IMMACULATE HEART OF MARY

MINUTES

MEETING OF THE IMMACULATE HEART OF MARY SCHOOL COMMISSION

September 15, 2026 | 5:30p.m. | IHM Bosco Center

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

Virtual Meeting Access:

- Zoom Meeting: https://btlaw.zoom.us/j/97030641707?pwd=qfxLZtWnM4vbeArN2VdSfT4A0xSwro.1
- Dial in Number: One-tap: +13017158592,,97030641707#,,,,*118676#
- Meeting ID: 970 3064 1707
- Passcode: 118676

Roll Call:

Administration

- Chris Kolakovich
- Kyle Burkholde
- Julie Jensen (zoom)

2024-2027 Elected Members

- Laura Heape
- Ben Nicol
- Sarah Sullivan (zoom)

Parish Council Representative & Senior Advisor

- Ann Wojtalik

Finance Commission Representative

- Jean Patterson

2025-2028 Elected Members

- Kyle LeClere, President
- Melissa Iannucci
- Darcey Palmer-Shultz

2026-2029 Elected Members

- Kate Burkett
- Cat Lyons
- Megan Trulock, Secretary

I. CALL TO ORDER. - Call to order and start meeting at 5:33. Prayer and introductions

II. APPROVAL OF CONSENT AGENDA ITEMS.

a. The minutes from the May 2026 meeting were presented for discussion. Laura Heape motioned that the minutes be approved. Melissa Iannucci seconded the motion. A vote was taken, and the motion passed unanimously.

III. OLD BUSINESS. Overview of Last Year's Objectives - The main focus is the Strategic Plan. The School Commission will not be responsible for Spirit of IHM. The Parish Council will lead the event, with help from School Commission members as needed, so that it can be an all-inclusive event for the whole parish.

a. Strategic Plan Overview: The current Strategic Plan expires at the end of this year. The Commission will spend the beginning of the year evaluating the performance on the current plan, then move into creating a new one. Planning and goal-setting will draw on data already collected, new surveys of students and teachers, and any other data collection needed.

b. Lilly Grant: Project Magi (Kolakovich) & Introduction of Julie Jensen: Julie gave an overview of her objectives, which center on best practices and on promoting overall growth paired with academic excellence. Her work will also include mental health and wellness initiatives, as well as parent expectations and education. Chris gave an update on Project Magi and its background for new members.. The group discussed the spring 2026 audit, how that process worked, and how the grant funds Julie's position. Her role and salary will move into the school budget going forward.

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IV. ADMINISTRATORS REPORT. Mr. K reported that the school year is off to a great start!

- **a.** Chris spoke with Alex Rodman, who will address the Commission a few times during the year. She gave an update on Kindergarten enrollment for 2027-2028 school year: There are 36 sibling applicants and 33 applications for the 16 remaining spots. The application deadline is early January.
- **b.** Staffing & Testing: New hires are off to a great start, and ILEARN results are in. Emails and login portal information will be coming to parents.
- **c.** Wellness: The Wellness team is doing well, both during the school day with the new counselor and through the internal Wellness Committee. Three breakfasts (K-2, 3-5, and 6-8) will focus on faith, hope, love, and gratitude, with an emphasis on connection. A survey on social-emotional growth will be rolled out to students.
- **d.** Facilities: The fence and gate will be moved slightly north to improve access.
- **e.** School safety: The school has contracted with a new company and officer for safety and security.
- **f.** Cybersecurity: The school is working with a company on a new program for cybersecurity, hacks, reporting, and breaches, prompted by issues at the start of the year.
- **g.** Outreach: School outreach will begin with can collections. Other outreach this year includes Honduras, the MLK Center, and St. Mary's Preschool
- **h.** Staff transition: Tom Parkes, facilities director, will be moving out of town.

V. LIAISON REPORTS.

a. Family Life & Faith Formation Committee. (Heape/Trulock) The liaison to attend is to be determined. The committee organizes many invitations and events, including Newcomers events, Easter and holiday events, and outreach opportunities.

b. Facilities Committee. (LeClere) The solar project was completed the week of fall break, and HVAC projects were completed before fall break. The kitchen renovation is wrapping up, and the fence project will take place in the next couple of weeks.

c. Finance Commission. (Patterson) The committee would like the Commission to review the current budget at the October meeting, earlier in the agenda, to allow more time for discussion. Anna will attend a meeting at some point to present on the budget.

d. Parish Council. (Wojtalik) Shared the discussion/plans of the Spirit of IHM for winter 2027. The Archdiocese has developed a strategic plan and the parish has a new strategic plan. We can echo some of the language in that for the School's Strategic Plan if needed.

e. Parent Teacher Organization. (Bradburn, Sullivan) Trulock reported that all PTO activities are continuing as normal this year, with the addition of a new committee for used special event clothing. The mum sale has wrapped up, and Charleston Wrap fundraising will begin soon.

VI. Committee Reports. The Archdiocese document on School Commission committees and framework was shared. Committees will be created for the October meeting, by preference or assignment. Let Kyle or Megan know of any preference.

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VII. New Business.

a. Share and Discuss Committees and Annual Priorities. (LeClere, Trulock) Kyle shared the committee document and explained how the Commission will be divided into subcommittees for the year. This will allow members to break apart the work and collaborate in smaller groups on the new strategic plan.

VIII. Adjournment. Motion to Adjourn - Kyle made a motion to adjourn. Kate Burkett seconded the motion. The meeting was adjourned at 6:41 pm.

HIGHLIGHTED EVENTS & ACTIVITIES

School & Commission

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Parent Teacher Organization

- Charleston Wrap Sept 21
- Next PTO 10/8

Parish & Community

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