



All Saints Catholic Academy
School Board Minutes
February 21, 2017

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

Ex-officio Members Present: Father Don McLaughlin, Melissa Santos

Others Present: Patty Bajek, Diane Hubner

Minutes

- The January 21, 2017 School Board meeting minutes were approved with the correction of SHPP. Lori Steiner moved to approve them and Regis Watson seconded the motion.

Non-Voting Committee Reports

Athletics

- 1) Fundraising Update
 - a. New scorer's table ordered and working well with rolling advertisements
 - b. Kentucky Derby Party (May 6, 2017)
- 2) Continue to work with 8th grade class on the banner project
 - a. Bundt cake sale (waiting for updated amount raised)
 - b. Clothing and toy donation drive working with Savers (waiting for updated amount raised)
- 3) Basketball Update
 - a. Two weeks left in the season
 - b. Playoffs begin March 3, 2017
 - c. 8th Grade Blue Out Night - March 10, 2017
 - i. Two games at 6PM and 7PM with 8th grade girls teams playing the 8th grade boys teams
- 4) Track & Field
 - a. Finalizing track & field arrangements
 - i. Practice location - Practice will be at North Central.
 - ii. Ordered new stop watches, batons and a new tarp for the tent
 - iii. Taking more registrations through end of February

SHPP

- No report.
- It was clarified that the per student amount for party snacks was allocated to Jr. High students for Halloween, Christmas and Valentine's Day parties.
- The Board inquired if there are written bylaws for SHPP. The Board also inquired about how people were nominated to be on the SHPP board. The Board requested a review of the bylaws, processes, timelines for elections, etc. Shante Nolan will contact Mili Jain, SHPP President, to request a review and will present her findings at the next Board meeting.

Pastor Report – Father Don McLaughlin

- Father commented on the academic showcase in front of the school office. Very positive feedback.

Principal Report – Melissa Santos

- Updated Board on All Saints Football. The All Saints football team is not associated with the school. Many of the students on the team do not attend ASCA or attend our supporting parishes.
- Molly Fara from the Diocese Of Joliet initiated a conversation about the liability with the name of the team implying an association with the school. Because of the name of the team, the school would have to assume liability.
- The school will not assume the liability for the students on the team because not all are affiliated with the school.
- The team can still exist, but per Diocesan edict, must change its name from All Saints. It's important to separate the perception that the team is associated with the school.
- If the team wants to practice at All Saints in the future they will be required to pay a fee and provide proof of insurance.

Agenda Items

Tuition Transfer Grant Program – Anne-Marie Cronin, CSO

- In response to decreasing enrollment in Catholic schools, the Catholic Schools Office has designed a Tuition Transfer Grant Program in which students transferring from a public or other private school would receive a \$1500 tuition discount in the first year and \$500 the second year. This facilitates schools gaining more tuition dollars than they would have if the seat were empty. The individual schools are responsible for the cost of the program.
- A growing number of Catholic schools, including the other local Catholic schools in All Saints market are adopting this program.
- Students who transfer into All Saints through this program would have to go through the regular admission policy and are subject to all enrollment fees. The Board recommend putting in other policies in place to ensure the students don't have behavior issues.
- The Board discussed applying the discount at the end of the year to ensure students don't leave the school prematurely having already reaped the benefit of the rebate.
- School has authority to determine how many spaces and in which class levels would be offered.
- The finance committee will evaluate the program based on financial modeling.
- Melissa will present the program to the Board of Trustees. The Board of Trustees and the School Board will discuss the program at the March budget meeting.

Enrollment Update- Patty Bajek

- Provided a preliminary enrollment update with the caveat the re-enrollment is still in process as Patty follows up with families who have not yet indicated whether or not they will be returning.
- This is a start of a six to eight month recruiting process. Enrollment is slightly ahead of where enrollment projections were last year.

- Of note, the graduating eighth grade class is significantly larger than the current class size at both Kindergarten and First Grade.
- Enrollment updates will be provided to the Board at each meeting leading up to the budget approval vote in April.

Voting Committee Reports

Finance

- Continuing to develop and write Standard Operating Procedures for: Enrollment, Tuition and Fee Policies and internal practices, Scholarship, and Maintenance Service Vendors protocol.

Education

- No Report.

Marketing

- **Players Event** Planning in Progress. Date will be April 30th 1-3pm. Event is for the whole school and parents. Worked on keeping the cost to families down. Families with one child \$14 and 2 or more will cost \$25. They will handle all the billing and waivers. We are working on a Save the Date flyer.
- **Open House** went very well. We had existing families and new families. We have new registrations for 6 new families with 7 new students (at the time of writing this). Also, currently have three new siblings of current families enrolled. Tours at Open House and immediately before and after totaled over 30 families. Follow up with families ongoing with shadow visits, additional visits during school day. New sign for Aurora Ave up and in place.
- **2017-2018 Re-enrollment** – Current families were enrolled electronically via SchoolSpeak.
- **Naperville Moms Network** e-blast went to over 9,000 members. Analytics re: open rates and click throughs very high.
- **Social Media** -Hope to engage student intern to help with the social media efforts in near future. Have contact at North Central College.
- **Marketing Plan** – Anne Marie Cronin and Amy Salach are working on completing the plan.
- **Spirit Wear** - The Janor Spring Store is wrapping up online orders today. Their \$5 service fee each time covers credit card fees, bagging, shipping, paying the sales staff, as well as the tech company who makes the web page. We don't have a contract but they support us with the DDA and on their Facebook page. They waived the initial set up fee for setup fee. Smaller sizes still an issue. Smaller size spirit wear options are available at Lands' End.
- **Website** – Committee members are analyzing our web pages for look and content, as well as other websites as we get ready to update and refresh the ASCA website with a more attractive and accessible look.

Technology

- No report.

Facilities

- Discussed plan to upgrade door #1 into main entrance for school. Plan would include necessary security, signage, and interior updates including a front desk. Interviews have been conducted and

two proposals have been received for design services. In addition, security and door proposals have also been received. Approach is to have plan and budget for fundraising at Dinner Dance. Target budget is \$25,000-\$35,000. The new door will be staffed by a paid person.

- Door #4 exterior step modifications which includes step and sidewalk repairs. Quote received. Targeting Spring Break to complete the work.
- The plan is to have the “closet” between the board room and teachers’ lounge turned into a private nurse’s office.

Other Business

- Vice President elections will be held at the March 21st school board meeting.
- The Board discussed the 2017-2018 calendar and it was approved. Melissa will distribute the calendar to the school community.

Next Meeting will be Tuesday, March 21, 2017 at 7:00 p.m.