

## ASCENSION SCHOOL BOARD MINUTES: 10/15/07

**IN ATTENDANCE:** Mary Jo Burns, Father Larry McNally, Patti Farlee, Craig Shannon, Liz Skalitzky, Terry Thiese, Tom Carraher, Jason Allington, Mike Iannaccone, Peg Mackie, Lynn Fredrick

### **DATES TO REMEMBER:**

10/29/07 Town Hall Meeting – green space  
11/10/07 Ascension Auction  
11/24/07 Alumni & Friends 3 on 3 and Distinguished Alumni Awards Dinner

**PUBLIC COMMENT:** Lynn Fredrick inquired about the status of athletic advisory board, and about policies to help coaches and athletic director regulate behavior of students on teams.

**MINUTES:** Last month's minutes were approved pending a update in enrollment figure to 497, with 33 students in kindergarten.

**PASTOR'S REPORT:** Father Larry congratulates Ascension School staff and children for winning the Blue Ribbon award. Thanks to parents for being the first teachers to our children. Town Hall meeting about green space is October 29. All are encouraged to attend. Athletic committee will meet with new athletic director.

**PRINCIPAL'S REPORT:** Mary Jo Burns reported that students played on the new asphalt surface today. Copy machine replacement is being researched. Blue Ribbon Award comes with a banner that should be used at public events. In order to help predict enrollment, families who leave Ascension school will be surveyed as to reasons for leaving.

**DEVELOPMENT REPORT:** Lynn Fredrick reported that Auction invitations went out in backpacks and to some parishioners on October 10, and are available in the office. Fund – a – Need is being determined, and some new activities for students are being added. The Class of 2007 will be surveyed about their transitions to high school. The new club Ascension Ambassadors met.

### **COMMITTEE REPORTS:**

**Academics:** 27 students are in the Learning Resource Program, taught by Lyle Zimble, who is a half time employee at Ascension, half time for District 97.

**Finance:** parish has committed to \$250,000 investment in the school. Budget needs to be revisited per archdiocese because of enrollment changes.

## **LIAISON REPORTS:**

**Technology:** Committee establishing priorities – set high expectations, continue staff development, share data via server with school and parish, bring in money to enhance program and facility.

**Development:** Final phase of Cool the School – A/C in PreK4/K rooms will be completed over Christmas break, pending input from maintenance.

**New Business:** Approved policies:

### **Tuition Refund Policy**

*Families who leave Ascension School receive a tuition refund if they have paid in advance. The refund will be determined by dividing total tuition costs by 10 months of school. Families are responsible for tuition for the months that they are enrolled in school, and any overpayment will be refunded. Families who are not in attendance at the opening of school are entitled to a full refund of any tuition paid. Once a family has been accepted into the school, the registration fee will not be refunded.*

### **Dual Enrollment**

*If there are available spaces, a family may enroll a child in two different Early Childhood programs/classes. Full tuition will be charged for both sections.*

Next Board Meeting: 11/12/07 at 7 PM in the Parish Center.

Submitted by Peg Mackie

## **Tuition Refund Policy**

2007-1015.001

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Approved 10-15-07

## **Dual Enrollment**

2007-1015.002

If there are available spaces, a family may enroll a child in two different Early Childhood programs/classes. Full tuition will be charged for both sections.

Approved 10-15-07

Other Policies approved this year:

## Ascension School Board Development Policies

2007-0813.001

### 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 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.

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**

**2007-0910**

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

Approved 9/10/07