



**All Saints Catholic Academy  
School Board Minutes  
October 18, 2016**

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

**Ex-officio Members Present:** Melissa Santos

**Others Present:** Patty Bajek, Diane Huber, David Nirtaut

**Minutes**

- The September 20, 2016 School Board meeting minutes were approved as written. Regis Watson motioned to approve the minutes and Shante Nolan seconded the motion.

**Non-Voting Committee Reports**

Athletics

- Filled one open position and one succession position
  - Spirit wear coordinator – Lindsay [DevineAugustine](#)
  - Basketball coordinator – Nick Devine (starts in 2017-2018 school year)
- Trivia night is on course with 10 tables sold thus far; event takes place October 22 in the ASCA gym.
- Blue Out finalized for the 8<sup>th</sup> grade volleyball teams – scheduled for October 28<sup>th</sup>
- Basketball tryouts were completed – added one extra 7<sup>th</sup> grade boys team due to higher numbers.
- Have elected to go with SIKids.com platform for the ASCA web page. Trial in November and it will be fully live in January. Much more cost effective and uniform in look.
- Ordered new basketball uniforms and they will be ready a week before the season starts.
- The Board discussed athletes saying a prayer prior to competition. Not all teams pray before a game because currently it is up to the coaches as to whether the team will pray or not. The Board agreed that starting with the upcoming basketball season all teams will start each competition with a prayer. The scorekeeper will make an announcement to get the fans’ attention prior to the prayer so to provide a relevant atmosphere for the pre-game prayer.
- 37 students in grades 3 – 5 participated in the first Paradise basketball clinic on Oct. 18th. The Athletics Association is looking into expanding the clinic next year for grades 1 – 5.

SHHP

No report at this time. Halloween parties are moving forward. Details will be in the Wed. Oct. 19 newsletter.

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#### Pastor Report – Father Don McLaughlin

- No report.

#### Trustee Report – ~~Matt Gambbs~~ Melissa Santos shared update

- Following is the update on the three working groups of the Board of Trustees.
  - Capital Formation: -Have set a goal of raising 3-5 million dollars to fund a number of initiatives at the school. More details will be shared after the plan is finalized and approved.. Plan will be presented to the Diocese of Joliet finance office on November 15.
  - Strategic Planning: The Board of Trustees will hire Bonnie Cabelli from the University of St. Francis to help guide the strategic planning process. Focus group discussion will be a part of the planning process. The goal is to have the strategic plan in place by February.
  - Scholarship: No update at this time.

#### Principal Report – Melissa Santos

- All Saints received two diocesan awards at the recent Teachers' Institute.
  - Maria Kazlauskas received the "Core Values of Catholic Education Award"
  - The school won the "With Grace by Grace Award" in Customer Service Excellence
- Melissa will spearhead a fundraising committee
  - Shante Nolan will represent the Board on the fundraising committee.
  - The committee will also look into "Fun-Raising" opportunities to build community.
- Jennifer Nolan and Melissa will spearhead the annual appeal.
- The Board was asked by the DDA committee to sponsor the wine pull at the event.

#### Voting Committee Reports

##### Finance

- The 2016-2017 budget reforecast was presented to the Board. Despite a budget deficit as a result of lower than projected enrollment, a number of cost-saving initiatives have been implemented which have made a significant positive impact.
  - To have a better estimate of enrollment numbers for the budgeting process in the future, the 2016-2017 budget meeting will be moved to May.
- The final 2015-2016 budget will be published in the newsletter next week.
- They are working to devise a step-by-step protocol for uncollectable tuition. There isn't a process in writing and we hope to have one in place going forward. The committee will compose a plan and discuss at the December Board meeting.

Annually, the uncollectable portion of tuition is in keeping with diocesan norms (1-3%), we just need standard operating procedures in place in a written format going forward to aid us in collecting as much as possible and keeping the uncollected amounts closer to the 1% amount.

##### Education

- Staff will be having monthly meetings starting in November in the form of Professional Development, "best practices" and curriculum mapping.
- Staff will review curriculum maps and update as needed. This will hopefully be done by the end of the year as part of the some of the staff meetings as noted above.
- Committee will plan to do the following:

- Research Science curriculums and best practices (will be updated for next school year)
- Investigate updating Social Studies curriculum
- Will research math curriculum in other Jr High schools
- Do STEM curriculum research

Enrollment/Marketing

- Committee of volunteers interested in social media has been formed. First meeting will be week of October 16. Goal is to have separate but connected Facebook and Twitter accounts for ACSA, Preschool and Athletics. ASCA Twitter and Facebook have been active. Working towards hard launch.
- Melissa and Patty to attend Naperville Public Library Preschool Fair on Wednesday, October 19. Committee has been working on booth presentation and marketing materials. We will display at this Tuesday’s School Board Meeting.
- Rebranding plans continue for ASCA preschool which includes a new logo, name, and look. The new name will be Growing Saints. As a competitive advantage, the preschool will offer specials and special education options for preschool students.
- Five new students enrolled since last school board meeting as open enrollment continues.
- Melissa and Patty attend Diocesan Marketing and Development meetings. Work to continue/begin on Open House plans for November (preschool and kindergarten), and January Catholic Schools Week.
- Committee welcomes new members Kathy Kokkinos (Co-Chair of recent Fall Book Fair and Co-Chair of upcoming Trunk or Treat event) and Amy Salach (preschool parent with marketing background).
- Committee plans to form subcommittees going forward to better utilize committee members experience and interests, as well as to more effectively accomplish goals. Proposed committees include (but are not limited to) the following: Strategic Planning and Marketing Goals, Event Planning, Spirit wear, Website and Social Media, Branding, and Enrollment/Attrition.
- The school, Athletics and Preschool will have their own Facebook page and they will be linked together. Patty will live-tweet from many events.

Technology

- No report at this time.

Facilities

- Discussed previous activities of Facilities Committee
- Discussed need for Facility Committee mission statement (will be drafted and submitted to the Board)
- Discussed coordination with the Board of Trustees facilities goals
- Determined that a recent Facilities Assessment has been done and is still valid

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**Other Business**

- Enrollment: 465 students was the six-day enrollment number. We gained three new students and enrollment is now at 468.
- Jennifer asked that committees submit meeting minutes to her and list committee members on their report.
- In an effort to bring together the school as a community, the Christmas concert will include K – 5<sup>th</sup> grade. And, everyone will be invited to attend the Jr. High talent show.

**Next Meeting will be Tuesday, November 15, 2016 at 7:00 p.m.**

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