

Immaculate Conception Grade School Board

Meeting Minutes February 13, 2018

The Immaculate Conception Grade School Board met on February 13, 2018 in the Media Center of the rectory. The meeting was called to order at 6:35 PM. Present Father Tom Paul, Pastor; Father Christopher Lankford, Parochial Vicar; Deacon Max, Mr. Gorth, Mrs. Cathy Linley, Principal; Mrs. Sharon Meyer, Asst. Principal; Kathleen Hillsman, Board Members: Ray Hill, President, Alina Cahill, Robert Moore, Amy Brandt, Tom Dewbray, and Erin Raniere.

Excused: Aamir Rajan, Jim Papp, Katy Ahern

Opening Reflection: John Moore

ADMINISTRATIVE REPORTS

Principal's Report: Mrs. Cathy Linley

Ray Hill:

In the beginning of the year, this board decided that there would be two committees: Enrollment and Finance. The Enrollment Committee worked on reaching out to the younger parents by planning a couple of events this year. The first event was the All Saint's Day coffee, which had great feedback. The second event was the Open House, which also was very successful, and a lot of great feedback. One thing we keep hearing is that families need after school care. The big obstacles in creating an after school program are location and staffing. Robert Moore found a turn key business to run the program as an option. Amy Brandt has also looked into after school care options. Ray and Amy met with Mrs. Linley to discuss the needs and options.

Mrs. Linley said we are considering everything. We all feel that we need to do this to our best possible ability. We are working carefully with Jeff Williams and Father Tom and considering all the pieces. Mrs. Linley and Ray Hill will meet with Jeff Williams later in this week.

Right at School, is the name of a company, which could run the program at Immaculate Conception. Two spaces may be needed for the program based on the different types of programs offered. The age of students attending and space will determine the activities in the room. We feel this would be more for the younger students because the older students at Immaculate Conception go to the library after school before going home.

Father Tom is concerned with space. The Band Room, Library, and classrooms are the only options. ICCP and Parish Center are not options.

It is important to look at the company and staff members that may be running the program. It was recommended that we look at St. Walter's in Roselle, where Mary Lloyd, is running a great program. We are taking on a great level of responsibility. We could have Right at School company come and tell us spaces that may work. We will have to consider what the startup costs would be and the angles that have to be managed.

Mrs. Linley gave a summary on the following items:

Open House was well attended. Numerous parents came to speak with Mrs. Linley about Immaculate Conception's programs. Mrs. Linley just spent two days working on support programs for our students at her Principal Institute Days. Many of these new parents need support programs. New parents were interested in how we support tuition and aftercare. It is important that we look at our aftercare program. Mrs. Linley suggested that we should move forward carefully and really take the time to put together a good program that is right for the students. We have been looking at safety and security. Finally, making sure that we can staff it well. Ray Hill learned that every room in the school is used for Religious Education on Wednesday. During Catholic Schools Week, we had a panel of guests that were wonderful. We had many fun activities.

Jarrett Payton came to speak to ICCP students, and the 6th, 7th, and 8th grade students with wonderful messages about inspiring our students to do more and go the extra mile, such as giving, doing service, and working for others.

Mrs. Linley reported on the attached enrollment numbers as of today. It is early in the registration process and these numbers are always fluid.

Kathleen Hillsman Notes:

The grade school will be walking in the St. Patrick's Day Parade with ICCP. Students will be assigned an adult to walk with, no candy will be handed out, signs will be handed out for students to hold, and spirit wear will be worn.

-Annual Appeal & Endowment Fund:

The total amount that has been contributed to this fund as of 12/31/18 is \$472,149

As of 12/31/18 the Endowment Fund balance was \$819,713 up from \$646,874 the previous year end.

Currently for this year's Annual Appeal we have collected \$49,980. \$20,000 of that has been earmarked outside of the Annual Appeal for the repair of our school doors. We have transferred \$11,465 of alumni and alumni family donations for December and January to the Endowment Fund. In March (after Dinner Dance and not close to Easter) we will be revisiting families about donating to the appeal as well as reaching out to Grandparents. So far, we have received a total of 101 donations, 52 of these from ICGS families. That means 18% of ICGS families have given so far.

Alina Cahill:

Dinner Dance Attendance: 133 Families, 154 who have not responded as of today. Raffle Ticket sales are down compared to last year at this time. As of last Wednesday, 1,100 out of 1,500 tickets have been sold. This year we do not have the same big parties, but do have more classroom parties that should match the bigger parties. The auction book broke even on the items in the book, because advertising offset the amount of other items offered.

Father Tom Paul

Father Tom asked if selling tickets after mass is helpful. Mrs. Cahill felt Kitty Conroy has been consistently selling tickets at the mass. Father Tom recommended we make an effort at the dinner dance to make sure the new families feel comfortable and are introduced to new people. At the wine tasting, there were a few families that looked like they needed to be encouraged to meet new people.

3/16-3/18 Bishop Conlon is coming to visit: 3/17 there will be a breakfast with the Bishop and school board members to help familiarize him with the highlights of our school. He is here for a pastoral visit. This is taking him six years to get through the whole diocese. We should talk about the finest qualities of our school, the supportiveness of our parents club, and the endowment fund. They have formed a committee to study our schools for their operational committees and success. Mary Ann McLean is one committee member from our neighborhood to represent our area. There are 54 schools, 48 are grade schools, and 7 out of the 54 are in serious jeopardy. Our school has a certain amount of stability. Showing kindness towards our teachers will help retain them and help them recognize the good that they are doing here. Our students move on to the high schools that they want. Students have come back and reported on the success that they are having in high school and their extracurricular activities. The exposure at IC has prepared them for high school.

Mrs. Shaw and Mrs. Donovan are retiring this year. We may have other staff turning over. Teachers believe that our students are a gift to teach.

Last thing, Father Tom will be completing an evaluation for the principal. Email any input and accolades for the principal evaluation to Father Tom by 2/23/18. An evaluation is meant to be helpful. The information can be sent anonymously.