

Immaculate Heart Central School

1316 Ives Street

Watertown, New York 13601

Main Office: 315-788-4670

Elementary Building: 315-788-7011



AGENDA November 29, 2022 Regular Meeting

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Enc. #6	Smart Watch Policy

EDUCATION COUNCIL

Sr. Annunciata
Carol Brown
Jason Burto
Sarah Pierce
Jodie Delaney

Lisa Kotar-Pencek
Michael Ledoux
Patrick O’Brien
Svetlana Shah
Jeff St. Croix

SUPERINTENDENT

Sister Ellen Rose

Vice Principal

Amy Mitchell

PRINCIPAL

Daniel Charlebois

School Pastor

Father Demo

2022-2023

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.

I. OPENING PRAYER- FR. DEMO

II. ROLL CALL

Called to order at _____ p.m. by President Burto with the following members:

Present: Sr. Annunciata, Carol Brown, Jason Burto, Sarah Pierce, Jodie Delaney, Lisa Kotar-Pencek, Michael Ledoux, Patrick O'Brien, Svetlana Shah and Jeff St. Croix

Others present: Daniel Charlebois, Principal, Amy Mitchell, Vice Principal, Fr. Demo, School Pastor,

Excused:

Members from the community/guests:

III. ADOPTION OF THE AGENDA

Resolved that this Education Council approve the agenda as published.

Motion made by: _____ Seconded by: _____ Vote: _____

IV. APPROVAL OF THE MEETING MINUTES - October 26th, 2022

Resolved that this Education Council approve the minutes as published.

Enc. #1 IHC Education Council Meeting Minutes from October 26, 2022

Motion made by: _____ Seconded by: _____ Vote: _____

V. PRESENTATION:

VI. PUBLIC COMMENT

VII. COMMITTEE REPORTS

1. Principal's Report - Daniel Charlebois, Amy Mitchell

Enc. #2 Principal Report

2. Finance Committee- Carol Brown

Enc. #3 Financial Reports

3. Advancement Committee- Lisa Kotar-Pencek

Enc. #4 Advancement Report

4. Catholic Culture- Fr. Demo

5. Building & Grounds Committee - Jason Burto

Enc. #5 Building & Grounds Meeting Minutes - November 16,2022

Motion made by: _____ Seconded by: _____ Vote: _____

VIII. NEW BUSINESS

1. Smartwatch Policy- Mrs. Mitchell

Enc. #6 Smart Watch Policy

IX. ADJOURNMENT

Resolved, that at _____ that this meeting be adjourned.

Motion made by: _____ Seconded by: _____ Vote: _____

X. CLOSING PRAYER

Enc. #1

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MEETING MINUTES

October 26, 2022

Regular Meeting

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ENCLOSURES

Enc. #1	IHC Education Council Meeting Minutes – September 27 th , 2022
Enc. #2	Principal’s Report
Enc. #3	Finance Reports
Enc. #4	Advancement Report
Enc. #5	Wearable Technology Policy

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I. OPENING PRAYER- FR. DEMO

II. ROLL CALL

Called to order at 6:04 p.m. by President Burto with the following members:

Present: Sr. Annunciata, Carol Brown, Jason Burto, Jodie Delaney, Michael Ledoux, Patrick O'Brien, and Jeff St. Croix

Others present: Daniel Charlebois, Principal, Fr. Demo, School Pastor,

Excused: Sarah Pierce, Lisa Kotar-Pencek, Svetlana Shah, Amy Mitchell

Members from the community/guests: Kelly Daughtery

III. ADOPTION OF THE AGENDA

Resolved that this Education Council approve the agenda as published.

Motion made by: Sr. Annunciata Seconded by: Fr. Demo Vote: 7-0

IV. APPROVAL OF THE MEETING MINUTES - September 27th, 2022

Resolved that this Education Council approve the minutes as published.

Enc. #1 IHC Education Council Meeting Minutes from September 27, 2022

Motion made by: Patrick O'Brien Seconded by: Carol Brown Vote: 7-0

V. PRESENTATION:

VI. PUBLIC COMMENT

VII. COMMITTEE REPORTS

1. Principal's Report – Daniel Charlebois, Amy Mitchell

Enc. #2 Principal Report

2. Finance Committee- Carol Brown

Enc. #3 Financial Reports

3. Advancement Committee- Lisa Kotar-Pencek

Enc. #4 Advancement Report

4. Catholic Culture- Fr. Demo

Motion made by: Jeff St. Croix Seconded by: Patrick O'Brien Vote: 7-0

VIII. NEW BUSINESS

1. Wearable Technology Policy- Mrs. Mitchell

Enc. #5 Wearable Technology Policy Description

A. Discussed proposed attached policy for wearable technology and council agreed it was a good idea to implement but some of the wording in the policy needed to be updated. Mr. Charlebois was going to get with Mrs. Mitchell on updating the wording for the policy.

2. Safety Committee Formation – Mr. Charlebois

B. Discussed the need to form a safety committee to review the 2013 Safety Plan. The current plan has not been revised since 2013 and the plan should be reviewed and updated in regard to logistics.

IX. ADJOURNMENT

Resolved, that at 7:00pm that this meeting be adjourned.

Motion made by: Fr. Demo _____ Seconded by: Jodie Delaney _____ Vote: 7-0

X. CLOSING PRAYER

Enc. #2

Enrollment as of November 26, 2022	
Grade Level	Total
JK	28
K	33
1	31
2	24 (-1)
3	32
4	30
5	26
Elementary Total	204
6	24
7	22
8	21
9	24 (+1)
10	29 (-1)
11	43
12	33
Jr/Sr High Total	196
TOTAL	400

Advancement Update

The Annual Fund is in full swing, with commitment weekend launching November 5 and 6. Advertisements are being played on WWNY to help promote the school's Annual Fund. Some donations have come in. However, moving forward, we need as much help promoting the fund as possible. With OSV's help, Mary, Amy and I will push out a second ask with an update on totals collected. The timeline of that second ask is not yet determined. Mary has been in contact with OSV regarding this process.

Human Resources

Sarah Sinclair (ELA 10, High School Religion) resigned her position as of November 11. She mentioned difficulty balancing her workload and the anxiety of having to prepare her courses. The position was posted but no qualified candidates were immediately found. Chris Oblender filled in as a substitute in religion, and Mrs. Montondo filled in for ELA 10. For the time being, Mrs. Mazurek will teach ELA 10 and Mrs. Jamie Danielson will teach religion. As of the writing of this report, I am in contact with an applicant for the position and am scheduling an interview.

School Safety

We are seeking assistance from the Education Council regarding updating our school's safety plan. The last revision to the safety plan was in 2013. From that time until now, many improvements have been made, such as window and door hardening, cameras and fencing. However, we would like to review the current plan, make updates and have outside professional review of our procedures, such as evacuation. Another consideration is to review the numbering and lettering of our entrances. This process was begun (but not completed) at the Jr/Sr High. The elementary does not have entrances labeled. According to the fire and police department, having entrances labeled helps with communication in case of emergency.

Professional Development

On October 28, we had a half day of instruction followed by professional development. At the Jr/Sr High, the faculty were led through a Growth in Faith course called, "Scripture, the Big Picture." The Jr/Sr High faculty then did a workshop on the rationale behind vertical alignment of a curriculum. The departments then explored the structure of their courses (science, ELA, math, etc.). The goal of this development was to gain a better understanding of the Next Generation Standards and how their curriculum is aligned. The elementary faculty participated in literacy training led by Mrs. McElheran (Mrs. Mitchell was out sick).

BEDS Report

The BEDS report was completed and submitted to the NYS Ed Department. A copy was sent to the Diocesan Department of Education.

Testing/ Assessments

Orders have been placed for the NYS Regents in January. We are currently in the process of ordering answer sheets via NERIC for the January Regents.

The CogAT assessment was administered to grades 3,5 and 7 this past month.

Amy and I met with MaryAnn Margrey (Principal at Augustinian), Sr. Ellen Rose and Karen Donahue regarding scoring of the 3-8 math testing. The decision was made to score the exams at Augustinian Academy rather than send the exams to a vendor. We recognize there is a tradeoff regarding this decision. While we will lose two days of instruction, we find there is a benefit to having teachers score the exams.

In a meeting with the department chairs this past month, it was decided that midterm exams in January would be given in class, rather than using altered schedules. The reason for the change is due to logistical complications using altered schedules. Last year, we had difficulty with setup and takedown of the tables, as well as coordinating the various schedules for junior high and high school.

I met with Mrs. Irelan (Jr./Sr High AIS teacher) to discuss STAR testing and the associated learning program, Freckle. Mrs. Irelan had not used Freckle or STAR in the past. Therefore, she is familiarizing herself with the platform with the goal of using Freckle as a remediation tool for math.

Math Teacher

As we planned for math courses at the beginning of the year, it was decided that only Algebra I would be offered, rather than a remedial Math 1 course (we only had 12 students registered for Algebra in the summer). Math 1 is designed for freshman students who are not yet ready to take Algebra 1. As I've closed the first quarter, I recognized the need for a Math 1 course, as a few of my Algebra I students lacked the prerequisite skills to be successful in Algebra. Therefore, after not finding a math teacher, I approached Mrs. Irelan who started the Math 1 class at the start of the second quarter. I have been working with her on the curriculum and offering guidance on instruction. While this does limit her availability for one period, it does provide a valuable service to several students who were behind in Algebra.

FACTS Premier Integration Update

Mrs. Lucas and Mr. Gaines have been in contact with FACTS regarding the integration of the SIS and billing side of FACTS. We have been waiting on FACTS to advance the process for quite some time and now we are ready to schedule training. In the next month, the administration will undergo training on how to use the billing side of FACTS for things such as cafeteria orders, afterschool care and other incidentals.

Campus Ministry Update

On November 4, IHC hosted a middle school vocations retreat (grades 6-8). We welcomed our neighbors from Augustinian Academy as well as Sr. Eamon, Cathy Russel, Tom Semeraro, Fr. Matt Conger and Fr. Chris Carrara to help celebrate and promote vocations. Mrs. Paskill helped with the logistics of the day and the junior high teachers helped to lead small groups. The students were very engaged throughout the day and many said they enjoyed the retreat.

On November 1, both the elementary and Jr/Sr High celebrated All Saints Day mass.

Academics

During the most recent department chair meeting, we reviewed the 3-8 assessments results in ELA and Math. Comparisons were made from IHC's results and the surrounding public schools. The results show that our results were similar to the public schools related to ELA performance. However, the math results show a great deal of room for improvement. ELA was near 50% mastery, while math was near 30%. It is my goal to work with the math teachers, the math coach and Mrs. Mitchell to identify some of the root causes associated with the poor math scores and develop a plan to improve the scores.

Elementary Update

The elementary school continues to buzz along. December is going to be a very busy month with many special events. It is an exciting time!!

Academics- The work with our literacy and math coaching continues to move along. In the area of literacy Mrs. Mcelheran and Mrs. Mitchell will pop into classrooms and assist teachers with implementing pieces of the science of reading framework, particularly the read alouds and the phonemic awareness activities. In the area of Math, we would like to begin to implement a framework of instruction as well. We have implemented number talks and we are looking at something called the Daily 3. This is a framework which involves providing students with equal opportunities to explore math with a partner, math on their own and math in writing. In addition, we would like to see math centers and consistent use of math manipulatives at all grade levels. Our hope is that this will create a strong foundation in the understanding of various math concepts at the concrete level before we expect understanding at the abstract level. This will take time, however, it will be time well spent.

Faith December will be a very busy month for us. There are several prayer services (weekly advent wreath lighting), a mass and an advent penance service. Again, Sr. Kathleen is doing a wonderful job helping us with these events. It does require quite a bit of planning and preparation. This is such a special time of year and we strive to make it meaningful for the children. It will be wonderful to begin welcoming parents and other family members to join us in prayer.

Social and Emotional Learning- SEL continues to go well. The appreciation station was a huge success. We observed the students writing notes of thanks to classmates, teachers and staff members at every possible opportunity. It was so nice to see them turn their thoughts to how much others do for them and take time to show gratitude. This month our focus will be JOY. We would like the students to understand what true joy is and recognize all the little things each and every day that bring them joy. One of which could be serving others. Each classroom will conduct their own service projects this month. They range from toy donations for children in need, items for the victim's assistance organization, children books, and hats and mittens. We hope that these acts of kindness bring joy to those who are less fortunate.

Upcoming Events- Many events are happening this month.

* Mrs. Bombard is holding a Christmas Bingo Night for families on December 19th. It will be in person and promises to be loads of fun.

*Our first in person Christmas Concert will be held at the high school on December 7th.

*The 4th and 5th graders and their families will have an opportunity to come into school on Sunday December 4th to decorate the front of their lockers for Christmas.

*Our annual Secret Santa shop will be held on December 13th through December 15th

* Lastly, a Christmas story and craft with Mrs. Mitchell will be offered to the students in PreK-5 on December 19th & 20th.

Building and Grounds At some point before Spring we will need to look at making some repairs to the playground. The beams on the platform that is attached to the top of the slides is rotting. Mr. Burto and Mr. Delaney took a look at it before vacation. In addition, the massive amount of snow we received during our first snow storm brought to our attention that we may need to revisit how much snow removal Mr. Granger completes for us at the elementary campus. If not, we may need to evaluate the equipment we own and consider investing in something new. A push snow blower simply wasn't sufficient to remove all the snow. Also, it proved to be too much for one person. I am grateful to Mr. Mitchell and Mr. Charlebois and his father for their assistance.

Enc. #3

1:29 PM

11/15/22

Cash Basis

IMMACULATE HEART CENTRAL SCHOOL Profit & Loss Prev Year Comparison July through October 2022

	Jul - Oct 22	Jul - Oct 21	\$ Change
Income			
401 · TUITION	730,925.11	805,785.08	-74,859.97
402.0 · PRE-KINDERGARTEN	48,242.17	68,427.11	-20,184.94
411.0 · GOVERNMENT REIMBURSEMEN...	0.00	997.01	-997.01
413.0 · FEES	2,119.20	4,324.00	-2,204.80
419.0 · INTEREST	5,223.68	5,323.09	-99.41
420.0 · OTHER INCOME	3,955.17	4,649.00	-693.83
421.0 · Student Activity Income	10,401.97	8,071.83	2,330.14
440.0 · CAFETERIA INCOME	14,893.02	13,931.34	961.68
460.0 · LATCH KEY	8,793.50	7,688.25	1,105.25
480.0 · ADVANCEMENT INCOME	37,031.09	60,115.86	-23,084.77
499.0 · PARISH SUBSIDY	111,783.04	116,666.40	-4,883.36
Total Income	973,367.95	1,095,978.97	-122,611.02
Gross Profit	973,367.95	1,095,978.97	-122,611.02
Expense			
500 · ADMINISTRATION	166,284.81	197,241.33	-30,956.52
510 · INSTRUCTION	363,685.92	451,840.97	-88,155.05
520 · TRANSPORTATION	954.96	1,141.54	-186.58
530 · OPERATION & MAINTENANCE	133,625.22	132,200.03	1,425.19
540.0 · CAFETERIA EXPENSES	19,891.21	21,002.34	-1,111.13
550 · GENERAL	48,674.53	30,304.98	18,369.55
560 · LATCHKEY	4,276.72	6,729.31	-2,452.59
590 · IHC SOCCER ACADEMY EXPENSE	25,310.60	39,810.75	-14,500.15
580.0 · ADVANCEMENT	24,528.87	25,781.63	-1,252.76
Total Expense	787,232.84	906,052.88	-118,820.04
Net Income	186,135.11	189,926.09	-3,790.98

1:30 PM
11/15/22
Cash Basis

IMMACULATE HEART CENTRAL SCHOOL
Balance Sheet
As of November 15, 2022

	Nov 15, 22
ASSETS	
Current Assets	
Checking/Savings	
Operating Account - WSB	324,066.35
Home & School - WSB	5,793.65
Watertown Sav Balancing Acct	174.48
Total Checking/Savings	330,034.48
Accounts Receivable	
1200 · Accounts Receivable	-1,882.64
Total Accounts Receivable	-1,882.64
Other Current Assets	
1900 · Investment in DLF	49,271.46
1900 A · ScholarMemorial-Temp Restricted	179,719.75
1499 · Undeposited Funds	3,548.64
1501 · School/Petty Cash	195.19
Total Other Current Assets	232,735.04
Total Current Assets	560,886.88
TOTAL ASSETS	560,886.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-12,343.72
Total Accounts Payable	-12,343.72
Other Current Liabilities	
1800 · Deferred Income	20,231.67
2110 · Paid Family leave Liabilities	-1,724.05
Total Other Current Liabilities	18,507.62
Total Current Liabilities	6,163.90
Total Liabilities	6,163.90
Equity	
3000 · Opening Bal Equity	1,521,857.37
3900 · Retained Earnings	-1,280,098.01
Net Income	312,963.62
Total Equity	554,722.98
TOTAL LIABILITIES & EQUITY	560,886.88

Enc. #4

Advancement Committee - November 8, 2022

Attendance: Mary O'Brien, Dave Missert, Corinne Mercer, Jodie Delaney, Rich O'Connor, Maryanne Vespa, Lisa Pencek

Comedy Show -

- Friday, Nov. 26th
- Get alumni on this weekend?
- 50/50 raffle

Annual Appeal -

- Took off people, added more
- 1,100 envelopes passed out to churches (local churches, Clayton, Bay, Brownville)
- cannot give to Ft. Drum because they do a special collection every 3rd year for military
- Cold calling - getting more donations
 - Telethon (PBS, Facebook Live) - better donations if kids are asking????

Christmas Cards -

- Mrs. Dockstader is using student art for cards
- Will need to sign to send out

\$100 Raffle Tickets -

- Out by Feb. 1st

Gala -

- Caprara banquet hall reserved for 4/29.
- Dave - finding out about music, bar
- In December start committee to begin donations collection

Can Drive -

- Move to Nov. 26th to get Thanksgiving cans

Painting -

- Looking for painters

Enc. #5

Immaculate Heart Central

Buildings and Grounds Committee Meeting Minutes

Wednesday, November 16, 2022, 4:00 pm

Invitees:

Building & Grounds Committee:

Jason Burto Matt Delaney

IHC Staff:

Daniel Charlebois

Agenda Items:

Equipment- Tractor needs to be serviced, Gravelly needs to be fixed

- Matt is going to call Kubota to see when they could service the tractor for us. The tractor has not been serviced in 4+ years and is due to be serviced. Matt was also going to check on the price for Kubota to pick up and drop off the tractor and if the fee was too high, Mr. Charlebois was going to see if his father would be able to do it to save cost.
- The gravelly may have a plugged fuel filter, Mr. Charlebois is going to check with a gentleman that does work for his father on small engine equipment to see if it is something he could do.

Walk in Cooler & freezer Abatement- Jeff is having trouble getting refrigerant contractors to give estimates for working needing to be done.

- Discussed seeing if there were any other contractors that we could contact to do the refrigeration work.

Update on Plowing- Granger was selected to do the high school parking lot and front bus loop, included in his fee was to salt the driveways as well.

Elementary Building- Mrs. Mitchell said the platform at on the playground at the top of the slide needs to be fixed as the wood is broken or rotting.

- Matt and Jason will look at the playground to see how the wood is attached and what would need to be done. Currently Mrs. Mitchell has put a piece of plywood over the rotted piece of wood for structural support.

Update on Elementary Building Concrete work- no update, Jason is waiting to meet up with a contractor to discuss and get a quote.

Other: Any concerns or items others have

- Mr. Charlebois indicated he was approached by the booster club to see if they could use the book storage room outside of the gymnasium for the concession stand. There are a lot of outdate books in the storage room that would have to be disposed of or moved to another storage room. We thought this was a great idea for the concession stand but have a few concerns with the power that will need to be investigated. Jason is going to contact an electrician to see their thoughts on what would need to be done.

Next Meeting-

Enc. #6

There has been a noticeable increase in the number of students at the elementary building who are wearing smart watches and/ or have a personal cell phone during school. Given the fact that we have a cell phone policy in the parent handbook but no set policy regarding smart watches, we felt it was necessary to address the issue. We realize that many parents provide their children with these devices for safety reasons and that students will bring them to school. Students **can** use them immediately upon arrival or at dismissal. Other than that, they should remain turned off and put away for safekeeping during the school day, most importantly during instructional time.

Cell phones and smartwatches that are being used to make calls, texts (parents or peers) or play games during the instructional day may be confiscated and returned to students at the end of the day.

Students are not permitted to call, text, or message their family members during the school day. If students need to reach a member of their family, they are more than welcome to use the phone in the main office.

*****Most important to note- any changes in dismissal procedure for your child must be reported to the office. Dismissal changes texted to a student will not be accepted.**