



**All Saints Catholic Academy
December 15, 2020 School Board Meeting
Minutes**

School Board Members Present: Kati Coglianese, Mike Devine, David Dieter, Christi Kluzak, Megan Thies

Ex-Officio Members Present: Fr. Paul Hottinger, Cyndi Collins, Chris Johanneson

Others Present: Patty Bajek, Diane Huber, Madonna Turner, Courtney Devine, Jennifer McMahon, Fr. Paul Hottinger

Opening Prayer Megan Thies

Approval of Minutes November Meeting Minutes approved via Google Forms

Non-Voting Committee Reports

- ASPA update (Courtney Devine and Jennifer McMahon)
 - Teachers requested "party in a bag" to reduce time and effort.
 - Megan Elberts jumped in and took the lead.
 - Room parents have been secured for all classrooms except Baumann and Cash. Courtney is filling in for Bauman's classroom as room parent. Megan Thies will reach out to some parents in that class to take the room parent lead.
 - Kristy Wagester has planned the Faculty dinner. Catering from Belgio's and has made it very special with treats and small gifts.
 - Courtney and Jennifer plan to ask people directly to take on specific roles for next year; recommendations are welcome.
 - Christopher thanked ASPA for the contribution of two additional Ozone machines (for a total of three), which are a factor in keeping the building safe and clean.
 - Jenn Lester heading up gifts for teachers and managing the teacher "Favorite Things List"
 - Children made gifts and cards for Mrs. Marshall which will be delivered to her
 - Hessed House collection going very well

CID Report (Christi Kluzak)

- Second meeting 12/3/20
- Worked on updating mission
- Created parish mass/giving document for the Weekly Reminders to keep parents engaged in faith and parishes
- Discussed more parish service outreach opportunities.



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Facilities Report (Diane Huber)

- Christopher and Diane presented reforecast of the budget. Original forecast at 406 students had a \$27,000 deficit. Reforecast at 415 students.
- Over \$100,000 in expenses related to handling covid affected the bottomline. Expenses fell in multiple areas: janitorial, cafeteria, cleaning supplies, etc.
- Reforecast shows \$135,201 deficit.
- Question was asked regarding Ozone cleaners. Diane explained each cleans an area of 3,500sq.ft.. The two machines cost \$2,300 in total. Machines are used on a rotating schedule every night to clean locker bays, classrooms, any space that needs cleaning. Machines work on a UV light technology. Only used when no one is around.
- PPP fund forgiveness question raised. "Forgiveness" paperwork was submitted November 19. BMO Bank will conduct a 60 day intensive review to determine forgiveness. They will bring questions if they have any but currently looks positive.
- All PPP funds (\$408,000) were used in the spring for salaries and benefits.
- Boosterthon funds were not all reflected in reforecast. \$18,000 goal amount was included, \$12,000 surplus was not.
- Finance will absorb the Facilities committee and become "Finance and Operations".
- Committee approved \$250 Enrollment Fee - non-refundable and will be processed through FACTS in January. In addition to the Enrollment Fee, a \$250 Tuition Fee was approved - non-refundable and will offset first tuition payment. Provides penalty for late withdrawals. It will be paid through FACTS in mid-April by all registered families.

Marketing Report (Megan Thies)

- "Be the Light" Campaign is underway. Students have been given small battery operated votives and decorated paper candles to put in their windows at home.
- Each month marketing will do a "Be the Light" project:
- December: Partnered with Pancake Cafe to provide treats to Edward Hospital ER staff. Pancake Cafe provided treats at their expense, ASCA wrapped and delivered them. Staff were very grateful.
- January: Students will be making cards for ICU workers
- February: Outreach to St. Patrick's Nursing Home for staff and residents.
- Open House: Will be a virtual open house this year in an effort to keep our "bubble" safe for students and staff.
- Will create pre-recorded videos in classrooms, with teachers, "a day in the life"
- Website will be up to date with all materials
- Already finding a lot of families have moved past an informational phase to a "ready to register" step.
- Doing a follow up with any former ASCA families who withdrew due to covid issues to see if they would like to return in the fall.
- Putting a kit together with a registration packet, flash drive of videos, and hand sanitizer.
- Looking into more social media marketing and possibly Facebook ads.
- Reaching out to existing families to educate on the referral program.
- Want to share the quality and warmth of the community with all interested families.
- Looking into Zoom Panel discussion moderated by Patty and Margie with questions answered by teachers.
- Suggestion was raised that existing students write welcome letters to new students.
- Other schools are approaching their open houses with caution as well



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- Only 5 students (total of 3 families) have given written notice that they will not be returning.
- 22 new students (siblings) have registered for next year; 14 of those are new families as of this year.

Pastor Report (Fr. Paul)

- No report

Principal Report (Cyndi Collins)

- Absolutely thrilled and feels very welcome.
- Will keep "balls in the air" for Margie.
- Will give her some space with less communication once babies are born.
- MLK Day will look different but still impactful. No kids at the school that day but opportunities being planned.

Agenda Items

- Enrollment Update (Patty Bajek):
 - 415 students (has not changed since the last report)
 - 3 families who are not returning: 1 - relocating, 1- appears to be moving kids to the Catholic school one of the parents works at (needed full day pre-school), 1 - thought there was too much fundraising
 - New Family Survey - generally very happy, areas mentioned we could do better:
 - lunch program could be better for kids with allergies (gluten)
 - need better playground
 - need to simplify the various tech platforms
 - FFO needs better explanation
 - need more Jr. High electives
 - less homework
 - Board members commented on their calls with lots of positive responses.
 - 36 responses received so far from the new family survey - all very positive
 - Annual Appeal - over 4,000 letters went out Dec. 7, already receiving responses, will have more info next meeting, layout was praised.

DDA - SSVV

- Logo has been created; will be a trivia themed event.
- Communication kicked off today; plan to contact all new families to discuss DDA
- Kati would like a list of those families we discussed DDA with so they do not call those who already know about it.
- Looking for a Tuition Raffle sponsor. It was suggested DDA reach out to last year's donor.



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Next Meeting 1/19/21

Closing Prayer Fr. Paul
