

## **Queen of the Rosary School Board**

### **October 11, 2022**

**Attending:** Kathy McGinn, Father Dan Folwaczny, RJ Gomez, Robyn Axberg, Dana Arciniegas, Tim Francl, Peter Meister, Shane Boyle, Cheri Cage,

**Absent:** Kari Gbur, Peter Kokenes,

**Time:** 7:04 p.m.

#### **Welcome**

- Opening Prayer – Fr. Dan

#### **Approval of Minutes**

- Minutes from August 8, 2022 meeting (with corrections) were approved unanimously.

#### **Administrator's Summary Report (Ms. McGinn)**

- See attached report
- Discussions re: technology
  - o Some companies could donate (ie: Brian Foley's company turns over tech frequently)
  - o Strategies for cheap tech
- Discover catholic schools week (November) – pre-cursor to catholic schools week geared to recruitment. C-SIP group meeting – Sunday Nov. 13 for open house (bears game) – so maybe 9-11 (after early mass). Need to jump on marketing the event. NCEA support
- Good timing due to issues with public school restructuring – marketing strategy to come.

#### **Current Fundraisers**

##### Golf Event (Robyn)

- Fun event, moderately successful as a fundraiser (good proof of concept)
- Lessons learned:
  - o Cannot have it overlapping with two busiest masses (Fr. Dan);
  - o cannot have all groupings of 5 again.
  - o Consider expanding to 18 holes (or maybe 2 simultaneous 9-hole events).
  - o For recruiting players, maybe assign captains responsible for recruiting their 4-somes
  - o For sponsors, maybe have different levels for folks interested in sponsoring more.
  - o Tight margins on food --- some fees and expenses that were not anticipated (bar set up fee, \$1 per person for real silverware).
  - o Buffet should be pulled back or maybe move to boxed lunches (TBD)
- Overall – fun event and hopefully can repeat again next year, maybe moving to earlier in the year (so not so close to fall fest and parade) – closer to beginning of school year kickoff.

##### Parents Club & Gala Update (Dana)

- Parent Club:
  - o joint event with parish (fall fest) – went really well (raised about \$5K) – 100% donated to school; some learnings to limit lines (face painting and lunch)
  - o Junior High dance (28th); Trick or Treat Trail (31),; Nov. 12 Daddy – daughter dance
  - o Pictures with Santa and grand raffle coming
- Gala: Mar. 4 date
  - o Hosting at Chandlers (Schaumburg)
  - o \$50 charge – family style meal and 4-hour bar, includes everything

- o 200 – 250 people to attend (typically around 200 people)
- o First year in person with 2 tickets included in tuition
- o Sending deposit; reviewing contract; begin planning.
- o Need help with theme: Disco; Carnivale; 80s prom; Hollywood nights; Bali; It's a Small World (diversity) – dress for culture / representation; reinforce “stronger together” –
  - Winner: Hollywood Nights (like movie premier) – opening movie.
  - Mar. 12 for Oscars (include squares or other game to bet on Oscar winners.)
- o Event – 6 to 11 (last hour is cash bar)
- o Give Smart program (up for renewal) – maybe back to AES with staff to help with check-in and stuff – AES model is per event (not annual). Check with John Maher regarding the subscription for Give Smart (if there is any utility to keeping). [renewal in January (maybe)] Brian knows folks at Give Smart parent company.
- o Recruiting for gala committee

#### Strategic Planning Committee (Brian)

- Met last week – Brian, John M., Fr. Dan –
- Overview: strategic approach (business approach) – then meld with community. Started with RJ and Shane's foundation.
- Need to build on pillars – income, marketing, etc. Next month – will decide on pillars for focus (long list right now).
- Fr. Dan and John – similar mentality – sky is the limit. Work backwards to figure out how to get there. Start with 2030 and then work backwards. I.e: enrollment. What does it look like to grow to what we want. Who do we want to be involved and need to pull from various areas and diocese lines. Building, funding, technology, etc.
- Work with technology industrial park – partner with businesses. Will take time – break down and flesh out. Would like to bring together / understand fundraising and sponsorship. Organize separately and make to feel special, etc. Longer view – process of dreaming and asking ourselves what we want / need. Survey input. What's different about students who go to QR.

#### Boosters Update (Cheri Cage)

- Boosters: finishing volleyball spiritwear; moving to basketball and cheer.
  - o Stadium chairs. 18 of 22 are sold – expecting next week!
- Newsletter (Alumni)
  - o Idea: bridge gap with parish, school, and alumni (great opportunity with alumni – trying to help). Any feedback received?
  - o Can do boosters page on GiveSmart – for donations.
- Alumni engagement (software / platforms may work better)
- Engagement (consider working on list; special honors at gala for special years)

#### President Report (RJ)

- Grand Raffle Tickets – coming home soon; bulletin announcements and mass schedule;
  - o Explanation -- \$25 tickets – can win \$10K (1<sup>st</sup> prize) or \$3K (2<sup>nd</sup> prize). 4 tickets included in tuition; opportunity to sell. Generally net \$35K - \$40K for the school. Drawing Dec. 4 – during pics with Santa. 5 tickets for \$100 tickets. May need to revamp in the next couple of years. Important conversation to look at fundraising / scheduling – consider with consolidation / reimagine.
  - o Dream: just solicit with letter (Fr. Dan)
  - o Consider eliminating fundraising from families (go to industrial park or other sources). Still needed for operating funds. (RJ)
- Open House in January (29<sup>th</sup> – last Sunday) – registration date – marketing gears to open house (kickoff at November event). Need some marketing ideas – strategy, mailers, e-mail, social media, etc. Nov. 13 – 19 as kickoff (Discover Catholic Schools).
  - o Shane to focus on. Brian, Robyn to help. Try to help invite folks outside of this group to build out network.

### Finance (Tim)

- July – August (historical) – based on history – are \$74K in the positive (enrollment based on 238 for budget)
- PPP funds (classified differently) – now as “extraordinary income”
- Financial discussion – concern about timing of fees / donations for future costs (Grand Raffle or Gala)
- NCEA – has cost of education (as lower)
- Date for bingo: at end of year (June 18<sup>th</sup> last year) – everyone loves it (just bingo, no raffles) Look at June again
- Tuition Discussion: RJ and Shane (committee) – others to be involved. Coming to date.
- Tuition (Fr. Dan)
  - o Surveying schools around us (multi-child discount) to even out with other schools.
  - o Policies / Procedures: different rates (based on cost of education) – for active parishioners, non-participating parishioners, non-parishioner rate (check canon law)
  - o Many catholic schools that have volunteer requirement for families (15 – 20 hours of service per family). Needs to be tracked (additional for athletes). Can do a buy-out for volunteer. Participating (give \$\$ to parish) – or involved in another parish? Lots of ways to fulfill (ie: altar serving, chair gala, run event, school board, lunch monitor).
  - o Feel strongly about volunteer requirements – looking for feedback on other items. Need to track volunteer time (like students / confirmation)
- Students / family with faith (teams)
  - o Have special mass for various teams (etc) [maybe part of mission effectiveness committee]
  - o 8th graders group to go to mass (go together) – parent groups 3rd Sunday or sports, etc.
  - o Going back to mass – (e-mail feedback) – “Welcome back Sunday” – last weekend in October. Tie into gospel (Zachais) reading – every mass – invite everyone to think of someone you haven’t seen in a while. Write down names for prayers between October – Nov. 27 (about a month) – pray about that person and think about how we can invite them back to mass or to another event. Include FAQ for common reasons.
  - o Questions: what is a good way to involve school families (ie: kickoff or others) or somehow through 1st Sunday in advent. Specific communication / best form for that to take. We are at about half of mass attendance – want to make invitation.
- December events: pictures with Santa; Immaculate Conception, advent, Christmas program, Filipino traditional holiday celebration, outdoor nativity, lots of many events to invite folks to.
- Parents Club (bring back school directory) – school can’t publish (previously must be done by others and opt-in).
  - o Parent ambassador (per grade). [Maybe at committee level.]

Adjourn – 9:23

Next meeting: Dec. 6

Tuition meeting coming.

Track-a-thon: (Shane)

- \$42,500 profits (outstanding \$200) – up from \$40K year before.
- Cheri's push on family sponsorship worked well.
- Fun end of year program.
- Cheri (all), RJ (DJ, sponsor)
- Some families contribute lots, some do very little (bridge discrepancy).
- Sending thank you's to sponsors (and hanging up in sponsor facilities).
- Hang stuff in sponsors as marketing (ie: DQ, maybe have event there).
- Hang sponsor banner in gym.
- Kids love it, kids do work for it. Overall great event.

#### Bingo Bash: (Dana)

- Friday night – 119 people signed up; open for walk ups.
- Bingo caller is ready, equipment, tent (coming tomorrow), should be beautiful weather
- 25 raffle items; decided against silent auction (focus on baskets, raffles) – garden walk method.
- Using oculus system for junior high money;
- split the pot, bartending, etc. (in addition to bingo)
- Shareable snacks at each table – and can bring shared snacks
- Meeting at 3:30 for set up – for 1.5 hours and go back; also 7<sup>th</sup> and 8<sup>th</sup> graders to help. Still need big coolers.
- Also need help with check in table @ 6:30 – start bingo at 7:00 or 7:15; End time @ 10.
- \$1 to buy highlighters

#### Boosters (Cheri)

- See attached report
- Add back ART in the classroom (Laura Magenta and Dana A. have experience)
- Will do hall of donors banner – goal of \$20K. Hangs in the gym. [Meghan used to start in summer.] TBD on what we raise \$\$ for. Use gala ad book sponsors

#### **Chairperson Report (RJ)**

- New Board members welcome [Brian gave brief into; Peter will be here next time – just had surgery]
- Wait until August to vote on officers and committees
- Newsletters (Cheri) –
  - o Bridge gap b/w parish, school – 3 x per year, back to school, catholic schools week and end of year;
  - o feature student or alumni or someone in community; visionary items from Fr. Dan and Ms. McGinn; students (7<sup>th</sup> / 8<sup>th</sup> grade) – more visionary.
  - o Via e-mail to alumni, parishioners, etc.
  - o Currently missing alumni engagement.
- Fundraiser plans
  - o Golf fundraiser – maybe Itasca, Dana's brother works White Pines, maybe Salt Creek (Wooddale). Fox run maybe tricky with park district. Start gathering information.
  - o Track a thon – stays in May
  - o Back to school – volleyball (maybe more social than fundraiser)
  - o Keep Grand Raffle
  - o Try to start setting dates.
- Welcome letter to school families

#### **Pastor Report (Father Dan)**

- Donor wants to set up annual scholarship fund -- \$10K per year, to be divided however we want.
  - o Have list for Empower Illinois
  - o Will be need based.
- Thank you lunch for teachers in June (at Top Golf) – really fun event
- Softball field – Kokenes is working on it. Already got new dirt. Still working on the field. Maybe outfield fence.

- Park district use of parking lot – conversation a couple months ago with park district director, starting again Memorial day – heard back from Mayor in June.
  - Proposal to purchase parking lot. Another proposal to grant Village Easement – to connect to Lyons Drive parking lot. Neither works.
- Totus Tuus – this week. Next year, will be at QR.
- Gym – Religious Ed split b/w QR and SJE – now will combine and only be here at QR school. Difficult b/c only have meeting space at SJE.
- Calendar meeting coming in July (date TBD) – start with liturgical calendar, no parish meetings during Holy Week, school calendar, RE calendar
- Corpus Christi procession following 10:30 mass this Sunday – from QR to SJE. Weather will be nice -- in the 80s. Encourage kids and families to come – good visibility, be public in the community, music singing along the way, short final blessing.
  - Some grilling / lunch afterwards
  - Kicks off US bishop – Eucharistic Revival. Critical
  - Book from Notre Dame Professor (short and practical) – gift from Fr. Dan re: rebuilding Eucharistic culture.
- August – common day for parish council, finance council and school board to meet. Will include some spiritual, some business.

**New Business: None.**

### **Adjournment**

9:23: Brian Foley lead us in closing prayer.

### **Next Meeting / Upcoming Important Dates:**

**August 8**

**TBD – Meeting with School board, finance council and parish council**

Note: In upcoming year, consider meeting monthly instead of every 2 months. Maybe less formal (ie: no minutes) for the added meetings.