

ASCA School Board Meeting September 15, 2015

Members Present:

Jennifer Nolan	Wayne Klein	Dana Menendez	Jeff Berta
Lori Steiner	Regis Watson	Anne Marie Cronin	Steve Lalonde
Debbie Kosmach	Shante Nolan		

Ex-officio Members Present:

Dr. Sandy Renehan Fr. Don McLaughlin

Others Present:

Patty Bajek Diane Huber Mili Jain

Prayer and Scripture Reflection: Steve Lalonde led us in a reflection on the gospel.

Regular Business:

Approval of Minutes – May Meeting minutes were approved.

Welcome New Board Member – Jennifer Nolan, School Board President, introduced and welcomed a new Board Member, representing St. Margaret Mary Parish. Shante has a graduate of All Saints that is currently at Benet as well as a 5th grader.

Pastor's Comments

Fr. Don McLaughlin

- Fr. Don welcomed Jennifer Nolan as our new School Board President. Jennifer is in her second year of her first term on the School Board.
- Fr. Don gave an update on the process for selecting a new Principal for ASCA. He introduced Karen Udell, Director of Leadership and Personnel as well as the Assistant to the Superintendent with the Joliet Diocese. She is conducting and overseeing the focus groups and surveys as well as all the applicants. She is doing the initial screening of each candidate. If candidate's meet the requirements of the position, Karen then passes on the resumes to the Pastors for their review. Once the deadline for applications is reached on October 23, 2015, Karen and the Pastors will narrow down the applicants. The Diocese will conduct the first and second round of interviews. From there the search committee (which consists of the (3) Pastors, former pastors of our supporting parishes, school parents (current and of alumni), founders, School Board President, Board of Trustees President, etc.) will begin interviewing the candidates and make recommendations. The Pastoral Council (Fr. Don, Fr. Dick & Fr. Paul) will then narrow it down to a few final candidates and host a meet and greet to see how the candidates interact with the faculty and staff. From there the final decision will be determined by the Pastors and they hope to have a candidate in place by Spring Break.

Board of Trustees Report

Matt Gambs

No one present

Principal's Report

Dr. Renehan

- It's been a beautifully beginning to a new school year. The children are happy to be back and have found the "groove" to being back in school right away.
- Standards of Excellence – Finalizing the details here and there are number policies we need to have in place. (See attachment for final descriptions of each policy, approved by legal expert).

- Whistle Blower Policy
- Privacy or Personnel Records
- Privacy of Parent Information
- Code of Ethics & Confidentiality
- Conflicts of Interest
- Review of the Dashboard Report from the Diocese comparing data of ASCA with the Diocese for trends
 - Enrollment in the Diocese has seen a 4% decrease overall and they expect this to continue over the next 5 years. While ASCA has also seen a decrease in enrollment, we have had an increase in Jr. High. We took in 20 new students this year in Jr. High alone. If this trend continues the current 5th grade class will become more efficient.
- Set Annual Board Goals. Jennifer reviewed what the goals are currently and reviewed with the Board what is sustainable. Once approved the new goals will be updated in the School Handbook. The suggested and modified goals were determined as follows:
 - Creation of a sustainable budget and the establishment of the annual tuition
 - Examination of the curriculum and its optimal delivery through textbooks and technology
 - Completion and maintenance of a one-to-one technology initiative
 - Development of marketing initiatives to maintain and increase enrollment, including examination of social media presence
 - Increase presence and engagement of ASCA families with parishes
 - Foster an effective and valued school-family partnership (e.g., athletics, SHPP, newsletters, surveys, policy guidance) via communications and programs

Athletic Association Report

Dave Nirtaut

- Dave introduced himself as the new President to the Athletic Association. In addition he discussed the new members of the Athletic Association: Bobby Menendez is the new Treasurer and Erika Baka is the new Communications Coordinator
- Spiritwear will be going on line to eliminate fixed inventory. It will be launched by the end of next week. This should prove to be more efficient and have a better profit base.
- Center Court Logo was installed on the gym floor over the summer in addition to the logo branded cushioned folding chairs.
- This year we have 10 volleyball teams. There will be a “Blue Night” or Grade School night held on October 16th to get our younger students excited about our sports programs. Another evening will be held during basketball season (TBA)
- There are also 43 cross country participants currently representing ASCA.
- October 13th & 17th will be Basketball tryouts. Over 100 students are participating this year in basketball.
- We will also be the “home” court for St. Scholastica’s home basketball games once again. They do not have enough space to host their games in their gym and this is a great opportunity for ASCA to showcase our school, our gym and our spirit. This also brings in additional revenue with admission fees and concessions.
- We just signed another 3 year contract with Positive Coaching Alliance. This has been a great resource for our Coaches, families and athletes. The meeting for coaches will be held this Thursday, September 17th. We will also be hosting a class to our 7th and 8th grade students. The focus will be that it’s not all about winning.

School/Home/Parish Partnership (SHPP) Report

Mili Jain

- Tears and Cheers was held on September 10th for our Preschool and Kindergarten families. We had 25 new families sign up to volunteer for various things throughout the coming school year.
- Currently we are looking for someone to lead our Faith Formation group of SHPP
- The first speaker that SHPP will be hosting this year is Cindy Bergman. She is the author of *Are you Resilient – How to Bounce Back*
- The Fall Book Fair will be held October 13th – 16th and Darlene Newman is this year's lead volunteer.
- Darlene Newman is also this year's SHPP Vice President and will step up to President in the 2016-17 school year.
- SHPP has decided to use Sign Up Genius this year for any volunteers needed. This is a great resource to manage what volunteers are needed and when.
- The Hospitality committee over the last 3 years has hosted breakfasts and lunches for the teachers throughout the school year. The dates for this year's teacher's events are being worked on and will be announced.
- The school directory is being investigated to see if it would be better to have an online version, rather than the printed copy.

Committee Reports:

Finance Committee Report

Diane Huber/Regis Watson/Paul

Weinewuth

- Review of the close out of the 2014-15 school year budget and actual numbers. Discussion of amount to be placed in reserves.
- Family update report is being finalized and will go out in October.
- Finance Committee is currently working on the reforecast of the budget for the next meeting.

Marketing Committee

Patty Bajek/Anne Marie Cronin/Debbie Kosmach

- The Marketing Committee is continuing its efforts on enrollment. Our current enrollment number is 514. Our Marketing initiatives for the coming year will be again to focus on targeting younger students to fill the primary academy that feed in to the intermediate academy as well as Jr. High, down the road. This year the Baptism Outreach initiative will be rolled out to help will securing families within our parishes.
- A professional marketing piece will be put together or a "look book" to include all we have to offer for prospective families.
- The Marketing Committee will once again attend the Naperville Preschool Fair on October 27th. Historically we are the only Catholic School present and are able to secure preschool families from this fair.
- St. Elizabeth Seton Parish has agreed to allow ASCA students to host a mass once per quarter. This will allow more visibility at the Parish level. The students will be asked to attend mass in uniform, with parents in Spiritwear. They will be our greeters, readers, choir, etc. during the mass. The first one will be held on All Saints Day – November 1st. The Marketing Committee is working hard to have similar masses held at all the school parishes and to increase visibility of our students and families in addition to thanking our parishioners for their support of our school.

Technology Committee

Steve Lalonde

Nothing to report

Education Committee

Lori Steiner / Dana Menendez

- The committee reviewed their strategic plan and reviewed their objectives

Facilities Committee

Wayne Klein

- Filled the potholes and had the parking lot re-painted.
- Working on “to do” list for upcoming year.
- Shante Nolan, new Board Member, announced she will co-chair this committee with Wayne Klein

New Business:

- Investigate options for additional fundraising options to be included in the family Fundraising obligation, as Marketday is no longer an option for school families to participate. Ideas to be presented at next meeting.
- 100% of school families are now enrolled in FACTs Tuition Management. However, only a third of the families are enrolled in Autopay. Tuition is automatically on Autopay but other charges such as Extended Care, Field Trips, etc. are not. Currently an invoice or reminder to pay is sent to the families. They need to physically go in and approve the payment for the charges. The goal is to have all families on Autopay. The Board approved a letter to be sent out to families (via the newsletter) encouraging families to sign up for Autopay. Late payments, after the deadline noted in the invoice will incur a late fee.
- Nominations for School Board Secretary were being accepted. With no nominations a suggestion was made to allow an Ex-officio member to the Board (non-voting) to take the minutes and report them monthly.

Business related to Standards For Excellence

The ASCA School Board is committed to improving better documentation of the actual approvals and transactions as a board. The Board discussed and agreed to validate the dates that a number of things were approved in the past even though they were not formally recorded in the official minutes of the meeting. On May 14, 2014 and September 24, 2013 the Mission Statement was reviewed and reapproved as written. This was part of the review for the strategic planning process. The Pastors approval was on October 16, 2013 at their Executive Board Meeting. The Pastors do sit on both the School Board and the Board of Trustees so they are part of the approval process at that level as well.

The annual budget including tuition structure is approved formally at a joint meeting each year between the Board of Trustees and the School Board. These meetings and the approvals occurred on April 9, 2013, April 8, 2014, and April 28, 2015. The next budget will be approved April 19, 2016. There is note of the percentage spent on programs, administration and fundraising as part of this process. Fundraising expenses cannot exceed 10% of the amount raised and that rule is honored. The total fundraising income for 2014-15 was \$82,420 after their \$8,000 expense. The amount on salary and benefits was \$2,539,114 (68%) and the program amount is \$1,198,879 (38%).

The salary schedule is established by committee, recommended by the Diocesan School Board and approved by the Bishop. The Bishops approval for the current salary schedule was granted March 10, 2015. This information was shared with us by the Superintendent of Schools.

The Diocese of Joliet does audit the financial practices and the accounts for the school. Their report and our corrections to processes were shared with the School Board on January 28, 2014 and the Board of Trustees on February 11, 2014.

The approvals and reports on the work being evaluated for the Standards of Excellence accreditation are reviewed at each meeting as part of the Principal's report. Formal approval was September 9, 2013 by the Board of Trustees and September 24, 2013 by the School Board.

A set of policies for our local school practices was approved by the School board after review by an attorney. We felt this was necessary because we could not find such policy at the Diocesan level. The policies are:

Whistle Blower Policy

If any employee reasonably believes that some policy, practice, or activity of All Saints Catholic Academy is in violation of law, a written complaint may be filed by that employee with the principal of ASCA.

It is the intent of ASCA to adhere to all laws and regulations that apply to our school and the underlying purpose of this Policy is to support the school's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is asked to bring the alleged unlawful activity, policy, or practice to the attention of the principal or Pastoral President and provides them with a reasonable opportunity to investigate and correct the alleged unlawful activity.

ASCA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of ASCA, or of another individual or entity with whom ASCA had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Privacy of Personnel Records

All personnel records are treated with confidentiality and access to these records, besides to the individual themselves, is restricted to principal, CSO, and the business manager in their role as personnel director. We follow HIPAA privacy laws regarding medical records as well.

Privacy of parent information

All parent information maintained by ASCA is treated with confidentiality and access to these records, besides to the individual themselves, is restricted to principal, business manager, and student services director on an as-needed basis.

Code of Ethics and Confidentiality

In order to encourage and foster open and candid discussion at its meetings, the School Board and Board of Trustees for All Saints Catholic Academy believes confidentiality must be maintained. Therefore, it is the policy that each board member, trustee, and

staff member shall keep confidential any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information. Therefore, any Board member who violates this policy shall be subject to termination of his/her Board position.

Conflicts of Interest

It is an obligation of an ASCA board member or staff member is to avoid "conflicts of interest". A "conflict of interest" is generally defined as a transaction in which, because the individual is, either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict or an appearance of a conflict between the individual's obligations to ASCA and the individual's personal or business interests. A potential conflict of interest or appearance of a conflict of interest should be revealed to the Pastoral President.

Closing Prayer: Fr. Don closed the meeting with a prayer.

The next meeting will be Tuesday, October 20, 2015.