committee meeting. Current and potential projects discussed include: <ul style="list-style-type: none"> • Library - expansion for middle school space supported with several donations • Playground - more robust playground area • Swing gate – looking into COA permitting requirements • Pavilion project – feasibility for enhancements • Fund-A-Need ideas Communications & Marketing: Archiving project (25 years of materials); new onboarding process & materials for new board members is underway. Academic Excellence, Student Programs & Activities: WINN initiative, co-curriculars, and athletics initiatives discussed as well as trends with “teacher-coach” roles.
Build the Future Plan	Board of Directors Meeting Recap (9/19/25): 3 key focus areas provided in report: long-term financial plan template, collaboration across 2 campuses, building relationship with Bishop Danny.
Diocesan Update	ESA’s - toolkit has been rolled out to schools, 775 registered for webinar last week, Spanish webinar upcoming; each parish has liaison with diocese, speaking engagements with priests; final rules & regs come out in 2 weeks; application open in Jan 2025 for 30 days; funding for 2026-2027 school year. Beacon of Hope - scholarship funds distributed to students at Holy Family. Diocesan Schools Update - 50 students added over prior year with 1,100 open seats across all schools; 2 school feasibility studies underway (Waco & West); President search ongoing for San Juan Diego; Holy Trinity in Temple is now officially a diocesan school.
3. Discussion, Administrative Items & Closing	
Open Discussion: Time was provided for open discussion. Next Meeting: October 28, 2025, 6:00 pm Grace Building	



Holy Family
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**Board of Directors & Advisors
North Central Catholic School Corporation
Meeting Summary**



Meeting Summary | August 26, 2025

1) Opening & Administrative Items	
Call to Order Opening Prayer Motion carried for approval of prior meeting minutes.	
2) Reports & Updates	
Finance Committee	Budget overview: 639 students enrolled vs. 625 budgeted Discussion included vouchers impact on budget (not until next year); reason behind high est for RWTA; overall advancement +25k; is there a long term (5-year) analysis for cash flow? What is the tolerance for negative cash flow and when actions are needed to remedy it? – question for Finance committee to answer Motion carried for approval of the updated operating budget.
President's Report	President, Principal, Advancement, Enrollment & Communications Reports: Reports reviewed, discussion & questions including: financial report discrepancy; finance committee to follow up; concern with enrolment level in lower grades, working on strategies to target lower grades including suggestion to send out mailing out to families living near schools set for closing; request for updated enrollment reporting to show historical totals for where we landed and see the delta; Tim to work with the team to update. Motion carried for consent approval.
Committee Reports	Nominations: welcome to new advisor; 2 open positions for non-parents Catholic Mission, Identity, Culture: Facilities & Grounds: Concern about the Wisdom building were discussed. Committee level conversation to follow. Communications & Marketing: Part-time position added. Academic Excellence, Student Programs & Activities:
Build the Future Plan	Next plan update to the community for June-August progress will happen next week. The next update will be in the Fall.
Diocesan Update	100+ new employees added to diocese; 5,252 students this year School Choice: Finalizing toolkit for schools on how to apply for ESA's; every parish will have a rep to help with communication. 1.5k open seats across the diocese that can potentially be filled with ESA help. Rules & regulations expected to be finalized mid-Oct. Application window Jan 15 – Feb 15. Everyone is eligible.
3. Discussion, Administrative Items & Closing	
Open Discussion: Time was provided for open discussion. Next Meeting: September 30, 2025, 6:00 pm Grace Building	