



All Saints Catholic Academy
School Board Minutes
September 20, 2016

School Board Members Present: Jennifer Nolan, Lauren Giroux, Luis Rodea, Lori Steiner, Dana Menendez, Regis Watson, Shante Nolan, Jeff Berta, Anne-Marie Cronin, Chris Johanneson,

Ex-officio Members Present: Father Don McLaughlin, Melissa Santos

Others Present: Patty Bajek, Diane Huber, David Nirtaut

Opening Remarks – Jennifer Nolan

- Welcome back. Honored and pleased to welcome new principal, Melissa Santos. Pleased to have you here.
- We have a special opportunity to lead with a Catholic heart.
- Everyone on the School Board will have a voice – The goal is to have a 90 minute or shorter meeting.

Minutes

- The May, 2016 School Board meeting minutes were approved with minor changes. Regis Watson motioned to approve the minutes and Shante Nolan seconded the motion.

Non-Voting Committee Reports

Athletics

- Jim Juhas is the new Vice President of the Athletic Association and Susan Glab is leading Cross Country. Track and Field will be headed by John Zediker and Gabe DeLaCruz.
- The Athletic Association will need a new volleyball coordinator next year and is looking to replace the basketball coordinator; there are some people who have expressed interest in the basketball position. Additionally, they will need a new spirit wear coordinator next year.
- Trivia Night is on Oct. 22nd and funds will be used for new basketball uniforms, basketballs and volleyballs.
- The 8th grade Blue Out will be Oct. 28 to honor 8th grade athletes. Younger students can enter the game for free.
- Basketball tryouts will be 10/1 and 10/2. Below lists the number of basketball teams:
 - 5th Grade Boys: 3 teams
 - 6th Grade Boys: 2 teams
 - 7th Grade Boys: 2 teams
 - 8th Grade Boys: 2 teams
 - 5th Grade Girls: 1 team
 - 6th Grade Girls: 1 team
 - 7th Grade Girls: 2 teams
 - 8th Grade Girls: 2 teams
- Photography vendor, Outside the Box, is taking team photos.

SHHP

- The SHHP kick-off meeting was well attended and many new families are participating.
- SHHP will sponsor a faculty lunch on Friday, Sept. 23rd

Pastor Report – Father Don McLaughlin

- School masses are a joy to celebrate at the school.
- In June Father Don met with Father Scott, the new Pastor at Elizabeth Seton.
- There was an executive board meeting in late July with Melissa to discuss uniform changes.

Trustee Report – Matt Gambs

- The Board of Trustees created three working groups: capital formation, scholarship and strategic planning.
- The Board will meet with a consultant from the University of St. Francis in mid-September to discuss the strategic planning process. There is an option to hire the consultant to help with the strategic planning. The school board will get looped into the process once a direction has been determined.
- AdvancED accreditation pillars will drive the strategic planning.
- The Board will meet with friend of Board member, Jim McSherry, in mid-September to discuss fundraising ideas.
- The scholarship team is meeting on Sept. 23.
- We are blessed to have so many strong leaders with many gifts at our school.

Principal Report – Melissa Santos

- Curriculum night – Parents applauded when Melissa mentioned bringing fun back into the school while maintaining control.
- Students like uniform changes.
- Spirit wear serves as a branding tool when it's worn in the community and serves as a discipline mechanism regarding Spirit Wear Fridays.
- The August pep rally was well received by the students and was the first one they experienced at All Saints. There will be another one on Fri. Sept. 23 to celebrate the completion of standardized testing.
- The students are enjoying the lunch seating options.
- The gym is available for recess and students can to the library to do homework if they don't want to go outside. Additionally, there is new recess equipment.
- Red card discipline is giving students an opportunity to check their behavior before suffering consequences.
- Melissa proposed Halloween parties and costumes for K – 5; special rules – no paint, swords, etc.
 - Jr. High in the gym doing pumpkin carving with trick-or-treating with religious themes.
 - Are 5th graders too old to dress up? Melissa will talk to teachers to develop ideas.
- Melissa proposed Trunk-or-Treat where families decorate their car trunk and give out candy.
 - Another social opportunity for families to come together.
 - Marketing team is developing the event.
 - Students bring can of food for Food Pantry.
 - Fundraising for Class of 2018 – Pizza sales or bake sale

- The School Board agreed the Halloween parties and Trunk-or-Treat are good ways to infuse fun into the school for the students and to build community.
- Melissa proposed Jr. High quarterly celebrations instead of class parties.
 - There will be DJ, snacks, games, line dancing, etc. Allows for friendships with other genders. Gives students an opportunity to be “awkward”; teach social situations.
 - Would be during a school day for a few hours.
 - Student Voices will plan the celebrations.
- Exploring a trip to Washington, DC this June. The trip would be produced by Worldstrides, a tour company Melissa has worked with in the past.
 - The trip would be for 7th and 8th grades and will take place every other year.
 - Worldstrides will give the school \$50 for every child who goes on the trip.
 - The trip is voluntary and paid for by participating students/parents.
 - Mr. Tuttle will lead the trip in conjunction with Worldstrides.
 - There will be an information meeting on Tuesday, Sept. 28 from 6:00 – 6:30 p.m.
 - Need 35 students to make it work, therefore the trip is opened up to 7th and 8th grade.
 - This is not an ASCA sponsored trip and the liability will be with Worldstrides.
 - The cost is somewhere around \$900 but there will be fundraising opportunities to bring the cost down.
 - If there are discipline issues, the parents will be responsible for getting their child. There will be ASCA parent chaperones on the trip.
- The preschool enrollment increased 40% as a result of to the new flexible programming; 70% of the students are full time.
- 2n1 Media will produce a rebranding video that will launch during Catholic Schools Week and will be shown at parishes.
 - Extracting messaging from parent surveys taken during the principal search.
- Working on Social Media push –waiting on list of students who can be on website.
- Looking to expand the gifted program to K, 1 and 2. Carlos Briceno from the Diocese of Joliet will work at school on Fridays with these enrichment groups.
- Melissa met with all four pastors to discuss an ASCA presence at each parish.
- Discussed doing a survey for former students to determine if ASCA prepared them for high school and beyond. What weren’t they prepared for? ASCA’s first graduating class is graduating from college. We discussed highlighting alumni in the future.
- The Finance Committee is creating procedures to safeguard against developing a budget that is unbalanced, which happened for 2016-2017 budget due to inaccurate enrollment projections. Cuts will have to be made but programming will not be sacrificed.
 - The budget will be prepared in May instead of April and is due to the Diocese in June.
 - The Board will approve a budget based on more accurate enrollment projections.
 - Teacher contracts will be offered in April.
 - The goal is to make informed decisions before offering teacher contracts in April.

Agenda Items

8th Grade Legacy Gift Fundraising Proposal

- A very spirited group of 8th graders and want to leave a legacy gift that fits their personality.
 - Create a Jr. High outdoor space – BB hoops, etc. Could be quite expensive to make this a reality; have to look at other priorities – parking lot, budget deficit
 - Would be a multi-year project but the class of 2018 could contribute.
 - Facilities committee needs to be brought into the discussion.
 - On average, 8th grade classes raised between \$3,000 – \$5,000. The students will focus on a few fundraising options that will have a large impact vs. many small ones.
 - The Board agreed to put the JR high outdoor space initiative into the strategic plan for a five-year plan – At this point, we can't commit to a project of this size. It's recommend the 8th grade class think of things they can contribute to the gym.
 - Suggest 8th graders come up with three alternative ideas.
 - The question was raised about whether there are restrictions on what we can do in the gym because it's a worship space. This will be discussed with the executive committee (Pastor).
 - Dianne will put together a list of past 8th grade legacy gifts. Some of them include the St. Theresa plaza, rosary garden, and trophy case. A suggestion was made that here should be a plaque that outlines what each 8th grade class has left the school.

Fundraising Committee

- Many people have approached Jennifer about fundraising – there is a lot of enthusiasm to help raise funds.
 - There is a need to determine how to create fundraising calendar. Jennifer will work with select board members to form the fundraising committee.

Voting Committee Reports

Finance

- Discussed surplus in May – it's actually \$30,000 and was put into reserves.
- Some of the surplus was used for extra cleaning for the building.
- The committee will discuss enrollment at the Oct. reforecast meeting.
- Enrollment is down among most of the Catholic schools in DuPage County.
- The current budget is 39 students off and was put together based on information available.
- The committee will use the DuPage County demographic study sponsored by the Catholic Schools Office to drive budgeting.
 - Differentiate ASCA from other schools to gain more market share.
- There are 140 students at ASCA from St Thomas; 103 from Holy Spirit; 47 SMMP; 14 St. Nicholas
- Biggest growth is in “unchurched” families – looking for good education but not necessarily committed to a parish
- There will be more transparency in budgeting process – checks and balances will be put in place.
 - Feb – April enrollment projections will be shared with five key people on a monthly basis. There will be transparency to enrolment numbers.
 - The committee will write a budgeting process and distribute it to the Board.

Education

- The former Curriculum Committee is now the Education Committee.
- The education committee will be a part of the strategic planning as it relates to the curriculum.
- The committee will distribute a survey to teachers to get their input on curriculum in relation to the strategic planning process.
- The next meeting is in the beginning of Oct.

Enrollment/Marketing

- Spirit wear vendors, Janor and Jamhead, have a long turn-around time.
- Spirit wear sales are tremendous and the vendors are working on sizing.
- Hats and gloves, scarves from Janor will be rolling out soon.
- The committee members are coordinating spirit wear with the Athletics Association so the organizations are not offering the same things.
- Updating the website is a goal and costs are being explored. Alternatively, the possibility of finding someone to donate his or her time and talent was discussed.
- Kindergarten marketing is a priority this fall.
- The committee is looking for volunteers to help with Baptism outreach.
- School –Parish connection is a priority and will be essential to enrollment.
 - Different grades have submitted copy and pictures for inclusion in church bulletins.
 - Discussed scheduling student mass at parishes and invite all ASCA students to attend the mass to increase presence.
 - Each parish has a school contact to foster parish – school relations. Lori Steiner is the Holy Spirit contact; Anne-Marie Cronin is the contact at SMMP; Patricia Isom is the contact at St. Thomas and Debbie Kosmach and Patty Bajek are the contact at EAS.

Technology

- No report at this time.

Facilities

- No report at this time.
- Team will meet with Melissa to discuss priorities.

Other Business

- Reminder: New School Board Member In-Service, Tuesday, September 28 at Blanchette Center.

Next Meeting will be Tuesday, October 18, 2016 at 7:00 p.m.