

IHM School Commission Meeting Agenda



Immaculate Heart of Mary
Catholic Grade School
Indianapolis, Indiana

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|--|--|---|
| <input checked="" type="checkbox"/> Amy Martin | <input checked="" type="checkbox"/> Susan Paz | <input type="checkbox"/> Ruth Durbin |
| <input checked="" type="checkbox"/> Liz Elias | <input type="checkbox"/> Anna Gilley | <input checked="" type="checkbox"/> Molly Chavers PTO |
| <input checked="" type="checkbox"/> Ronda Swartz | <input checked="" type="checkbox"/> Andy Hazel | <input checked="" type="checkbox"/> Myra Mariani PTO |
| <input type="checkbox"/> Amy Schaffer | <input type="checkbox"/> Emily Campbell | <input checked="" type="checkbox"/> Mike Wessel (Finance) |
| <input checked="" type="checkbox"/> Christine DiGiovanni | <input checked="" type="checkbox"/> Jennifer Cvar | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Jen Kappes | <input checked="" type="checkbox"/> Krista Roseberry | <input type="checkbox"/> _____ |

Tuesday, September 7, 2021

**Via Zoom
6:30 pm Start**

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 – called to order at 6:33**
- 2. Old Business**
 - a. Approval of Minutes from August Meeting – Motion by J. Kappes, Seconded by A. Hazel, Motion Carried
- 3. New Business**
 - a. Administrator report – Ronda Swartz
 - a. COVID Update –
 - i. Close contact notices are still being sent, usually limited to lunch-time close contact situations, which will likely lessen due to purchase of additional lunch tables to assist with distancing. Extra-curricular close contact tracing will continue to be honored/enforced
 - ii. Building improvements like enhanced air filtration and cleaning continue to be made. The building did pass a COVID safety audit conducted by MCPD.
 - b. Social Workers Update – We needed to re-interview for the second social worker position and have identified Yvette House as the second social worker. Ms. House is an SEL interventionist. R. Swartz to send communication to outline the social worker plan
 - c. Goals for 2021-22 school year
 - i. Taking care of social-emotional needs – Discussion around enhancing this area with new social worker, Ms. House. She has a dedicated SEL curriculum.
 - ii. 6+1 writing program – All staff has been trained in this program. It provides a common language across all grades/subjects for writing
 - iii. Making God Known Loved and Served with Gratitude – Focus is placed on this usually in morning announcements
 - b. SC items – Amy Martin
 - a. Committee Assignments – All Committee assignments have been made.
 - b. Parent Handbook – The Parent Handbook draft has been vetted with PTO and needs Administrator review
 - c. Back to School Night – A. Martin thanked PTO for their successful BTS night
 - c. Marketing - Amy Martin
 - a. Social Media Changes – K. Roseberry provided some guideposts for successful social media marketing. SC to provide R. Swartz with a social media posting calendar with suggestions for content
 - b. Website Updates – R. Swartz and J. Tomich are updating the school website and evaluating enrollment information currently there (needs updating)

- c. Open House scheduling (both in person and virtual) – Virtual SC-sponsored “open houses” scheduled for November 4th and January 13th at 9 am and 4 pm each day
- d. Engagement of New Families and Newly Baptized – This has been identified as an area for SC marketing focus and we will look for ways to engage with the group.
- e. Coffee and Donuts – SC is planning to host coffee and donuts on a TBD weekend in November

4. Committee Reports

- a. PTO: M. Chavers reported PTO had its first meeting last week. The proceeds for the new 3rd day of hot lunch will go towards the 7th and 8th grades for their respective 8th grade class trips since they have not been able to hold fundraisers. M. Mariani expressed a need for Mentor families next year.
- b. Finance Report: M. Wessel reported July was a quiet month. Currently, school tuition revenue is estimated to be \$10k under budget due to a reduction in non-parishioner tuition revenues, but it is not a concern at this point.
- c. Safety Committee: A. Hazel reported the updated drop off and pick up procedures are in motion, as are the plans for a school reunification plan. The committee is looking at new cameras and gym door updates as part of a possible Homeland Security grant.
- d. By-Laws: no updates
- e. Athletic Committee: no updates
- f. Facilities Committee: S. Paz reported the next meeting is Sept. 27th. Illumination fund a need project are enhanced acoustics for the Gathering Space.
- g. Family Faith Committee: J. Kappes reported the Exposition of the Relics event was well received by school children. Much planning is underway for the Parish’s 75th Anniversary and Fr. Bob’s 50th anniversary of his ordination. There will not be Jingle Jam this year due to the other events. M. Wessel encouraged the group to consider a dedicated children’s Mass.
- h. Technology Committee: no updates

Meeting adjourned at 7:24 PM.

Respectfully submitted,

Liz Elias
School Commission Secretary