

IHM School Commission Meeting Notes



Immaculate Heart of Mary
Catholic Grade School
Indianapolis, Indiana

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

Monday, October 4, 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 - Meeting called to order at 6:32 pm

2. Old Business

- a. Approval of Minutes from September Meeting - Andy Hazel moved to approve the September Minutes. Ruth Durbin seconded the motion. The motion carried.
- b. Liz Elias briefed the Commission on the duties of the School Commission as a follow-up to the Archdiocesan training.

3. New Business

- a. Administrator report – Ronda Swartz
 - a. COVID Update - Only 1 positive case required contact tracing. The school is still following guidance from the MCPHD and ISDH. Mrs. Dunn is up and running with testing capabilities at school and has been offering "drive through" testing
 - b. Staffing Update - Matt Lefevre has filled the vacancy for junior high Social Studies. Amber Johnstone has special education training and is filling Matt's Resource role. Lisa Kelley and Kathy Snider are filling the Administrative Assistant duties in the Front Office. Yvette Howse is the new social worker with SEL-specific training and goals. She has already surveyed staff and students to gauge needs and will likely send a parent survey, too.
 - c. Schoology/Powerschool transition - The transition has not been as smooth as hoped. There are several issues with data transitioning over into both applications that is resulting in the need to manually add/correct data. Additional staff training is planned, as is a school-wide communication
 - d. Testing (NWEA/Quarterly Assessments) - NWEA finished last week, and that data is invaluable to assist with leveling students. Quarterly assessments will not receive the same weighting as in years' past. It will be used as further feedback to assist with the assessment of students' progress and gauge need for additional resource instruction.
- b. SC items – Amy Martin
 - a. Marketing -
 - i. Social Media Changes - Social media posts ideas have been presented to the Administration
 - ii. Website Updates - the website continues to be updated; some references to MySchool need to be changed
 - iii. Open House scheduling and Tours with Ronda (both in person and virtual) - Open houses are set for 10/29 (virtual) and 11/10 (in person). School Commission is hosting virtual open houses on 11/4 and 11/13/22.

- iv. Coffee and Donuts - School Commission will host mass outreaches the weekend of November 13-14. School Commission members are encouraged to sign up to help with all events.
- v. Discussion ensued among various Commission members around updating the Marketing documents historically used at these events, as well as targeted outreach to the IHM parishioners on the 2017-18 Baptism list.

4. Committee Reports

- a. PTO - PTO is willing to assist with hospitality for any marketing event.
- b. Finance Report - The school is currently running a very typical budget deficit due to beginning of the year expenses. The forecasted income is stable.
- c. Safety Committee - The new visitor sign-in process rolled out last week, but there have been few kinks. Morning assembly is not happening for the foreseeable future. In addition to the safety concern, students have expressed happiness in being able to get settled/organized before school starts and have a few minutes of teacher time. Ronda Swartz asked School Commission for other ideas to build community engagement.
- d. Academic Standards - Ronda Swartz will send the update plan to this year's representatives. The group has not gathered this year.
- e. Athletic Committee - Some coaching positions still need to be filled. They continue to evaluate mask policies across all sports.
- f. Facilities Committee - The holes from the Fall Fest tents are scheduled to be repaired. Some school windows are being repaired. The campus lighting plan is still in the development/planning phase with its rollout likely to be gradual. The Illumination Fund a Need is improved acoustics for the Gathering Space.
- g. Family Faith Committee - Work continues to evaluate possible community engagement ideas. Lots of planning in the works for celebrations for the parish's 75th anniversary and the 50th anniversary of Fr. Bob's ordination
- h. Technology Committee - No other updates beyond what was discussed under Safety

There being no further business, the meeting adjourned at 7:54 pm.

Respectfully submitted,

Liz Elias
Secretary