

Immaculate Conception Grade School Board

Meeting Minutes May 13, 2018

The Immaculate Conception Grade School Board met on May 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. Groth, Mrs. Cathy Linley, Principal; Mrs. Sharon Meyer, Asst. Principal; Kathleen Hillsman, Board Members: Ray Hill, President, Alina Cahill, Robert Moore, Amy Brandt, Tom Dewbray, Katy Ahern, and Erin Ranier.

Excused: Aamir Rajan, Jim Papp

Opening Reflection: John Moore

ADMINISTRATIVE REPORTS

Presidents Report:

Last month's school board meetings minutes were approved. Mrs. Linley went back to the teachers, asked if more teachers were interested in the Extended Care Program, and had a meeting with Right At School. Mr. Hill handed out the proposal for Extended Care Program. The program could support 50 students. Attached are the proposed teachers, budget, and handbook. Father Tom is looking for more of a management structure. We are looking for a main educator to be in charge of the program. Mrs. Linley said we are still looking for one person. We will start with a limit of 50 kids for enrollment. We need a director for the program to be there every day of the week until 7pm. This will be a three or five day week position. This will be a bigger commitment than a drop in extended care. We will allow existing families to sign up first. It will be first come first serve. We are going to start with \$18 a day. We debated if it should be \$20 a day. This fee will be charged for the semester. This will be easier to manage in the building when we know people. The board decided there should be a \$300 deposit, which represents the approximate cost of one month. The following steps need to happen.

- 1) Get the word out – Send Information Home
- 2) Hand over the registration form to Father Tom for approval

Mrs. Linley gave a summary on the following items:

We have had wonderful events at school. Our PLC time this year was used to refresh our current systems. We participated in a PBIS extension program and teachers were able take the current process and solidify the procedures. We had an Active Brain Movement training. We talked about how kids are benefiting from the Active Brain Movement pieces. This is there for the kids that need it. We studied quick movement pieces to use in the classroom. These movement pieces can be found in the real business place. Mrs. Linley showed a few active brain furniture pieces. We have stand up desks topper and a bouncing piece. We are looking for sensible tools to use with students. We also saw the example of painters tape in the hall as a creative way to do movement in the hall.

ICGS and ICCP were awarded, "The Jewel of Elmhurst Award". The Chamber of Commerce picked out 18 businesses from Elmhurst.

Our focus at school has been meeting with new parents and students. We are in process of signing teachers, and interviewing for our open positions. We are looking a math and reading support person.

We are signing up teachers for summer online classes in co-teaching, classroom management pieces, and Next Generation Science approaches. We are completing MAP testing. We are talking about the tech lab and the renovation. There will be a speedy exit to the building due to construction. We hope to have a location on campus to take peoples questions. We are putting together the TAT information and accommodations that we make for students. Parents are becoming more aware of how we help students. Mrs. Linley thanked everyone for all of the help and dedication of our people. We are very proud of our school. Our kids are very proud of our teachers. Mrs. Linley wants to thank all of the RE people again, Sister Kathleen for her joining us every Tuesday, and Father Chris and Mr. Groth for doing Theology of the Body.

Mrs. Shaw

There will be a 5% increase in tuition. Last year, we were down 25 students. We reduced expenses by \$97,000. This year we were at 476 students. Next year, we ended up budgeting for 481 students. We have 489 enrolled as of this date. We are anticipating the enrollment of 5 more students. We have kindergarten and preschool 4 waitlists. In preschool 4, we have 3 students on the waitlist. 5 students are on the waitlist for kindergarten. We have 60 on the list for kindergarten. We are losing 4 students this year from kindergarten to first grade. 11 students are coming from Holy Ghost and 8 Families.

Mrs. Shaw presented a recap of the budget. Parents Club contribution will continue to be \$115,000. This parish subsidy will remain at \$185,000.

Kathleen Hillsman Notes:

Recently, \$11, 464 was added to the Endowment Fund. As of 3/1, there is \$828,972 in the fund. We just finished our grandparent mailing. The last batch of annual appeal letters were sent to our families. We have received \$41,400 from families contributing 21% of the appeal funds. Our AA balance as of today is \$29, 768 dollars. \$20,000 was donated for the next two years toward the renovation of the computer lab in memory of a parishioner's brother in the fall. \$20,000 was donated from a parish member in the fall for the doors. \$2,000 has been donated in memory of Mrs. "K", the last principal, which had passed away.

We have contacted our website provider. The cost is \$1,700 a month. It would cost another \$375 a month to have things embedded in the website. The functionality of the website needs to work for mobile compatibility.

We are a sponsor of YMCA baseball.

On May 25th, there will be a reception after mass for our teachers retiring.

We had Niche.com review our site. We have had a lot of traffic on there for the last 6 months.

Mrs. Hillsman printed out a list of the schools that 2013 8th grade graduates are attending this year and there are highly recognized universities on the list. Mrs. Cahill mentioned it would be good to look at the stats for high school. How many students got into honor roll in their high schools?

Marketing Report:

The Marketing Committee refreshed the strategic plan. In 2014, the strategic plan was created as a large comprehensive spreadsheet. The committee changed the strategic plan into a power point. This living document can be continuously updated. The goals and strategies are the same as the original document. We are going to take the approach to maintain the goals or to make them happen. Most of them are in place, so we changed the verbs to show that they are already in progress. We did add some new strategies to the plan such as a special education piece. The SWAT analysis should only be used for personal use. The original booklet was supposed to go to 2020.

Father Tom Report:

Holy Ghost Catholic School from Wood Dale is closing. Holy Family Catholic School is in severe jeopardy and St. Phillip Catholic School in Addison's current enrollment is only 200 students. A special committee was formed to study Catholic Education to talk about enrollment and planning, and they will meet on May 22nd. We are trying to take some steps to help this situation. At Visitation, RE students are allowed to play football. We will not do that. Other Catholic School students can play with us. Father Tom's hope is to have football for Catholic School students of Elmhurst. Visitation has a new Principal and Athletic Director that will hopefully help us move in this direction.

The long-term goal for the school is to do things better together through collaboration, support, and by taking advantage of our resources. We will have a retreat in the beginning of the year for all staff. We want to create more of a sense of oneness.

Mrs. Ahern was thanked for putting together the strategic plan. Moving forward next year, we will revisit the strategic plan.

We were able to fill up two usher positions per mass. The police department came and did a small training with our ushers. The training taught us to engage the person with conversation, and to place one of the dads right behind the person

6/5 there will be a social school board meeting at Katy Ahern's house.