
Immaculate Conception School Board Agenda

January 18, 2022 Garden Level @ 7pm

1. Opening Prayer

2. Roll Jason Moore (P), Katie Hrdlicka (P), Megan Gilbreth(P), Deidra Doerr(P), Tara Vail(P), Bill Gregozeski (Zoom)(P), Christine Schorb(P), Donna Frederick(P), Kyle Doerr(P), Kara Boyd(P), Lee Rinella(P), Fr. Carl (absent-vacation), Fr. Nick(P), Mr. Gregson(P), Mr. Huels (Zoom)(P), Mrs. Donjon(Teacher Rep), (Parents and Friends - None), (Pastoral Council – Lisa Barnes)

3. Approval of Minutes: (Please Review emailed PDF to Board)

- Kyle moves to approve minutes; Deidra seconds – minutes approved.

4. Parents and Friends Report:

- No report for this month.

5. Pastoral Council Report:

- Pictorial directory is taking place now. We will do a soft-sided book this year.
- February 20th – Stewardship of charity day – event will be online again this year.
- Parish Council is working on reviewing the Pastoral Council Constitution. They are in the process of reviewing at this time.

6. Faculty Report: Mrs. Donjon

- Teachers are working hard to keep kids engaged and learning online – every day is a little different
- Students are finishing science fair and they will be displayed during the open house for Catholic Schools Week at the end of January.

- Teachers have been doing a great job of keeping the students engaged and getting materials out to the students.

7. Committee Reports:

A) Teacher/Employee Committee: Tara Vail

- Nothing new.

B) Development Committee:Katie Hrdlicka–Open House ([Jazz Band, packets - what do you need from the teachers/principal](#))

- Open house on Sunday January 30, 2022 from 12-2pm. Will have a table set up between upper and lower grades with individually wrapped snacks and information for the parents who come to the open house.
- In the past the entire board would come – that is not necessary this year with not as much to do.
- Jazz Band has played in the past – discussed having them play this year – they will play in the gym. Builders Club has previously done tours- discussed having an adult and a student give tours. Teachers will take turns giving tours this year. Katie will reach out to the Builders Club about attending. Want to focus on new families.

C) Curriculum Committee: Jason Moore–Communicated via email. Have started the Gibault tutoring program and added two members to our committee outside of the school board (Holly Blaskiewicz and Katy Hugger). Plan to meet via zoom before the February board meeting to discuss our areas of need and action steps.

- Have been in communication over email.
- Started a Gibault tutoring program
- Hope to meet before February board morning.
- Holly Blaskiewicz and Katy Hugger have joined the curriculum committee.

D) Athletic Committee: Bill Gregozeski

- Not too much going on. Over \$6,000.00 **profit** for annual athletic budget. Tara will have it broken down by sport for next year. We are doing TeamSnap training and should have that put together soon. TeamSnap will start for the next school year.

- For the current school year individuals have been paying privately – will need to ask Father’s Club if they will reimburse for the current school year. Father’s Club will pay for individual accounts for this year.
- Sports registration should be through TeamSnap for next year – will try to have it ready in March for next year.

E) Budget Committee: Megan Gilbreth

- Sports Fees – spoke with Tara about using Option C for billing for sports – will follow-up with her on using TeamSnap.
- We are converting the billing to a system called Facts – hope to have that set up for registration.
- ICS Stewardship Forms – 182 ICS families that were required to turn in forms. On January 7, 2022 we had 101 outstanding. Sent an email on January 10th reminding families that they needed to respond by January 28th or students will start to have days out of school. We have had a 50% response after the email went out.
- Working on student tax expenses statements. Should be out in a week or so – in the past we have sent them home with students. We could email them, but it is a lot of work, as it’s a manual effort – will discuss the possibility of emailing them.
- Need to start looking at revenue side of budget for next year
 - Haven’t raised fees for 3 years
 - Will try to meet before the next meeting to review this.
- Reimbursements – around \$100,000 this year
 - Purchased around \$60,000 in computers
 - § COVID grant for Chromebooks for students that did not already had it – this money hasn’t yet been reimbursed, so it’s a timing issue.
- Still have Covid Funding - \$205,000
 - Trouble is that the reimbursement has to come through the Public School district – we are working on this now.
- \$100,000 donation in December of last year

- Still have \$70,000 left in this
- Currently charging the Side Bar IT consultant to this grant.

F) Discernment Committee: Christine Schorb

- Start to make plans for discernment this month.

G) Building/Grounds Committee: Deidra Doerr

- Objective – put together a list of resources for prior donors and contractors – working on getting this list together.

- A campus enhancement plan has been put together

- Zac Epplin Soccer field and other soccer fields.

§ It was decided to put the fields on hold due to the debt on the CEAC

§ Dioceses has agreed to refinance the debt that they still hold

§ Question about impact on fees to the parents – maintaining three soccer fields

- Committee has decided to move forward with a large pavilion for school and parish activities.

- No update on the agricultural ditch other than it has been cleaned out – issue might be resolved for the moment.

H) Strategic Planning Committee: Jason Moore–Communicated via email. Currently working to finalize the structure of the committee in preparation to open to members outside the board. Plan to meet via zoom before the February board meeting.

- Haven't met since the last board meeting.

- Finalizing the structure and hope to meet again before the February meeting – hope to stay on timeline to open up to those who are interested outside of the board. Hope to start in August in moving forward with the strategic plan.

8. Principal's Report:

- New projection screen has been purchased - donation Joe Koppeis
- New projector - money from Father's Club

- Hallway murals: saying, mission statement - Parents and Friends/Fathers Club donated ½ of the cost each.
- Fishing Club - Jim Held – will get going in the spring
- Chess Club, Golf Club – going to see how this goes, nothing definite yet.
- COVID - 5 day quarantine
 - ICS quarantine when back at school
 - Have to eat at a separate table and then can put their mask on and eat with friends.
 - They are separated in band.
- Teacher Evaluations started this month
 - Different than how it has been done in the past – more formal process. Mr. Gregson goes into the classroom and then they meet afterward to discuss.
 - Evaluations are once a year
- May 20th is the last day of school – early dismissal, no latchkey

9. Pastor's Report:

- Fr. Nick is working on trying to restart our Youth Group – hasn't met since March 2020
 - Wants to be able to find a landing spot for people in the parish
 - Has been visiting other youth groups the past year for ideas – having a meeting on Saturday morning to try to get things restarted
 - § Would like to launch the group right around the time the 8th graders graduate so they can jump in
 - Looking for leaders for the group
 - Long term goal would be for the youth to lead the 11:00 a.m. Mass on Sunday
- Under the presumption that Mass obligation will come back when Lent starts
 - Hopeful for more involvement with the students at Mass at this time.

10. Old Business:

A. Review the ICS School Board Handbook and discuss school board role in the decision making process (**emailed via pdf to the Board**) Propose a committee to

revise the ICS School Board Handbook. **Propose**—to table this item until the Strategic Planning Committee has begun working on the strategic plan.

- Start with the Strategic Plan and then review the school board handbook
- Have chairs write a description of what their committee does

B. School Board Meetings (date, time, location) and Minutes available on the website

- Has not happened at this time – Jason will email Bev.
- We will share and approve minutes, there is no objection they will be posted online.
 - Kyle moved to approve change – Deidra seconded the motion – Motion approved.

C. Be aware of phishing emails from individuals claiming to be board members or Father Carl. If you do not recognize an email, please contact the board member directly or using the email we use for correspondence with the whole board.

- Idea was floated of having an email for the school board president.
- Will have Joe Gilbreth set up the email.

D. Preschool/Pre-K : FULL 5 DAYS, FULL 3 DAYS (MWF) tuition amount?

- Preschool tuition amount needs to be decided by finance committee
 - Keith proposes saying that the fees are not yet set for next year – does not anticipate a major increase in fees.
 - We are currently lower than most options for preschool in the area.
 - We are hopeful that more families will move to five full days. – No part time option anymore.
 - Budget committee will try to meet before the next meeting to decide rates.

E. Enrollment Policy – See notes below

- Decisions will need to be made based on numbers enrolled
- Steps of Enrollment – see below - will approve changes next meeting.

- Need to add in language for families from other parishes – including Sacred Heart in Dupo and Cahokia

11. New Business:

A. January Board Rep for Parish Council is Bill Gregozeski and February Board Rep for Parents and Friends Bill Gregozeski.

B. Options to fill a vacant board position.

- Open position on the Board – we do not have an alternate at this time.
- Board Members will consider individuals who might be a good fit for the Board or we can have a “special election”
 - Could pick 4 or 5 at the next discernment

C. Change “Athletic” committee name to be more inclusive of all student activities.

- “Student Activities” or “Extracurricular” Committee
 - Will consider and vote on it at next meeting.

***Class sizes and Full Time 5 days a week and Full Time 3 days a week structure Approved at November Board Meeting for PreSchool and PreK**

(proposed)

Enrollment policy: ICS exists primarily to educate the children of Immaculate Conception Parish. We welcome non-parishioners when there are open spaces in our classes. Our policy for class sizes is as follows:

Grade	Optimum	Maximum
PreSchool	20	20
PreK	20/15	20/15
K – 4	23	25
5 – 8	27	30

ICS will exceed the optimum class size only to meet the needs of active members of the parish. In other words, the number of spaces between the optimum and maximum will not be filled with the children of parishioners who do not support the parish or non-parishioners. These spaces will

be left open for transfers or children who move into the parish after registration or during the school year.

For grades that are at or near capacity, we will use the following priority list to fill spaces:

1. Active and supporting members of Immaculate Conception parish with children currently enrolled in ICS or current tuition paying children currently enrolled in ICS
2. Active and supporting members of Immaculate Conception parishioners with their first child entering school, including newly registered parishioners who have completed the stewardship pledge and Catholics from other parishes who have completed a stewardship pledge.
3. Parishioners who are not active and supporting who have children at ICS.
4. Parishioners who are not active and supporting with their first child entering ICS.
5. Non-Catholic families with their first child entering ICS.

(current)

Immaculate Conception School Enrollment Policy Revision

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For grades that are at or near capacity, we will use the following priority list to fill spaces:

1. Students already enrolled
2. Active and supporting members of Immaculate Conception parish with children already in school.
3. Active and supporting parishioners with their first child entering school.
4. Newly registered parishioners who have recently moved to the area.

5. Catholics from other parishes with children already enrolled at ICS.
6. Non-Catholic families with children at ICS.
7. Parishioners who are not active and supporting who have children at ICS.
8. Parishioners who are not active and supporting their first child entering ICS.
9. Non-Catholic families with their first child entering ICS.

Parishioners are considered to be active and supporting if they contribute regularly to the Sunday collection and participate in at least some parish activity, such as volunteering for the annual Parish Picnic.

Parents who have not been active and supporting in the past and who enroll their child at ICS are expected to improve their participation in the life of the parish.

Registration of current students: Re-registration paperwork for students already enrolled at ICS is sent home with students in May.

Registration of new students: Registration for new students takes place the third Sunday in March.

Waiting list: If a class becomes full based on the enrollment policy, we will create a waiting list. The list will be prioritized based on the nine factors and the date the child's name was placed on the list.

Admissions committee: An admissions committee made up of the pastor, principal and a member of the school board will determine admissions to ICS when classes are at capacity.

Readmission requirement: Except in cases of hardship approved by ICS administration, a student will not be readmitted to ICS unless all fees and bills from the previous school year are paid by August 1.

Continuing enrollment: Continued enrollment at ICS depends on the school's ability to provide for the needs of the student and the family's willingness to work with school administration to help the child succeed. If the school believes it cannot meet the needs of the child, the principal will recommend alternatives that may be a better fit for the child.