

**IMMACULATE HEART CENTRAL
EDUCATION COUNCIL MEETING
September 1, 2016
6 p.m. @ Secchi Hall, St. Anthony's**

Council Members Present

Fr. Steven Murray

Msgr. Robert Aucoin

Fr. Jonas Tandayu

Fr. Chris Looby

Mike Ladoux

MaryAnn Vespa

Amy Rathbun

Sr. Marie Cordata, SSJ

Milly Smith

John Kamide

Tara Vandewater

Mary O'Brien

Mr. Gary West

Mike Mcelheran

Mrs. Lisa Parsons

Gary West

Annette Connolly

Robert Piddock

Judy Norris

Council Member Not Present

Dan Johnson

Opening Prayer: Father Jonas

Guest: Sister Ellen Rose Coughlin, SSJ

Our new members (Mary O'Brien and MaryAnn Vespa) were welcomed. Bob Piddock was also welcomed as our new Director of Development.

Amy Rathbun (Nominating Committee) submitted the names of Michael Mcelheran as Chair and Mary O'Brien as Vice Chair. A vote was taken. All were in favor.

Mr. Mcelheran noted that his wife is an employee of IHC and it would be against the by-laws to have him as President. It was noted that the revised By-laws allow for relatives of employees to be members of the Council.

Regarding secretary, it was suggested that minutes be taken by a secretary who is not a member of the council and that a Council Secretary be elected to review and present the minutes and to be a member of the Executive Council. Father Murray nominated MaryAnn Vespa, seconded by Tara Vandewater. All were in favor.

It was suggested that the minutes be posted on the website. Sister Ellen Rose advised caution regarding privacy of names and possibly of certain issues in order to avoid legal ramifications.

Sister Ellen Rose

- Members have received a Constitution and By-laws Revision
- Sister quoted from the National Standards and Benchmarks for Executive Boards of Elementary and Secondary Schools by Lorraine Ozar which delineates four key area and benchmarks (what actions are necessary to arrive at the goals):
 - 1) Mission and Catholic Identity
 - 2) Governance and Leadership
 - 3) Academic Excellence
 - 4) Operational Goals

Duties and functions of the Education Council

- 1) **Planning**: Members should become familiar with the Middlestates Report (2011) and the Strategic Plan that was put in place five or six years ago.
 - ❖ The expectation that in addition to Grades 7 - 12 Middlestates Accreditation at present, the goal should be Middlestates Accreditation for PreK through Grade 12.
 - ❖ The Middlestates Report should be revisited to:
 - ✓ Ensure that suggestions have been/are being met
 - ✓ Incorporate students in the improvement plan
 - ✓ Professional development
 - ✓ Technology goals
 - ❖ Benchmarks for Regents should go beyond baseline (passing) to Proficiency
 - ❖ Revisit Strategic Plan for students in ELA and Math in Grades 3 - 8
- 2) **Policy Development** (not rules and regulations but general terms that can be a guide to regulation): For effective policy, administrators should be asked to do a draft (which is then presented to the Education Council).
- 3) **Financing**: Stakeholders are the Diocese, parishes, TAP, Federal and State Programs, Tuition. Know what percentage of the budget is supported by each.
 - ❖ Hopefully reduce fundraisers and find revenue for tuition assistance, technology, and education.
 - ❖ Key Costs are instruction, advancement, facilities, administration, and building maintenance.
- 4) **Public Relations and Marketing**
 - ❖ Ensure news items - A picture is worth a thousand words
 - ❖ Service Component: Ours is not social work but service which is unique because it is related to identity with Christ and the Church.
 - ❖ New Building Improvements
- 5) **Evaluation**
 - ❖ Of administrators
 - ❖ Self-evaluation
 - ❖ New Constitutions call for the formation of a committee to evaluate Administration and Council
- 6) **Mission of the School**
 - ❖ Collaboration
 - ❖ Spend time; have committees adopt one or two Standards and Benchmarks (from the National Standards and Benchmarks). (Lisa and Gary could make choices by next meeting.) i.e. Mission and Catholicity; Academic Excellence. Sister Ellen Rose will provide the rubrics after we choose standards. Choose goals, rank self, and give evidence.
 - ❖ Ongoing discussion based on job descriptions
 - ❖ Operational Vitality: Governance and Leadership
- 7) **Committee Structure** (Sara Wannemuehler; Mary Angela Shaughnessy) must be active; willingness to devote time in committee and report 48 hours before meeting. **Trust** the committees work: ask for clarification but do not rehash.
- 8) **Catholic Culture Committee**
 - ❖ Relationships first
 - ❖ Catholic Social Principles and the following of Christ should be taught by every teacher in every subject.
 - ❖ Ethical choices: A Catholic World View; talk of being like Jesus becomes second nature.
 - ❖ Professional Development of Teachers

9) **Advancement Committee**

- ❖ Constituent Relations with Alumni
- ❖ Enrollment: both retention and recruitment
- ❖ Operational Vitality
- ❖ Marketing
- ❖ Annual Appeal (remembering not just the operating budget but teachers' salaries (which are lower than the Diocesan scale and need to be raised; compare teachers' salaries to the free and reduced lunch scale)

10) **Finance Committee**

- ❖ Develop a 3-5 year salary scale
- ❖ Elementary and high school salaries should be on the same salary scale
- ❖ Development of Budget
- ❖ Financial Report

11) **Buildings and Grounds Committee**

It was decided that meetings this year would be held on the 4th Tuesday of each month.

At 7:30 p.m., a motion was made by Father Murray and seconded by Father Looby to adjourn the meeting. All in favor.

The next meeting will be on Tuesday, September 27 at the Primary Building.