



**All Saints Catholic Academy**  
**School Board Minutes**  
**September 17, 2019**

**School Board Members Present:** Kati Coglianese, Anne-Marie Cronin, Mike Devine, David Dieter, Gina Gilmore, Christi Kluzak, Marlon Lutfiyya, Matt Smilak, Megan Thies

**Ex-officio Members Present:** Fr. Scott Huggins, Melissa Santos, Patty Bajek, Diane Huber, Chris Johanneson

**Others Present:** Jennifer McMahan & Tracy McFate  
(ASPA Executive Board Members)

Minutes

- Minutes for the May 21, 2019 meeting were approved via Google Forms.

Non-Voting Committee Reports

- All Saints Parents Association
  - Continued proactive measures are being implemented to empower the “re-branding” of the parent organization from SHPP to ASPA. Many marketing layers are being set before the school community for this transition.
  - Very positive response to the first ASPA meeting of the school year. Many new attendees and it was exciting to see many parents of young students. ASPA committee opportunities were shared with the group and many were quick to volunteer as the year gets started.
- Athletics
  - No Report from ASAA Board, however, Chris Johanneson shared the wonderful success of the day’s Cross Country meet that was held at Marmion Academy. Great strength, endurance, and final placement shown in our Grade 5 team as well as the Junior High teams.

Pastor Report – Father Scott Huggins

- The Diocese of Joliet has had discussions with at least three of the school’s sponsoring parishes to discuss a reduction of payments toward the school’s loan for the land and building.
- Some of the pastors would like to investigate the value of the land used for soccer and other activities to determine whether the school should sell the land to reduce the loan.
- Ultimately, Bishop Conlon will decide whether to sell the land, with input from the School Board.

Trustee Report – Melissa Santos

- The trustees met over the summer to discuss their work for the upcoming Annual Appeal.
- They will contact the sponsoring and supporting parishes to obtain parishioner databases that they can use to reach as broad an audience as possible about the Annual Appeal.

## Principal Report – Melissa Santos

- The Five-Year Strategic Plan
  - Three years ago, the school developed a five-year strategic plan with an “activity tracker”—parsed-out action steps and goals toward which the school could track progress.
  - The school has accomplished more than 75% of the action items set forth in the plan.
  - Melissa will provide copies of the goal tracker (and all related notes) to School Board members so that the Board can choose goals for the school year.
- Virtus Training (“Touching Safety” Training for Children)
  - Virtus has developed “touching safety” training for children and has customized it by grade level.
  - ASCA students, Kdgtn-Grd 3, will receive the training. ASCA teachers will facilitate this training during religion classes and will complete all of the training by October 31.
- Cyber Safety Training
  - PE/Health teacher Grant Lindgren has conducted related training in the past for Jr. High.
  - This year, ASCA will conduct cyber safety training for fourth and fifth grade as well as Jr. High.
  - On November 19th, Detective Richard Wystocki will come to ASCA to present a cyber safety program to parents. This presentation will replace our School Board meeting that night so that all Board members can attend this training session. All parents are strongly encouraged to attend.
- Chesterbrook Playground Equipment
  - Although Chesterbrook Academy Elementary School closed at the end of last school year, it apparently still has a variety of playground equipment.
  - Patty Bajek will contact the school to see if they are willing to sell the equipment.
- Active Shooter Drill
  - ASCA will soon conduct a state required active shooter drill. It will include a practice “lockdown” with instructions to the students about where to hide, how to barricade doors and how to deal with intruders. The instruction will vary by student level.
  - Teachers will receive training from Sgt. Tim Erdman from the Naperville Police Dept about how to guide and instruct students during an actual crisis.
- Curriculum Night
  - Any additional questions from Board members about curriculum night (August 27/28) should contact Melissa.

## Agenda Items

- Enrollment and Marketing Update (Patty Bajek)
  - As of September 17, 2019, ASCA enrollment is at 433 students—short of the budgeted goal of 442 students, but only by nine students.
  - Ninety-three students are new to ASCA this year.
  - The ASCA Class of 2019 was 49 students, meaning that the school lost 10.89% of its enrollment as of June 2019 (450 students).
  - An analysis of attrition by grade level shows that the bulk of attrition among non-graduates occurred among students scheduled to enter kindergarten or preschool. Of the 60 students who left, 21 were scheduled to enter kindergarten and 6 were scheduled to enter preschool.
  - If not for the attrition at those levels, the school would have met its budgeted enrollment goal.

- This year, ASCA experienced a significant loss of enrollment in the late July/August timeframe, prior to the start of school. A total of 13 students withdrew.
  - The withdrawals were especially disappointing because ASCA expended significant effort to retain the students.
- To all departing families, ASCA administers exit surveys to help it understand why the families elected to leave and what, if anything, the school could have done about the departures.
  - Thirty families responded to the latest survey. Of the students who left over the last year, 50% went to public schools and 30% relocated out of state.
  - The survey results revealed no other common themes among the departures.
- The Finance and ASCA Ambassador (Marketing) Committees will investigate whether to offer credits/discounts to the families of preschool students who stay at ASCA for kindergarten.
- School Board Meeting Calendar (Christi Kluzak)
  - Christi will update the calendar this week.
- 2018-19 End-of-Year Finance Report (Chris Johanneson)
  - The school had a budget surplus this year, driven in part by: (1) good enrollment numbers; (2) the school's success in collecting forecasted tuition (the school's best year yet); (3) unexpected revenue—over \$50k—through Empower Illinois; and (4) the school's efforts to contain administrative expenses, including those related to staff salaries and benefits.
    - Even though ASCA anticipated some revenue through Empower Illinois, it purposefully decided not to build in a reliance on the revenue in last year's budget.
  - Diane Huber and the Finance Committee will work on the current year's budget reforecast.
- Strategic Goal Tracker (Melissa Santos)
  - A copy of the Strategic Goal Tracker was provided to School Board members at the meeting.
  - Melissa encouraged all members to read through the document and mark areas where the committees can drive the effort toward the goals.
    - For example, the Catholic Identity & Diversity Committee should address goals related to the celebration of cultural differences, biases and diversity demographics.
  - Everyone on the Board must serve on a Board committee, and additionally, the school needs a board member to serve as a Legislative Action Person (LAP) for the school year.
    - The LAP will serve as the eyes and ears of the school at policy-related forums in Springfield and will work with Melissa to furnish a related, periodic report.
  - Board members, including those already on committees, should contact Christi to indicate which committee(s) they joined/will join, and whether they are interested in the LAP role.
    - They can access descriptions of the committees through Google Docs.
- Autumnfest (Kati Coglianese)
  - The City of Naperville will host Oktoberfest the same weekend as the ASCA event, so the school has named its event "Autumnfest" to distinguish the two.
  - Autumnfest organizers need help the day of the event with set up, takedown, donations of beer or money for beer.
  - The RSVP deadline for presale tickets is September 27 (\$5 for general admission; \$20 for a food plate).
  - Board members should send an email to Kati if they're available to volunteer the day of the event. Organizers still need volunteers to handle cash collected at the event.

- Advertisements for the event, including for the front of the school, should be ready this week and material for church bulletins may be ready the next.
- Organizers will consider offering an incentive for ASCA families to post comments about the event on social media—perhaps a get-out-of-uniform pass.
- Committee Meeting Cadence
  - Catholic Identity
    - No report.
  - Facilities
    - No report.
  - ASCA Ambassadors (Marketing)
    - No report.
  - Finance
    - 2018-19 Final YearEnd report given above.

**Next Meeting: Tuesday, October 15th at 7:00 p.m.**