

## **St Jude School Commission Minutes of the Meeting Held November 9, 2004**

The St. Jude School Commission (the "Commission") met on November 9, 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; John Swhear, Member; Bessie Davey, Member; and, Cheryl McAllen, Secretary.

The Chairman opened the meeting at 7:18pm. He recognized Sister James Michael who provided an opening prayer.

The minutes from the previous meeting of the Commission, held on October 5, 2004, having been previously distributed to the members of the Commission, were approved by voice vote as submitted.

The Chairman updated the Commission on locating funds for teacher recognition. The PTO and Men's Club will be providing funds to award teachers for recognition of service during Catholic School's week.

The Commission moved to the topic of the TAP Program. This is the third and final year for St. Jude to participate in the funded program and thus, the final year for the \$70,000 being provided to run it. Any bonuses awarded to teachers as part of this program are above and beyond the \$70,000 cost. Many schools that continue the program aren't able to award bonuses. The teachers find the program to be of great benefit and wish to continue with it. This means St. Jude would need to fund the program and absorb the cost into the school budget. Sister will provide a plan from the teachers on how they wish to continue the program. There is approximately \$4,000 set aside at this point that could be used toward the cost of the program for next year. Other suggestions on how to fund the program include an annual fundraising event (e.g., dinner), use of award programs, such as the Meijer Card, etc. The Commission will investigate options for absorbing this cost in the budget to determine if we can afford to continue with it.

Next, the Commission discussed establishing a committee of parents, teachers and commission members to establish goals for the school. Sister will work on identifying parent and teacher representation.

The Commission then moved on to the topic of the by-law amendments. Mrs. McAllen provided updated language to the Chair. He will speak with Father to review the updated wording of the amendments.

Next, the Chair updated the Commission on implementation of the Stewardship policy. Church attendance issues will be addressed in January. The Commission discussed how best to incorporate the Stewardship Policy with the spring packets and packet pick-up in August. Ideally, the tuition and the Stewardship Policy will be provided together in the spring packets. However, information from the Archdiocesan offices is needed for tuition and timing of that may make it impossible to include the tuition information. Regardless, the Commission would like to see the August packets withheld until the Stewardship Policy is properly completed, signed, and returned.

The Commission then discussed the updated Enrollment Policy. The Chair simplified some of the wording in the modified policy that was approved by the Commission in October. He will provide an updated copy to the Commission via email. The Enrollment Policy will be taken to Parish Council next week. The Chair presented the idea of coordinating between Parish and School registration. It would be helpful in administration of the Stewardship Policy if school registration were not allowed to take place without a form from the Parish Center indicating that Parish registration is complete. The details of this need to be worked out.

The Commission moved to the topic of defining purpose and objectives of each Committee. The Chair provided information from the Archdiocesan office defining each committee for the Commission to review. There was no information for the Safety Committee, so Mr. Croddy will draft purpose and objectives for it.

The Commission, at this time, moved into the Committee reports. Mr. Swhear provided an update on the Technology committee. The Technology committee spent \$300 to fix an issue with IP addresses and \$500 to correct a second problem with the router. Items in the current four-year plan that have been achieved are replacing old PCs in the lab, updating software, and getting anti-virus software. Distance learning was in the plan, but is no longer needed. The four-year plan is being updated and may be ready to present to the Commission in January. Mr. Swhear would like to have a celebration for the committee for all the work they've done this last year. Mrs. Davey offered to assist in finding funds to help with this. Mrs. McAllen provided an update from the Membership committee. Mr. Hampton and Mrs. Davey will be leaving the Commission June 30th. Mr. Croddy will likely have a child entering St. Jude in August. This would leave just five members on the Commission, with all members having children enrolled in school. In order to have the Commission be representative of the Parish, we should have two new members, with at least one of the new members as a Parishioner without children in the school. Identification of new Commission members will begin in early 2005. Mrs. Davey provided an update from the Marketing Committee. She has established a group to examine what would be necessary for the school to serve children of the Parish with special needs. The Commission would like to see the results of this work incorporated into the goals being established for the school. Mr. Croddy provided that there was no update for the Safety Committee.

Sister James Michael then gave the Principal's report to the Commission. The field trip to Return from the Moon was excellent and enjoyed by all. Scoliosis screening is complete. Terra Nova testing is done. The INPEC Conference was attended by all staff. The Spell Bowl was a success, with two first place, and one second place finish. The students were given a Halloween poem about it being better to give than to receive and were asked to give it out along with a treat rather than asking for treats. Upcoming activities include Promise to Keep, Progress Reports, and Thanksgiving Baskets. The students have all been issued 10 envelopes that can be submitted during Mass at collection time. These envelopes may be submitted for any form of stewardship – time, talent, or treasure.

The Chair then relayed a request to the Commission from RCIA. RCIA meets weekly from September to Easter and is asking each ministry to provide dinner or refreshments once during this time. There are three possible dates for the Commission to participate, two dates in February and one in March. The Chair will provide these to the Commission via email. Each member is asked to respond with the date(s) that would be best.

There being no further business before the Commission, there was a motion to adjourn. The motion was seconded, and the Commission adjourned at 8:57p.m.

Respectfully submitted,

Cheryl McAllen  
Secretary