



All Saints Catholic Academy
School Board Minutes
February 19, 2019

- School Board Members Present:** Chris Johanneson, Luis Rodea, Dana Menendez, Christi Kluzak, Kati Coglianese, Marlon Lutifyya, Matt Smilak, Lauren Giroux, Megan
- Ex-officio Members Present:** Melissa Santos, Diane Huber, Patty Bajek, Fr. Paul
- Others Present:** N/A

Minutes

- The Board approved the January 15, 2019 minutes.

Non-Voting Committee Reports

SHPP

- 3 representatives attended the Board meeting today; updates on what they've accomplished this year, future activities planned, & wanting input for next year.
 - Divvies handed out for Vday
 - New PreSchool & Kindergarten families have started new initiatives: Ronald McDonald House fundraiser
 - Dr. Shakey the science guy
- Asking the board for our vision for next year SHPP; open to any and all suggestions
 - What is our vision?
 - What should we stop doing?
 - What should we start doing?
 - What do we need to improve?
- Board Feedback:
 - Only 8 people have attended the last few meetings
 - How can we make it better?
 - We envision a bigger group of people getting involved.
 - From surveys, a lot of people have strong opinions, but are not willing to participate & help out (parents paying SHPP fees & shouldn't have to pay anything else for special functions)
 - Are the meetings happening too often? Should we have them quarterly vs. once a month?
 - Should be more of a parent's voice vs. faculty
 - We should approach it a new way – be more transparent, feature a newsletter (monthly) – we used to do a newsletter in the past & was well received.
 - Try to make it separate from the faculty – separate emails & meetings; have emails come from SHPP parents instead of faculty emails
 - Are ideas being generated at the meetings? Yes

- Rebrand SHPP completely & do a re-launch; market a new campaign for it; offer new positions/titles
 - How does getting involved impact you personally?
 - Caution to not make it totally separate from the school, but still involve the school
 - Restate the mission of what the purpose of SHPP is – needs to be very clear
 - If we do 4 meetings/year, offer an out of uniform pass or raffle for attendance
 - Should we send out a survey to parents on what their expectations are for SHPP? – be short & direct in the survey; ask parents to rank events in priority of importance
 - SHPP should advertise parish events, such as a Fish Fry to help build community
 - When would you do the first newsletter?
 - Re-launch with an entire plan/vision
 - Merge the Board marketing committee (ASCA Brand Ambassadors) with the SHPP team to combine marketing efforts
- SHPP Feedback:
 - Would like to bring back suggestions to the board for approval
 - What do we want to add to SHPP next year?
 - Like the idea of building up the events that the parishes are already having that will help build communities at the parish level
 - Create a corner on the church bulletins to post events
 - Efforts should be combined & should be complimentary to each other

Athletics

- Basketball – regular season ended; tournaments starting
- New leadership – President & VP opening up

Pastor Report - Father Paul Hottinger, SMMP
--

- No report.

Trustee Report

- Board of Trustees met this week on February 12, 2019
- Re-enrollment has begun for next year
 - Current enrollment is 456
 - Re-Enrollment is currently around 380
 - Some relocation
 - A good number of preschoolers not returning
 - Some parents have not responded
- Financials
 - Melissa Santos and Chris Johanneson met with Mike Bava & Brian Shroeder

- Loan is due to be refinanced in 2025. Mike Bava recommends a meeting with the founding and supporting Pastors and business managers/finance counsel representative(s) to discuss Parish support after 2020.
 -
 - Annual appeal currently has a \$30K shortfall
 - Some really nasty responses on returned mail
 - Necessary to clean up mailing list
 - Currently, employing a teacher off school teaching hours to record the donations and generate thank you letters.
 -
 -
 - Recent survey sent out to current ASCA families:
 - 2019/2020 School Calendar
 - Professional development
 - Mandatory volunteer hours
 - Empower Illinois
 - Last year we received \$87K – from 6 donors
 - Thus far, we have \$16,200 – from 2 donors, one me
 -
 - Total 78 students asking for assistance
 -
 - State visit March 11th
- Bob Hajek – meeting with Megan Thies to discuss Parish outreach and engagement
-
- BOT - Development committee: meeting next week Tuesday
 - Annual appeal follow up
 - Early Childhood campaign – raising funds for outdoor playground equipment; \$15K raised so far for bikes & shed
 - \$52K budget
 - Empower Illinois – 2 donors
- BOT - Next meeting – April 9, 2019

Principal Report – Melissa Santos
--

Agenda Items

- Melissa sent out the survey to parents
 - Results are ready; will disclose shortly
- 2019/2020 School Year Calendar discussed – schedule handed out & explained
 - State Law changed – The law previously stated that the school year had to be 176 days or 180 hours; the new law states the requirement is 176 days only! (1/2 days are included as a full day)
 - First day – August 21, 2019 - Originally a half day as the first day of school; now a full day starting on a Wednesday
 - November – Thursday parent teacher conferences on 11/7/19, Friday is an in service day

- Parents requested 2 conferences: Not necessary, but parents are always welcome to schedule a conference at any time
-
- Last day – June 2, 2020
- Teacher Institute Days – only 1 put on the calendar; couldn't afford to add additional days this year
- Diocesan days required – focus on catechism, ran by Fr. Belmonte – require a certain number of hours/year
- 2019/2020 Calendar Voting– motion to approve; approved with 2 date revisions
- Principal's Meeting – encourage families to attend mass; about 50% of ASCA families are attending mass weekly.
- LAP – Legislative Action Person – is Ana Guerero. She will help work with the Diocese on any actions requiring Legislation.
- Strategic Plan liaison between ASCA board & diocese – Marlon Lutifyya is the appointed person
 - Report to Madonna Turner the status of our strategic plan
 - Use goal tracker to report back status

Voting Committee Reports

Marketing:

- Feedback from Pre-K parent that's between ASCA & SSPP:
 1. We're constantly asking for money
 - a. Educate & awareness parents on Catholic Education; provide a fundraising calendar
 - i. This year we offered many more options for fundraising – is it too many?
 - ii. Are parents getting confused with all of the different fundraising opportunities? T-shirts, "change for change", etc
 - iii. Should we create a parent FAQ?
 - iv. How do we clearly communicate the different facets of fundraising?
 - v. Is there room to reduce the cost of any of the fundraisers (non school funded)?
 2. Pre-school lacks community
 - a. Coordinate SHPP with welcome community
 - b. Preschool – 3rd grade – host parent functions
 - c. Have family events – ice cream social, martial arts night
 - d. School events - reading buddies, mommy & me snack time at drop off (donuts & coffee)
 - e. Coffee/donuts after every mass for the hosting class parents to meet
 3. Promoting School Spirit and Connection at our Parishes
 - a. Work with faith formation to try to coordinate efforts
 - b. Meet with Board of Trustees to leverage and coordinate ongoing efforts
 - c. Spirit Wear Sunday – raffles on Monday morning
 - d. Parish survey – contacts at parish, contacts at ASCA, where do you need greeters/servers? How can parents help with the parishes?

Enrollment

- 25 families came through the Open House
- 20/34 interested in Preschool & Kindergarten
- Total new students – 11 siblings, 7 new
- Current 456 students; 407 after graduation
- 381 for next year; on track to beat LY (last day of June 2018, we were at 389 students)
- 26 students will not be returning next year; PreK- K (57%) are the classes that have a lower retention rate
- Current enrollment as a percentage of capacity is greater than 80% in all sections with the exception of K, 2nd, 3rd, & 8th grade
- Patty is booked 2 weeks out for school tours; mostly are preschoolers at this point; older grades tend to show up later.

Finance

Capital Loan Update:

Chris Johanneson and Melissa Santos meet with Mike Bava (Joliet Diocese CFO) and Brian Schroeder (Joliet Diocese Director of Finance) on Friday February 1, 2019.

-
- The loan comes due in June 2025, the balloon principal will need to be refinanced at that point
- Mike Bava agreed to hold a meeting with the 5 feeder Parishes (St. Thomas the Apostle, St. Margaret Mary, Elizabeth Seton, Holy Spirit, and Our Lady of Mercy). In attendance from each parish will be the Pastor, FC representative and Business Manager (if appropriate). The meeting will be held at the Blanchette Center with a target date of July/Aug 2019. Mike Bava and team will run the meeting with our direction/recommendation for the financial commitment going forward (after June 2020)

2018/2019 Budget Re-Forecast:

- Significant items of note:
 - Forecasted Surplus at \$59.9K
 - Enrollment re-forecasted at 451 (orig. 417)
 - Salaries and Wages increase driven by adding 2nd K section and 3 teacher aids (2- Preschool; 1-1st grade)
 - Social Studies Text purchased at the end of CY2018 - \$17.9K pulled from textbook reserve (account 709501)
 - Annual Appeal budgeted at \$52.5K; to date received \$21K; this is a high priority item to achieving 2019/2020 budget.

Textbook Purchase Update and Future Plans:

- Social Studies new text books purchased at the end of CY 2018
- 2019/2020: replace Religion text(Pre-School - 8th Grade)
 - If Religion textbook purchase comes in below budget; look at replacing Spanish text (6-8th grades)
- Questions Asked at the end:
 - How is the Aurora Academy doing?
 - Have we ever thought about doing an Oktoberfest fundraising event? Let's look at exploring this option for next year.

Facilities

- No report.

Catholic Identity

- No report.

Committee of Excellence

- No report.

Next Meeting: Tuesday, February 19 at 7:00 p.m.