



**All Saints Catholic Academy
School Board Minutes
February 20, 2018**

School Board Members Present: Dana Menendez, Chris Johanneson, Jennifer Nolan, Anne-Marie Cronin, Lauren Giroux, Luis Rodea, Christi Kluzak, Marlon Lutfiyya (new member from HSCC to replace Lori Steiner at the end of this school year)

Ex-officio Members Present: Fr. Paul Hottinger, Melissa Santos

Others Present: Patty Bejek, Justin Busche (ASCA Asst. Principal), Diane Huber
Dave Nirtaut

Minutes

January 16, 2018 School Board Minutes were previously approved as submitted and affirmed through Google Doc final voting process. The School Board Meeting Minutes SOP was voted and approved.

Non-Voting Committee Reports

Athletics

- Blue Out scheduled for this coming Friday, February 23rd. School community encouraged to attend and cheer on the final regular season Grade 8 games.
- Basketball's regular season is wrapping up to be followed by Play-Off games and Tournaments scheduled in ASCA gymnasium. ASAA looking for the opportunity to generate positive revenue from hosting these DPL games.
- BB Awards Banquet scheduled for Thursday, March 22nd.
- Track and Field Parent meeting scheduled for this Wednesday, 2/21. There are currently 59 students registered for the season. ASAA will be looking for a coordinator dedicated to the overall T&F sport needs as well as looking for a host of volunteer parents for each grade level group of students participating in T&F this spring. It is imperative that the parent volunteers come forward to support the students in this sport, this season. Two suggestions were made to boost support for this season: possibly reach out to North Central College Education students as they had a student teacher last year that was very interesting in supporting ASAA's T&F students as well as ASCA alumni at Benet, St. Francis, or Marmion who could also assist in the program.
- Shout Out was given to Dave and ASAA for working directly with Mrs. Santos this past month with weekend game detail to affirm ASCA students as well as sending Patty Bajek full detail for *Saints Speak* weekly newsletter of ASAA weekend highlights.

Monthly report provided an update on SHPP activities in the past month, including:

- Discussed upcoming Book Fair
- Discussed Daddy Daughter Dance
- Discussed Mother Son Event
- Reviewed Community Outreach most recent events and upcoming polo shirt donations at the end of the year.
- Parent Coordinator review- parties success
- Partnering up with auction on phone a thon invites and ask for general help SHPP to pay for an ANTI Bullying Assembly- The hope is to empower students to stand up for themselves and each other – presented in a fun and exciting way. This will be presented by Matt Wilhelm BMX rider who also starred on America’s Got Talent.

Assistant Principal Report

- Mr. Busche is currently participating in a graduate study program for his Teacher/Leader Certification and he offered a presentation to the SB on a study he conducted with a small group of ASCA parents on the subject of “Enrollment”. Striving to gain a sense of the “pulse” of some of our parents about their overall impressions of ASCA from tuition to marketing, he was able to affirm much of the current direction of All Saints as well as inviting parents to share their thoughts and suggestions on what would attract new families to our school community. While the survey and study was not intended to be scientific, it offered a perspective that encourages and gives hope to ASCA to keep reaching for opportunities to improve enrollment.

Board of Trustees

Melissa provided an update on the Board of Trustees.

- BOT’s will look to send a monthly update to the SB highlighting their work over the past month as well as the specific projects they are currently working on and toward for ASCA. Mrs. Santos will submit this update to the SB on behalf of the BOT’s.
- This past month the BOT’s have continued their work on re-defining their purpose and how they will hope to meet their goals going forward.
- Further review of the Feasibility Study has continued as they focus specifically on “targeted” areas that were identified in the study and where donors what to share their money. Most specifically their focus has been on ASCA’s expansion of an “Early Childhood Center”.
- Another targeted area will be expanding the BOT’s conversations with the Sponsoring and Supporting Pastors as we look to 2020 and how to continue to foster parish support of the school.

Pastor Report – Father Paul

Nothing to report

Principal Report – Melissa Santos

- School Year 2018-2019 calendar was submitted by Mrs. Santos for SB review, discussion, and approval. Highlights include: review of District 203 and 204 calendars to sync up days and times in school; offering two half-days in the calendar that will foster collaboration of ASCA’s faculty and staff with our local Naperville Catholic schools to

work together and focus on School Improvement Plans (SIP); offering professional development opportunities for ASCA's faculty and staff which builds upon the inter-parish SIP work; and the inclusion of time off while the ASCA faculty attend the NCEA conference which will be held in Chicago this coming April 2019.

- After much dialogue, motions were made to approve the 2018-2019 school year calendar as presented and the calendar was affirmed.
- A technology update was presented highlighting the continual, daily attention given to resolving the layers of incidents and challenges that have occurred with our internet and connectivity issues. ASCA's Technology consultant has reached out to local tech engineers and they have worked in tandem on resolutions to our systems, reviewed current internet carrier and have suggested that we develop a redundant internet circuit system with two strong local internet carriers, and identified and improved upon classroom/student practices that may cause disconnection problems.
- Dinner Dance Auction "paddle up" will invite attendees of the auction to make donations toward enhancing and expanding our technology program with newer, updated SmartBoards, stronger infrastructures to support our expanding technology needs, software enhancements, etc.
- Mrs. Santos made a proposal to the SB to consider the possibility of having the Junior High students purchase a prescribed Chromebook for their Grade 6-8 years. Current suggestions being considered would be a \$300 fee paid over three years and the Chromebook could then be purchased for a nominal fee at graduation. SB members suggested ideas toward generating a policy for a three year program. Admin will work alongside technology team to come up with a policy to be presented to the Finance Committee and the SB for SY18-19.
- A request was made to create a new school policy for "communication of participation and results of ASCA extra-curricular events and competitions". Upon SB discussion of ideas and suggestions, it was determined that the policy would include: results of competitions would be submitted to Mrs. Santos by ASAA coaches, coordinators of academic events such as Chess or Math competitions, or staff members only; communication details would be submitted directly to Patty Bajek and reviewed with Mrs. Santos in writing if request was for inclusion in the school newsletter; and timelines would be established and communicated to parents, coaches, and event coordinators identifying when and how details will be shared with the school community. Motions were made to proceed ahead with this policy, allowing time for Mrs. Santos and Patty Bajek to fine tune the details, and approval from the SB was granted.

Voting Committee Reports

Finance

- January Financial Month End Summary report was submitted to the SB. Revenues are trending as anticipated, flexible spending continues to be on hold and fixed expenses are tracking close to mid-year reforecast expectations.
- Finance Committee will be working to prepare the proposed 2018-2019 budget to be presented to the board at the May 15th combined SB and BOT meeting

Education

No report

Marketing

- Patty Bajek shared details of continued interest and enrollment as a result of the well-attended Open House at the start of Catholic Schools Week.
- Preschool/Kindergarten enrollment is matching the current 2017-2018 enrollment, which is well ahead of this time last year. Patty will be attending a preschool fair this weekend and has continued to schedule tours and shadow opportunities for potential families.
- Will host a New Family Welcome Mass in March and a BBQ/Open House on May 9th. The Open House will include an Early Childhood Fair and the opportunity of parents of students moving in Junior High to meet with the teachers. This is a new event being offered this year.
- The Early Childhood Academy will expand its offerings to include a “Mommy and Me” class on Tuesday and Thursday morning and an “On My Own” class for younger three-year-old students on Monday, Wednesday, Friday. A tuition structure for these programs was recommended to the Board for approval. The proposed tuition rate was based research of other similar programs in the area as well as a proration comparative to the current All Saints preschool tuition. The Board approved the tuition rates for these new programs so the programs can begin to be broadly marketed.
- The intersection of the Marketing Committee efforts and the Parish Liaison efforts were discussed. The concern is duplication of efforts as well as potential mixed communication if parishes are being approached by multiple committee members. Next steps in gaining clarity regarding the best way to move forward will be for the Marketing Committee and the Catholic Identity Committees to have a joint meeting. They will then make a proposal to the Board regarding whether the Parish Liaison becomes a separate committee, a Board position or a remain a part of the Catholic Identity Committee.

Catholic Identity

No report.

Facilities

No report

Additional Notes:

- Vice President vote will be held at the March Board meeting. Nominations for Vice President, including self nomination, should be made to Dana Menendez prior to that meeting.
- Board members were asked to review the updated Strategic Plan Goal and Activity Tracker and make updates on their specific committee work. Review of progress in meeting prioritized strategic goals will be the focus of the March Board meeting.

- Principal Santos and the Board will also be reviewing standing Board committees to determine if new committees need to be formed to address prioritized strategic goals. To this end, the Education Committee has been suspended at this time.

Next Meeting will be Tuesday, March 20, 2018 at 7:00 p.m.