

# Immaculate Heart Central School

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## Agenda November 28, 2023 Regular Meeting

### Contents

	School Goals	Page 2
I.	Opening Prayers	Page 3
II.	Roll Call	Page 3
III.	Adoption of the Agenda	Page 3
IV.	Approval of Meeting Minutes - October 24, 2023	Page 3
V.	Presentation	Page 3
VI.	Public Comment	Page 3
VII.	Committee Reports	Page 3
	a. Principal's Report	
	b. Finance Committee	
	c. Advancement Committee	
	d. Buildings & Ground	
	e. Catholic Culture	
	f. Safety Committee	
VIII.	New Business	
	- Update on Black Rock and The Academy	
	- Strategic Planning (Executive Session)	
IX.	Adjournment	Page 3
X.	Closing Prayer	Page 3

### Enclosures

Enc. #1	IHC Education Council Meeting Minutes – October 24, 2023
Enc. #2	Principal's Report
Enc. #3	Safety Committee Report

<b><u>Education Council</u></b>		<b><u>Superintendent</u></b>	<b><u>Principal</u></b>
Sr. Annunciata	Christine Missert	Sister Ellen Rose	Daniel Charlebois
Carol Brown	Patrick O'Brien		
Jodie Delaney	Jon Rhone	<b><u>Vice Principal</u></b>	<b><u>School Pastor</u></b>
Lisa Kotar-Pencek	Svetlana Shah	Amy Mitchell	Father Demo
Eric Krebs	Jeff St. Croix		

## 2023-2024 Goals of the Immaculate Heart Central School

### **Benchmark: 2.5**

Faculty uses the lenses of Scripture and the Catholic intellectual tradition in all subjects to help students think critically and ethically about the world around them.

### **Benchmark: 2.7**

The theory and practice of the Church's social teachings are essential elements of the curriculum.

### **Benchmark: 7.4**

Curriculum and instruction for 21st century learning prepares students to become expert users of technology, able to create, publish, and critique digital products that reflect their understanding of the content and their technological skills.

### **Benchmark: 7.6**

Classroom instruction is designed to engage and motivate all students, addressing the diverse needs and capabilities of each student and accommodating students with special needs as fully as possible.

### **Benchmark: 9.1**

School-wide programs for parents/guardians provide opportunities for parents/guardians to partner with school leaders, faculty, and other parents to enhance the educational experiences for the school community.

## Goals of the Immaculate Heart Central Education Council

To create an annual prioritization of capital repairs needed to each of our Facilities.

To enhance the efforts in advancement.

### MISSION STATEMENT

Immaculate Heart Central is a faith community whose mission it is to provide a quality Catholic and secular education, to cultivate holiness based on the love and imitation of Christ and to form responsible citizens whose Christian values will transform the world.

**II. ROLL CALL**

Called to order at 6:03 p.m. by President Lisa Kotar-Pencek with the following members:

Present: Dan Charlebois, Amy Mitchell, Lisa Kotar-Pencek, Patrick O'Brien, Carol Brown, Christine Missert, Jon Rhone, Jeff St. Croix, Father Demo, Jodie Delaney, Eric Krebs

Excused: Sister Annunciata

Unexcused: Svetlana Shah

Members from the community/guests: Mary O'Brien, Kelly Daugherty

**III. ADOPTION OF THE AGENDA**

Resolved that this Education Council approve the agenda as published.

Motion made by: \_\_\_\_\_ Father Demo \_\_\_\_\_ Seconded by: \_\_\_\_\_ Jon Rhone \_\_\_\_\_ Vote: 8-0

**IV. APPROVAL OF THE MEETING MINUTES – October 24, 2023**

**V.** Resolved that this Education Council approve the minutes as published.

**Enc. #1** IHC Education Council Meeting Minutes from October 24, 2023

Motion made by: \_\_\_\_\_ Jon Rhone \_\_\_\_\_ Seconded by: \_\_\_\_\_ Jodie Delaney \_\_\_\_\_ Vote: 8-0

**VI. PRESENTATION:**

**VII. PUBLIC COMMENT**

**VIII. COMMITTEE REPORTS**

1. Principal's Report – Daniel Charlebois, Amy Mitchell - Principal Report
2. Finance Committee- Carol Brown - Financial Reports
3. Advancement Committee- Lisa Kotar-Pencek - Advancement Report
  - a. Mary O'Brien reported:
    - Annual Appeal had brought in approximately \$26,000, letters are still being sent out, approximately \$1,000 to create annual report plus postage, huge savings from not using OSV, DPAO partnering with school to sell tickets - \$25 Transiberian and \$45 for ice show, Mary still working to go back and make contact with old donors that haven't donated in a while.
4. Catholic Culture- Fr. Demo
  - a. Introducing Advent Stations, training altar servers, youth group being held for grades 7-12 once a month at Sacred Heart
5. Buildings and Grounds Committee - Jon Rhone - Buildings and Grounds Report
  - a. No meeting but still waiting on Elementary doors, did Heller's deliver gas?
6. Safety Committee - Patrick O'Brien - Safety Report
  - a. Gonas will be checking on buildings, still needs to contact Dan Daugherty for fire safety

Motion made by: \_\_\_\_\_ Jodie Delaney \_\_\_\_\_ Seconded by: \_\_\_\_\_ Father Demo \_\_\_\_\_ Vote: 8-0

**IX. NEW BUSINESS**

- Update on Black Rock and the Academy
- Strategic Planning (Executive Session)

**X. ADJOURNMENT**

Resolved, that at \_\_\_\_7:00\_\_\_\_ that this meeting be adjourned.

Motion made by: \_\_\_\_\_Jeff St.Croix\_\_\_\_ Seconded by: \_\_\_\_\_Eric Krebs\_\_\_\_\_ Vote: \_8-0\_

**XI. CLOSING PRAYER**

Enrollment as of January 14, 2023	
Grade Level	Total
JK	18
K	29 (-3)
1	27
2	29
3	26
4	23
5	32 (-2)
<b>Elementary Total</b>	<b>184 (-5)</b>
6	24 (-1)
7	19 (+1)
8	21 (+1)
9	23 (+1)
10	20 (-2)
11	21
12	20 (-5)
<b>Jr/Sr High Total</b>	<b>148 (-5)</b>
<b>TOTAL</b>	<b>332 (-10)</b>

### Human Resources

Mr. Jeff More, the Head of Buildings and Grounds, notified me of his intended retirement at the end of February. His position was posted and candidates were reviewed and interviewed. Mr. Brian Gunn, an alumnus of IHC (class of '95), was hired as his replacement. Mr. Gunn started last week to train and take over for Mr. More while he is on vacation through January. I have also hired an additional part time custodian for the evening shift at the Jr/Sr High school. As you may recall, Mr. Rodriguez resigned in November and his position was replaced by two part-time custodians. Finally, in late November, Mrs. Danielson resigned her position as religion teacher and campus minister. Her position was posted and published to Facebook. However, I did not receive any applicants. Thankfully, Mr. Ladouceur, who was teaching Chemistry in a part-time capacity agreed to teach the classes. He is an active member of St. Mary's Church in Canton.

### Sports Academy Closure

As of the return to school after Christmas break, all but one Black Rock soccer student has left IHC. The remaining student will be leaving soon to another school and remained at IHC until the dormitory at his new school opened. There are four Sports Academy students remaining at IHC. While the school wishes to place these students within our international

student program, Mr. Wilson has resisted this to the point of involving attorneys to prevent IHC from getting involved in student placement. Through IHC's attorney, we have presented to Sports Academy a separation agreement. However, this has been ignored. Currently Sports Academy owes over \$6,000 in back tuition (soccer and basketball). IHC has a few options to take in response to Sports Academy's non-compliance with the original agreement. One is to sue in small claims court. This option is unlikely to produce funds, as it is believed Mr. Wilson does not have the money to pay tuition. IHC would also incur costs associated with litigation. A second option is to withhold transcripts for non-payment. While this option may force Sports Academy to generate a response, it may negatively affect the students. The Diocese and IHC's attorney are continuing to advise on the situation.

### **Math Coaching**

Mrs. Lowman and I met with other math coaches and Mrs. Donahue on January 8. As Mrs. Loman and I have not had running records training, Mrs. Donahue made arrangements with Linda Carney from Augustinian Academy to come to IHC on January 17 to train us. Mrs. Mitchell will assist in the training as well.

### **Advancement**

At this time, there are no activity Friday's planned. This past week, I spoke with Ms. Ramos regarding Mrs. Burrows volunteering at school. Our goal is to have Mrs. Burrows assist in recruiting families to host international students as well as help with the publication of a regular newsletter. During my last faculty meeting at the Jr/Sr High, I had teachers fill in the teacher showcase powerpoint as well as complete the school climate survey. This was the same survey that was done during the Cognia accreditation a few years ago.

### **School Safety**

Mrs. Mitchell and I have completed the required evacuation (fire drill) and lockdowns for the calendar year (NYS requires six evacuation and two lockdowns before Dec 31). We will have two evacuation and two lockdown drills in the spring. Next, we have coordinated with Officer Shane Ryan to do active shooter training for the faculty during our staff development day on January 26. This training involves a one hour presentation and active shooter training. Finally, I met with George Gonas regarding IHC's safety plan. We reviewed our hardware and procedures for certain emergencies. George was involved in the original safety plan and has some suggestions for improvement. While our hardware infrastructure has improved since our last safety plan (door hardening, cameras, etc), we need to focus on procedures training. He will email me his initial report and follow up to discuss it.

### **Reports**

Through the month of January, I will be working on submitting our mandated services report. IHC receives reimbursement for our comprehensive attendance as well as student testing (3-8 testing and Regents). The state has increased its audit procedures related to mandated services. Therefore, I am working carefully through the claim.

### **Substantial Equivalency**

A new law in New York State requires non-public schools to verify a substantially equivalent education to public schools. There are multiple pathways that schools can take to prove substantial equivalency. For example, the use of state tests (3-8 tests, Regents), accreditation, registration, or local review could be used. The local education agency (LEA) submits the pathway in consultation with the non-public school. IHC chose accreditation through Cognia. IHC is accredited through Cognia as a K-12 school and this pathway should provide evidence of a substantially equivalent education.

### **Chris Merle Session (Final Session)**

In early December, middle and high school teachers met virtually with Chris Merle as a follow up to her behavioral management lessons. This final session focused on strategies for implementing behavioral management.

### **Catholic Schools Week/ Catholic Culture**

I've spoken with Mrs. Bombard, Mrs. Mitchell and Mr. Montondo regarding Catholic Schools week. We started with the activities from last year and solicited the senior class officers for suggestions on activities. Mr. Montondo is working on the summary of activities for the Jr./Sr High and Mrs. Bombard and Mrs. Mitchell is working on the elementary activities.

I spoke with Fr. Demo regarding the junior high retreat. As we currently do not have a campus minister at the Jr/Sr High, I met with him to inquire about other retreats that IHC middle school students could participate in. I will continue to explore options for the middle school retreat.

Christmas programs were held throughout Advent for both the Elementary and Jr/Sr High. Prayer services were held at the elementary and lunch time reflections were held at the Jr.Sr High throughout Advent. This past month, Eucharistic adoration was begun at the Jr./Sr High school and will continue each month through the spring. Similar to previous years, classes were scheduled on a rotation for Adoration. Mystery Play performed four Advent plays and practice for Lent has begun.

### **Focus Group**

Mrs. Mitchell and I met after Christmas break to review families whom we would like to meet in a focus group setting. Our priorities for choosing the families was to find a military family, families that had students in both buildings and new families. Mrs. Mitchell is contacting the

families to set up a time that we can meet. Students in the Jr/Sr High school will take the same survey that was used during the Cognia accreditation. We will use the half day on January 26 for the survey.

### **Testing**

Mrs. Montondo and I will meet with junior high teachers to prepare for the Computer Based Simulation (3-8 testing). The state requires that all schools participating in 3-8 testing complete the simulation in order to train teachers and students, as well as check hardware infrastructure. The simulation window opens on January 16 and we will hold the simulation later in the week after meeting with the teachers. In addition, I have met with the junior high teachers regarding ELA lab. Based on a recommendation from Mrs. McElheran, we purchased an intervention kit for remediation in ELA (grades 6-8). Mrs. Montondo, Mrs. Ireland and I met with the teachers to discuss the kits and how to use them. Students were placed in lab based on their STAR assessment and grouped by reading level. Mrs. Ireland is benchmarking students to refine their reading level and we will test again in the spring prior to 3-8 testing. Finally, we have a few January Regents that we will administer in the coming weeks.

### **Safe Environment Review**

I have been in contact with John Morrison, the Safe Environment Director of the Diocese, regarding our safe environment review. Mrs. Mercer previously assisted with the review. As Mrs. Gerken is new to the position, she has been reviewing our records ahead of his visit. In addition, I have provided two VIRTUS classes for new employees and volunteers. I will have a VIRTUS class this Wednesday as well. I have also reviewed staff compliance with VIRTUS bulletins and reminded those who were behind to catch up. As of this report, staff are current with their bulletins.

### **Frontier League Classification Meeting**

Throughout December and early January, Mr. Robbins and I have met with the Frontier League Executive Committee regarding IHC's placement in the Frontier League. We asked the league to place IHC in the C division and review our placement every two years. This request is similar to how Section III places IHC. We made this request because IHC is currently placed in the A/B division, despite being the smallest school in the Frontier League. When IHC first joined the league, many years ago, the school agreed to be placed in the top tier. However, with our smaller class sizes, we simply cannot compete with larger schools. Mr. Robbins and I have consulted former Athletic Director, Mike Delaney and Administrator, Shawn Baker regarding the procedure and strategy for classification. The Executive Committee met this past Friday to determine our classification. As of the writing of this report, the committee decided to place IHC in the A/B for boys and girls soccer, as well as girls basketball. Boys basketball will be placed in the C's. Tennis, and lacrosse do not follow similar division classifications and were not



considered. Mr. Robbins and I will be in discussion on our next steps based on the decision of the Executive Committee.

Enclosure #3

Safety Committee Report - January 16, 2024

- Big thanks to George Gonas who recently made building Safety inspections
  
- IHC has made progress over the past 10 years but improvements need to be made
  
- George recommends table top exercise to determine procedures for emergencies
  
- Updated Safety Plan submitted for review