

St Jude School Commission Minutes of the Meeting Held August 10, 2004

The St. Jude School Commission (the "Commission") met on August 10, 2004. The following members of the Commission were present, constituting a quorum: Greg Dant, Chairman; Sr. James Michael, Ex-Officio Member and Administrative Officer; Michael Croddy, Member; Bessie Davey, Member; Bill Hampton, Member; John Swhear, Member; Paul Sahn, Vice Chairman; and, Cheryl McAllen, Secretary.

The Chairman opened the meeting at 7:00pm. He recognized Sister James Michael who provided an opening prayer.

The minutes from the previous meeting of the Commission, held on May 11, 2004, having been previously distributed to the members of the Commission, were approved with by voice vote with modification.

Next, the Commission reviewed and approved changes to the bylaws and standing rules to eliminate the requirements for advance notice. These changes now go on to Father for ratification.

At this time the Commission moved on to discussion of the Family Stewardship Policy. This policy was provided to all families in the school packets. The Finance Committee has established a monitoring committee to track the envelope defined in the policy. The Chairman indicated work is being done to coordinate with the Stewardship Committee regarding this policy.

Next, the Commission discussed tuition assistance fundraising. The Commission would like to see the tuition assistance fundraising extended to businesses. The Finance Committee and Parish Council have approved this activity as long as the Commission does not contact businesses already supporting other fundraising efforts at St. Jude. The idea of contacting Alumni for fundraising and contacts into businesses assisting in this effort was also discussed at this time. Bessie, the Marketing Committee chair, will coordinate establishing a committee to work on this effort. The Chairman has volunteered to assist Bessie. Establishing an electronic database of St. Jude Alumni will be pursued as part of this effort. Roncalli may be able to provide current addresses for some St. Jude Alumni, although Alumni that went onto other high schools (e.g., Franklin Central and Southport) will still need to be located.

Next, the Commission discerned committee chairpersons for the 2004-2005 school year. The committee chairs are as follows:

Monitoring Committee	left vacant at this time
Membership Committee	Cheryl McAllen
Safety Committee	Michael Croddy
Technology Committee	John Swhear continues as chair
Marketing Committee	Bessie Davie continues as chair
Finance/Budget	Paul Sahn continues as chair
Facility	Bill Hampton continues as chair
Administrative Report	Sister James Michael

At this time the Commission reviewed the procedure for funding school projects. The first step is to gather estimates. The Commission member (i.e., Committee Chair) is responsible for gathering these estimates. The estimate is then taken onto the Finance Committee for approval. Once the Finance Committee has approved the request, it is taken to Parish Council for approval. Copies of this procedure will be provided by Mr. Sahn to the Commission.

Next, Sister James Michael shared her request that the Commission establish goals for the School. She would like to see goals not only for the 2004-2005 school year, but for the next few years. The Commission will discuss this as new business at the September meeting.

The Commission then discussed the Enrollment Policy Prioritization. The Commission is to reexamine the enrollment policy to see if any changes are needed. The sub-group that investigated Stewardship Policies at other Parishes will pull together the information from the schools regarding enrollment prioritization and bring to the next meeting. Sister James Michael will check with Pauline and Jan for suggestions they have on improving the policy.

The Commission, at this time, moved into the Committee reports. Mr. Sahm reviewed the Finance/Budget Committee Report. Mr. Sahm provided Mr. Swhear with the budgeted amount for the Technology Committee along with request forms for spending funds. As in years past, the K-Care program made money. Because the school budget was on plan, the excess was able to come back into the school for upgrading carpet in the Kindergarten room and rewiring in the Computer room instead of going back to the Parish. Mr. Swhear shared that the Technology Committee does have a four-year plan, but it includes funds for distance learning. Because this program has been discontinued, the Technology Committee four-year plan needs to be revised. He also shared that the Computer room was rewired so the computers could be turned around allowing the teacher to better view the computer screens while teaching. The email provider has implemented some SPAM filtering which has helped, but not eliminated, the SPAM received by the staff. There were an additional three or four items on the list for the Technology Committee to complete before the start of school. They planned to work through the weekend to finish them.

Sister James Michael then gave the Principal's report to the Commission. She reported on the themes for this school year, Together We Will Succeed. Sister also briefed the Commission on updates made to the teaching staff. She shared with the Commission that the St. Jude Men's Club was very helpful in completing some work at the school. The Commission will send a thank-you note to the Men's Club in appreciation for their efforts. Sister reported that the enrollment for this year is approximately 511 (K-8). Sister also shared that the Commission Workshop for new members or members wishing to repeat the workshop will be held on Wednesday, September 29th, 7:00pm, at the Catholic Center downtown.

The next meeting is scheduled for September 14th 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 9:09p.m.

Respectfully submitted,

Cheryl McAllen
Secretary