

ASCENSION SCHOOL BOARD MINUTES: 8/13/07

IN ATTENDANCE: Mary Jo Burns, Father Larry McNally, Patti Farlee, Craig Shannon, Liz Skalitzky, Terry Thiese, Tom Carraher, Jason Allington, Dan Rodde, Mike Iannaccone, Lynn Fredrick, Mark Szaflarski

DATES TO REMEMBER:

9/4/07 First day of School
9/10/07 School Board Meeting
9/29/09 Introduction to School Boards at St Ignatius
11/10/07 Ascension Auction
11/24/07 Alumni & Friends 3 on 3 and Distinguished Alumni Awards Dinner

PUBLIC COMMENT: Lisa Reed, Rich Klevgard, and Steven Gregory updated the Board on the Rectory Space Planning. Three plans for this space were reviewed. Bids are being obtained for fencing, paving, and grass for the space. The Space Planning Team is going consult with the school children and is planning a Town Meeting to discuss the plans with the parish. They would also like to be included in Fund a Need at the 2007 Auction. They will seek additional input from the Parish Finance Committee, Parish Council and the School Board before scheduling a Town Meeting.

MINUTES: Last month's minutes were approved.

PASTOR'S REPORT: Father Larry reports that the Rectory will be taken down in late August following delays occasioned by the Oak Park Historical Society, as well two contractors. School opening will likely be delayed due to safety concerns during the demotion. The underground tanks were removed from the courtyard and there was no seepage of contents.

He will visit classes twice per week this year and work with Mrs. Creed on Liturgies.

PRINCIPAL'S REPORT: Ms. Burns will review and revise the Communication Policy, 01-1015.

The cornice project was complete on August 14 under budget.

Ms Burns will consult with the Board in the coming days regarding the opening of school.

Maureen Schmidt has been hired as our new Assistant Principal. A total of eight positions have been filled this summer.

Enrollment this year will be around 510 students.

Thanks to the following individuals for their help this summer: Bill Komala, the Devitts, Pete Marotta, Rosa Sandoval, Matt Moraski, Pat Ganzel, the entire Office Staff, Mrs. Pesce, and Neil Heskin.

DEVELOPMENT REPORT: Three Fund Raising polices were passed by the Board and are attached to these minutes.

Policy regarding an Endowment Committee was reviewed and will be voted on at the next Board meeting. A copy of the Proposed Policy is attached to these minutes.

The School as received as \$25,000 Scholarship donation in memory of Evelyn Collins, a former teacher at Ascension. The gift was received from Charles Collins, Class of 1932. Mr. Collins also donated a \$12,000.00 gift in memory for Kathy Garrigan.

Final work on the Reese Family Scholarship program is being completed by Chicago Community Trust.

An anonymous gift of \$16,000 has also been received.

Materials for the annual appeal to the alumni are being prepared. The Auction will be held on Nov. 10, the Alumni & Friends 3 on 3 and Distinguished Alumni Awards dinner is set for November 24.

CHAIR REPORT: The Board welcomes new Chair Terry Thiese. She will review the School By-laws and Policies in an effort to streamline our Board Committees. Mark Szaflarski will assist.

Future School Board Meetings will be held on 9/10/07; 10/15/07; 11/12/07; 12/10/07; 1/14/08; 2/11/08; 3/10/08; 4/14/08; 5/12/08 and 6/9/08.

Next Board Meeting: 9/10/07 at 7 PM in the Parish Center.

Submitted by Mark Szaflarski

Ascension School Board Development Policies

07-0813.001

Fundraising Policy

Definition of terms:

Best Use Funds: gifts or donations to the school – usually as a response to a school mailing – for which the donor designates the funds to be used at the discretion of the school administration. Also, all monies received via a particular fundraising program beyond the budgeted income for that program.

Restricted Gifts: gifts or donations to the school – may be solicited or unsolicited – to meet a specific need within the school.

Board Designated Restricted Fund: monies collected via event or solicitation and earmarked for a specific purpose.

Unrestricted Gifts: gifts or donations to the school – may be solicited or unsolicited – for which the donor designates no specific disbursement.

For purposes of fund-raising policies, best use funds and unrestricted gifts are treated as one and the same

All fundraising at Ascension School is overseen by the Development Officer with the advice and consent of the Principal and the School Board. This includes, but is not limited to: any events or programs that take place on the Ascension campus; any events or programs that specifically target the Ascension School community; any events or programs that are advertised through Ascension School communication vehicles.

No fundraising activities will take place at or on behalf of Ascension School without the express written consent of the Principal as advised by the School Board and the Development Officer. Funding priorities will be determined by the Principal as advised by the School Board and the Development Officer.

It is the intention of the School Board to limit fundraising activities (activities the primary purpose of which being to raise money) beyond these approved programs.

Approved fundraising activities and programs include:

- School Board sponsored fundraising events – the school auction; the Run-a-thon
- Mandatory Fundraising Commitment programs – Market Day, Schoolpop, Shopping Certificates
- Home and School – one fundraising program each school year, determined by Home and School
- Student Council fundraising programs (funfairs, out of uniform days, etc.)
- Eighth grade fundraising (which should be approved by the Principal in the spring of the 7th grade year)
- Market Basket
- Bookfairs

Those conducting the fundraising for Home and School, Student Council and eighth grade will consult Principal and/or Development Officer, about the planned use of the funds they raise as related to the Board-designated funding priorities.

The Board may determine that fundraising monies other than those raised in programs that are part of the school operating budget (for example, Market Basket or bookfairs) may be earmarked for a specific purpose.

Approved: 8/13/07

Ascension School Board Development Policies

Gift Acceptance Policy

2007-0813.002

If an individual or group should approach the Board with the intention of making a gift to Ascension School, they should understand that the gift will be used at the discretion of the officers of the school. Ascension School accepts restricted gifts within these parameters:

1. Gifts for restricted funds already established:
 - Sponsor a Student / Scholarship
 - Professional Development
 - Athletics
 - Arts and Music
 - Science and Technology
 - Library

2. Gifts for additional restricted funds which may be established at the discretion of the Principal at the advice of the Board.

Ascension School will accept any gift that is intended for a purpose that falls within the vision and scope of the school long-range plan as determined by school leadership: the Principal, Pastor, Development Officer and School Board.

Approved: 8/13/07

Ascension School Board Development Policies

Best Use Fund Policy

2007-0813.003

1. Best use gifts are those designated by the donor as intended for the school's "best use" and those for which the donor included no designation.
2. The best use fund also includes the surplus, if any, from those fundraising activities which are intended to support the school's operating budget. The surplus is any income in excess of the amount budgeted for the activity.
3. The best use fund will accumulate and be reviewed periodically by the Principal and the School Board.

Best use gifts will be used for the following purposes, in the following order:

- a. Best use gifts are used to balance the operating budget if necessary.
- b. Best use gifts are used to fund any extraordinary expenses which would not otherwise be funded.
- c. Best use gifts are used at the discretion of the Principal and Pastor for funding the current priorities as determined with the advice of the School Board.

The Principal, with the Development Officer and the School Board, will keep a funding priority list, beginning no later than January of each school year, and will sort the list as necessary by priority at each School Board meeting.

When an item or a project is placed on the list, preliminary research is done as to cost and scope of work.

The board may or may not publish the list in board meeting minutes but the board, or a committee of the board, will have a **current funding priority list** at the close of each School Board meeting.

Approved: 8/13/07

Endowment Committee

Ascension School will fund two endowment programs: one to be administered through the Archdiocese of Chicago and the second being The Reese Family – Ascension Alumni Scholarship Fund.

The School Board will designate one of its members to serve on an Endowment Committee with the Development Officer, two representatives of the school alumni, and a representative of the Parish Finance Committee. The Endowment Committee will draw up the terms for the administration of the endowment held through the Archdiocese and the policy guidelines for the disbursement of any funds drawn down from that endowment. The Endowment Committee will report to the School Board and advise the Pastor on policies regarding the continued growth of both the school endowment, the Reese family endowment, and any other endowments designed to benefit Ascension School.

Submitted 6/11/07

Amended 8/13/07