

IHM School Commission Meeting NOTES



Immaculate Heart of Mary
Catholic Grade School
Indianapolis, Indiana

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|------------------|---------------|---|
| X Claire Becker | X Ed Spahr | <input type="checkbox"/> Charlotte Farris (PTO) |
| X Sarah Schaffer | X Liz Elias | X Kathleen Bigelow PTO |
| X Rhonda Swartz | X Jen Kappes | X Vernon Beck (Finance) |
| X Tammy Misinski | X Susan Paz | X Amy Martin |
| | X Ruth Durbin | X Anna Csitkovits |
| | | X Steve Pelych |

Monday, October 5th
Via ZOOM:
6:30 pm Start
8:30 End

IHM Mission Statement - *Immaculate Heart of Mary School provides an exceptional academic experience grounded in making God known, loved, and served.*

IHM Strategic Vision - *At Immaculate Heart of Mary School, we "R" respectful, responsible, and reverent, grounded in a Christ-centered, Catholic community that is committed to the highest standards of academic excellence and dedicated to developing students' emotional and spiritual well-being.*

1. Opening Prayer

2. Old Business

- a. Approval of Minutes from September Meeting – motion to approve by Susan Paz, seconded by Jen Kappes. Approved unanimously.

3. New Business

- a. Elections – 10/5 was last day for new name submissions. If no additional then current 3 candidates will become new members for 2020-23: Anna Csitkovits, Amy Martin, Steve Pelych. Welcome! New orientation and overview of business office will be scheduled for all new commission members by Parish office.
- b. Introduction of new Senior Advisor, Ruth Durbin
- c. Ute Eble, Director of Religious Education – Ute introduced herself. She gave an overview of her plans for building unity between the Parish (Sunday Family Faith) and the school as one community, working in the same direction. She also plans on a brochure for non-Catholic families of the school as to what to expect from a Catholic education at IHM.
- d. Anna Harvey, Financial overview and update – Anna presented an overview of how the budget is made: Starting with information and assessments from the Archdiocese. There are bilateral discussions with all commissions as to needs and goals. The approval from each commission is actually a 'recommendation for approval' to Father Bob who actually has final approval. The role of the Parish office is to 'monetize and support the ideas and plans' of the commissions. Within the school budget certain items are clarified as follows: The Facilities line-item is predominantly taxes, insurance and utilities. The majority of brick and mortar budget items related to facilities fall under the Parish. Educational resources are predominantly now user licenses in addition to textbooks. Tech is predominantly devices. Security and safety is the primarily the SRO budget. The process for budget begins in January/Feb with the Arch, forecasting is an ongoing process. New goals and needs are discussed in March. A final budget is presented for review in April/May and submitted to the Arch by mid-May.
- e. Claire Becker, SC items
 - a. Uniform policy – current policy was reviewed and supported by the committee. It was agreed to evaluate current policy to ensure uniformity with the community. Potential revision for next year pending the results of that evaluation.

- b. Virtual open house plans – overview video by Mike Jansen in process. Individual videos by admin also in process.
- f. Administrator report
 - a. Parent Teacher conferences - 10/14, 19, 20
 - b. Coffee Talk – will continue quarterly. First is 10/15 - Officer Dino and Kristen Burke, SW
 - c. Plan reports with Academic Standards Committee – reports by Mrs. Ahnert and Ed Spahr. In process and will be distributed for review before submission to the Archdiocese.
 - i. Academic excellence
 - ii. School improvement
 - d. Student Info/LMS system update – The Archdiocese will be choosing and requiring a Student info/LMS system for ALL schools to use. IHM has asked to pilot the choice in the hopes of not duplicating work for new registration. Current system BlackBaud is up for renewal in Spring and will not be renewed pending this change. It is currently not a choice from the Arch.
- g. Marketing
 - a. New families have been contacted.
 - b. Open house – videos as above. Will also ask for SC member or parent support for these virtual open house sessions to be held in November and January.
 - c. Spirit of IHM – aiming to reschedule to mid April in hopes of in-person gathering. This is a SC run fundraiser and will need attendance and support by all of SC members.
 - d.

4. Committee Reports

- a. PTO – Kathleen Bigelow in attendance. Gummi-grams distributed. Teacher appreciation committee has served lunch (grab and go) in the Bosco Center. PTO bought lighted stop signs for both crossing guards. Hot lunch will begin in the second quarter on Fridays with limited options.
- b. Finance Report – see above
- c. Safety Committee –by Ronda Swartz. Gates have been completed. ‘Sally’ Window is being installed. Active shooter drill for staff next week.
- d. Athletic Committee –by Liz Elias. AC meets next week. Winter sports plans in process:
 - a. Cleaning protocols – after all games. Max of 50
 - b. Parent attendance limitations –max of 50 per game. IHM limitations of 1 parent per athlete. There was a request for 2 parents for 8th grade only.
 - c. An individual has been hired to manage capacity and serve as monitor for all protocols.
 - d. Protocol for COVID+ - was recommended that a protocol be created for coaches. An exposure protocol should include contact with sports coordinators, school principal and the MCHD for official recommendations and guidance.
- e. Facilities Committee –by Susan Paz. New air filters are now ordered.
- f. Family Faith Committee – by Ed Spahr. New chairs of this committee are getting started
- g. By-Laws – nothing to report