

**ASCENSION SCHOOL BOARD MINUTES: 6/11/07**

**IN ATTENDANCE:** Mary Jo Burns, Father Larry McNally, Patti Farlee, Craig Shannon, Liz Skalitzky, Terry Thiese, Tom Carraher, Ted Anderson, Vic Vanek, Peg Mackey, Jason Allington, Dan Rodde, Lynn Fredrick, Mark Szaflarski

**DATES TO REMEMBER:**

6/18/07 Backyard Theology begins  
6/22/07 Fifth Annual Alumni & Friends Golf Outing  
7/26/07 Kane County Cougars Ascension Outing  
6/27/07 Discernment of New Board  
8/13/07 August School Board Meeting  
9/29/09 Introduction to School Boards at St Ignatus  
11/10/07 Ascension Auction

**PUBLIC COMMENT:** None

**MINUTES:** Last month's minutes were approved.

New Board member **Jason Allington** and **Dan Rodde** were welcomed. **Mike Iannaccone** is also beginning his School Board term this month. Ascension School and Parish extend a heartfelt thanks to **Ted Anderson, Michaele Van Linden** and **Vic Vanek** for their service. Each completed their School Board term.

**PASTOR'S REPORT:** **Father Larry** reports that Father Foley has resigned effective at the end of this month.

The four week cycle of Backyard Theology will begin on 6/18/07 at 7:30, with meetings following on Tuesday, 6/26; Wednesday 7/4; and Thurs 7/12. Continued prayers are requested for the on-going search for Kathy Garrigan in Alaska.

Father Larry showed the board plans for a gate and fence for the rectory area following the rectory's demolition in July. The school cornice work is on-going.

**PRINCIPAL'S REPORT:** Ascension enrollment for 2007-08 is expected to remain stable at 512 students. Two classes are at maximum enrollment.

Parents are reminded that 2006-07 tuition must be current by the end of the month in order to keep you child's spot in the 2007-08 class. Last year's tuition must be paid in full.

Four new hires are anticipated, including full-time religion teacher, Spanish teacher, junior high science, and part-time third grade teacher. Best wishes to Ms. **Patricia Warzyn**, who is retiring,

and **Margaret Poleski, Lisa Tanin and Kathy Kamback**, who have accepted positions elsewhere.

### **DEVELOPMENT REPORT**

The Ascension Golf Outing will be held on 6/22/07.

**Lynn Frederick**, along with **Peg Mackie** and **Terry Thiese**, presented four fundraising policies for the Board's consideration. Three of the four policies were reviewed and will be voted on at the Board's August meeting. Those policies are attached to these minutes.

### **STRATEGIC PLANNING**

**Michelle Van Linden** will finalize the Strategic Planning Survey over the summer.

**FINANCE:** **Ted Anderson**, who completed his board term this month, offered to continue to assist with the budget pending a new board member taking over.

### **TECHNOLOGY REPORT**

**Ed Yala** will stay on as Technology Chair until his replacement is found. Networking the Parish Center will be explored. The school computers will be inventoried and repaired as needed. Our Ascension School website will be moved to Yahoo.

**PARISH COMMISSIONS:** No report

**MAINTENANCE:** The cornice work continues. The rectory will be demolished in July.

### **OLD BUSINESS:**

The Club Policy submitted last month was approved by the Board. The final version of the Club policy is attached.

Next Board Meeting: 8/13/07 at 7 PM in the Parish Center.

Submitted by Mark Szaflarski

## **CLUB POLICY**

**Policy No. 07-0611**

**Ascension School encourages teachers, parents or volunteers to form educational or recreation clubs. In order to form a club, the following steps must be followed:**

**All applications for a club must be done in writing. A written proposal must be submitted to the school office which includes the following information:**

- **The focus of the club. All clubs must be related to an educational or recreational endeavor.**
- **A method to determine student membership. Membership in a club will be rationally related to an objective, non-discriminatory, criteria.**
- **The duration the club will meet. Clubs shall be formed on an on-going, semester or seasonal basis**

**Leaders are further advised of the following.**

**Funding of any club must be self-sufficient. Ascension School will not provide funding. Any proposed fundraising must receive the prior approval of the principal as detailed in the Ascension School Policies.**

**Club leaders may apply to use campus space; however, use of campus space is not guaranteed. Club will have to submit a space use proposal required of all other groups.**

**Any club that involves any risk of injury, through either transportation or the club activity itself, must require parents execute a document releasing Ascension School and Parish from any liability.**

**All adult leaders will submit to a background check and undergo training required by the Archdiocese.**

**Funding of Ascension clubs must follow Business Policies of the Archdiocese.**

**Ascension School reserves the right to deny any club application and to deny use of school facilities.**

*Submitted and amended 5/14/07.*

*Approved 6/11/07*

# Ascension School Board Development Policies

## 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 7<sup>th</sup> 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.

## **Gift Acceptance Policy**

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.

## **Best Use Fund Policy**

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.

*Submitted and amended 6/11/07*