

Immaculate Conception Grade School Board

Meeting Minutes March 5, 2018

The Immaculate Conception Grade School Board met on March 5, 2018 in the Media Center of the rectory. The meeting was called to order at 6:35 PM. Present Father Tom Paul, Pastor; Mrs. Cathy Linley, Principal; Mrs. Sharon Meyer, Asst. Principal; Board Members: Ray Hill, President, Alina Cahill, Amir Rajan, Jim Papp, Katy Ahern, Tom Dewbray, and Erin Raniere.

Excused: Robert Moore, Amy Brandt, Kathleen Hillsman

Opening Reflection: Jim Papp

ADMINISTRATIVE REPORTS

Principal's Report: Mrs. Cathy Linley

Valentine's Day parties were fun. For Ash Wednesday, we have started our Lent collection and we have students dedicating some of their own personal funds.

Friday was our all day institute. We had a state known PBIS mentor and leader talk about how to implement other PBIS systems and review our PBIS program. We did this to add consistency and revitalize our program. We also had an introduction to Tier 2 training with a focus on the positive engagement in the classroom. We will ask the speaker to come back next year.

The Bishop will visit everyone during religion in the morning on 3/16. We are preparing for Living Stations. Mrs. Hillsman is working hard on the St. Patrick's Day parade this Saturday. Right now, we have 59 people signed up to march. Students may be dressed in their All Saint's outfits and spirit wear on top of the uniform. Signs should be geared towards the Catholic Faith.

We are still exploring extended day program. Currently, we have been working with Jeff Williams about the sensible pieces we need to look at ahead of time. We have looked at the school programs that are in our region. These programs have a bunch of their own pieces that could be incorporated into this program. At this time, we should find out how many people are interested in this program. We think it is time to send out a survey to the lower grades K-2.

Father Tom is saying that by April 15th we should have this program put together. Ray Hill said that he would be in charge of this program not Jeff Williams. Father Tom thought the survey should have gone out by the beginning of February. Father Tom recommends that this program should happen for next year. As of today, no discussion has happened with religious education. At this point, we do not even know the ages of people that are interested.

Mrs. Linley responded that we are talking to the religious education teachers. Our next step is to survey parents, meet with Jeff, put together a plan, location, poll staff, and have the conversations with RE. We are trying to keep safety paramount in developing this program.

Mrs. Linley sent letter of intent to teachers and staffing for next year.

Right now, we are only down 12 students registered from last year's enrollment.

Mrs. Hillsman is looking for people to walk in the parade. She will be sending a letter to all IC parents and alumni that have not given to the annual appeal. She has five nice testimonies about the school that she wanted to let everyone see.

Mrs. Cahill is confident the Lucky Knight raffle will make \$210,000. Marketing advertisements were a little down, but sponsorships were up. Mrs. Cahill thinks we should look at considering the \$150 ticket to \$200. Mrs. Cahill provided the following percentages of grade school parents that participated in the raffle. 85% Preschool 3, 79% Preschool 4, 80% Kindergarten, 84% – 1st grade, 88% – 2nd, 93% 3rd, 4 – 80%, 5 – 86%, 6 – 77%, 7 – 70%, 8 – 84%. 1578 out of 1,600 tickets were sold. The rest were used as incentives. There are 293 families at IC and 232 bought or sold tickets this is 79% of our families.

Average number of tickets sold is 5.8 per family. 90 families do five or more, 33 families sold 10 or more. The raffle committee took a very positive approach to reminding families about selling tickets. They did not make anyone feel bad if they were not able to sell any. The reminder emails were very pleasantly written, and communication to team captains were fun and whimsical. The coffee shop ticket sells were new and refreshing.

Nametags of people that were not picked up at the dinner dance should be invited to the NCAA event next Friday.

Mr. Amir, as part of the enrollment committee, looked at our website and came up with a few suggestions. We should optimize our google search with using SCO web copy. The YouTube video should be embedded in the website on the home page. We should look at gradeschool.org to see where our webpage is ranked by web search.

Father Tom discussed the following:

Explain to the raffle committee how the process of putting a ticket in an envelope should be changed for next year. This year there was someone very unhappy with the process and someone should address this person and explain the process. The banquet room had more flow than last year.

578 students are in our parish RE program. These families should receive marketing information from our schools. We need to let them know that it is worth the money to send students here.

St. Isaac Jogues teachers were paid to work on Wednesday and teach RE after school. Six students converted to school because of this program.

Father Tom reminded board members that if you want to share any information regarding Mrs. Linley for her evaluation. He did not receive any information as of the last meeting.

The Bishop will meet with members of the school board on 3/17. Father Tom will need the agenda for this meeting regarding who is coming and speaking.

Secure Options Consulting are going to do an evaluation of our current security processes. They will do an undercover visit, nighttime visit, daytime visit, and during peak hours. We are doing this because we do not want something to happen. At mass, we have taken the time to change the process with only the two center doors being open. We want to do our best to make sure that we are the most protected. ICCP/ICGS has also changed the process of how students arrive for weight lifting and band early in the morning.

Father Tom said that everyone who worked on the play did a great job. Yesterday, it was missed that students should not have been at school before the Anointing of the Sick at the end of the 11:30 mass. Parents of students in the play assured Father Tom that an email did go out to not return to ICGS on Sunday until 1:00.