

IHM School Commission Meeting Notes

APPROVED



Immaculate Heart of Mary
Catholic Grade School
Indianapolis, Indiana

X Sarah Schaffer	X Claire Becker	X Charlotte Farris (PTO)
X Matthew Caito	X Ed Spahr	<input type="checkbox"/> Kathleen Bigelow PTO
X Ronda Swartz	X Liz Elias	X Vernon Back (Finance)
X Tammy Misinski	X Jen Kappes	<input type="checkbox"/> _____
X Eileen Meulbroek	X Susan Paz	<input type="checkbox"/> _____
X Teresa Paul	X Mark Urban	<input type="checkbox"/> _____

Tuesday, September 8th
Via ZOOM:
6:30 pm Start

X post to IHMIndy.org

Start: **6:30pm**

Adjourn: **7:50pm**

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 July 29th Meeting

Move to approve by Liz Elias, Seconded by Matthew Caito. Approved without amendment.

3. New Business

- a. Elections – Parish is revising plan for elections as we are not back to capacity at mass. Possibly re-visit the 'call-out' for anyone interested and hold elections Oct 1. Currently 3 known interested candidates for SC. Claire or Sarah will inform current candidates of the ongoing plan.
- b. SC meeting schedule for 20-21, meeting plans – schedule reviewed. In an effort to streamline the SC processes, a schedule for repeated topics will be created for inclusion in meeting agenda.
- c. Online binders – binders moving online to Google Drive accessible by SC members.
- d. Social Worker report – unable to attend due to evening commitments. Plan on first 'Coffee Talk' by Social worker as well as an intro video. She is getting acquainted with school and working on new programming within the classes. She will touch base with Mathias Counseling that had previously planned Fall Parent programming.
- e. Administrator report
 - a. Staffing update – new teachers reviewed. Lots of new teachers. All doing well.
 - b. Virtual report/early Wed dismissal – Total of 5 families chose to be 100% virtual. Absent students are a 'revolving door' secondary to isolation for symptoms or quarantine for contacts. Currently no COVID POSITIVE students or staff in school. Wednesday early dismissal is proving useful as time to clean and for teachers to touch base with students.
 - c. Family exits, new students – Archdiocese began exit interviews for all families leaving Arch schools. This report should be available soon. Assuming it is available it will take the place of previous SC exit interviews. New families will be contacted by Ronda/Tammy. They will also be divided among SC members for a brief point of contact and intro of SC. Susan Paz to distribute new families – please contact before Oct. meeting.

- d. Plan reports (Academic excellence/School improvement) These plans are reviewed every 3 years. Academic excellence is overdue secondary to COVID planning. These are in process/revision with IHM admin and teacher committees. Both will be submitted for SC review in October before submission to Archdiocese.
- e. Student Info/LMS system – The Archdiocese is seeking to streamline and unify student information systems used by schools across its jurisdiction. Ronda will investigate if this affects LMS, student registration information and timing of change. Admin is working with Tom Grote (Chatard) on Tech plan as part of Academic Excellence and School improvement plan and will integrate these changes.
- f. Survey of SC/PTO – as part of School Improvement Plan a survey of IHM SC and PTO (as reps of parents) will be sent. Please return in a timely manner.
- g. Additional discussion – Concerns raised as to length of time students are at their desk. Discussion around brainbreaks and SC support for periodic and frequent outdoor breaks even if unable to do classroom instruction outside. Discussion centered on prevention of student stress and behavior concerns that may develop in this environment.
- f. Marketing
 - a. Virtual open house – Secondary to COVID restrictions, Claire has contacted Mike Jansen about creation of a Virtual Open House video for use in marketing. Will discuss budget for this project with Admin and begin the project.
 - b. Spirit of IHM –Annual benefit for Tuition Assistance every other January. Discussions in Parish office for moving benefit dinner to spring in order to possibly have in-person celebration. Marketing committee is working on promotion of the benefit as well as alternative fundraising ideas.

4. Committee Reports

- a. PTO – Focus on Teacher support. 375 Chair pockets were created after request. Teacher appreciation lunches – single serve – to be delivered. Hot lunch to begin once weekly in Q2.
- b. Finance Report – June 2020 end of year and July 2020 metrics reviewed.
- c. Safety Committee – ‘Sally’ window to be installed. Gate project completion delayed by supply chain issues. Bike racks now outside of gates for student use – must chain individual bikes. Campus is closed during school hours and per Parish restrictions otherwise.
- d. Athletic Committee – meeting concurrently with SC meeting. Concerns were raised with the beginning of basketball regarding cohorting/team composition, gym use, and attendance restrictions –all in respect to the effect on school operations in relation to COVID restrictions. Concerns regarding restrictions and proper cleaning will be addressed with AC. Ronda to discuss with Father Bob and parish.
- e. Facilities Committee – HVAC filters have been budgeted but not replaced. Ronda to discuss directly with Anna and Parish office.
- f. Family Faith Committee – First meeting next Tuesday with Ute Eble, new DRE.
- g. Academic Standards – see above for review of Academic Excellence Plan
- h. By-Laws – nothing to report

5. Adjourn at 7:50