

St Jude School Commission Minutes of the Meeting Held November 10, 2003

The St. Jude School Commission (the "Commission") met on November 10, 2003. The following members of the Commission were present, constituting a quorum: Greg Dant, Chairman; Sr. James Michael, Ex-Officio Member and Administrative Officer; Bessie Davey, Member; Bill Hamptom, Member; Paul Sahn, Member; and, John Swhear, Secretary. Greg Jackson, Vice Chairman, was not present.

The Chairman opened the meeting at 7:07pm. He recognized Sister James Michael who provided an opening prayer.

The minutes from the previous meeting of the Commission, held on October 13, 2003, having been previously distributed to the members of the Commission, were approved by voice vote with one minor modification.

First, the Chairman discussed the Ministry Fair that was held October 18 and 19. There was some interest indicated on the sign-up sheet. This information will be forwarded to the Membership Committee.

Next, the Commission discussed the Protocol Policy. It was decided that the updated policy will be updated and distributed via e-mail. All members will review and share comments. The goal is for the policy to be approved by the Commission and forwarded to Father for his review prior to the next meeting of the Commission.

The next item of business was the parent survey and the Parish survey. These surveys will be discussed at the next meeting of the Commission.

Next, Mr. Swhear reported on the Technology Committee. He reported that antivirus software was installed on all computers. It was also reported that the Committee successfully converted the school's e-mail system from being served by Computer Experts to EGI. This will save the school approximately \$600 per year. Mr. Swhear further reported that the Technology Committee will meet less frequently, to avoid burn out of the members.

There was no report from the Marketing Committee.

Next, Mr. Sahn reported on the Finance Committee. Mr. Sahn distributed the budget highlights and the Commission discussed the details. It was determined that the Commission will continue to discuss budget issues at each meeting and drill down to the next level of detail to manage the budget throughout the year.

The next report was from the Membership Committee. Mr. Dant will speak with Mr. Jackson to fill the vacancy on the Commission by the January meeting.

Mr. Sahn reported for the Facilities Committee. He stated that he has left a not for Bill Sanders to get a status on the moisture problem in Room 18.

Next it was reported that Ms. Sabrina Young has information from Dennis Nichols at Perry Township and will update St. Jude's specifications regarding Safety. She has received a disk from the Township. It contains their crisis manual. She will draft a manual for St. Jude and get it approved by Sister and the Commission.

Next, Sister James Michael gave the Principal's report to the Commission.

Sister also presented the letter from the Archdiocese regarding their policy regarding school trips. The Commission unanimously agreed that there was little choice but to limit trips, sponsored by the school, to

trips within the state of Indiana, and preferably to locations recommended by the Archdiocese, such as CYO camp. This preliminary position was developed so that Sister could communicate as soon as possible to the current eighth grade committee. However, the Commission must continue to work on a specific policy for future trips and document the policy.

Finally, it was agreed that the Commission will not meet in the month of December. Therefore, the next meeting is scheduled for Tuesday, January 13, 2004 at 7:00p.m. There being no further business before the Commission, there was a motion to adjourn. The motion was seconded, and the Commission adjourned at 8:35p.m.

Respectfully submitted,

John Swhear
Secretary