

St Jude School Commission Minutes of the Meeting Held January 11, 2005

The St. Jude School Commission (the "Commission") met on January 11, 2005. The following members of the Commission were present, constituting a quorum: Greg Dant, Chairman; Paul Sahn, Vice-Chairman; Sr. James Michael, Ex-Officio Member and Administrative Officer; Michael Croddy, Member; John Swhear, Member; Bessie Davey, Member; Bill Hampton, Member; and, Cheryl McAllen, Secretary. Also present was Mrs. Andrea Haltom, Parent.

The Chairman opened the meeting at 7:05pm. He recognized Sister James Michael who provided an opening prayer.

The minutes from the previous meeting of the Commission, held on November 9, 2004, having been previously distributed to the members of the Commission, were approved by voice vote with correction.

The Chairman updated the Commission on locating funds for teacher recognition. The PTO and Men's Club will be splitting the cost of \$525 to recognize seven teachers with 25 or more years of service. Sister will use these funds to purchase gift certificates for the teachers. These will be presented to the teachers at the school Mass tentatively scheduled for Thursday, February 3 at 9:00am, during Catholic Schools Week.

The Commission moved to the topic of the TAP Program. Sister shared that the teachers would like to continue items implemented as part of this program, such as the leadership team, Master and Mentor teachers, etc. A current requirement of the program for Master and Mentor teachers to work additional days would not need to be continued and funded if St. Jude continues with the program. There are some funds that St. Jude School has received that have been targeted to support this program for next year. Sister will be attending a meeting with the Archdiocese on January 21 and will discover then if they will be able to allocate any funds to St. Jude to continue this program.

Next, the Commission discussed establishing a committee to establish goals for the school. Sister identified seven teachers that would be willing to participate. The Commission decided to limit the participation on this committee initially to three Commission members, who also have children in school, and four teachers. The four teachers will be representative of the various grade levels and specialty courses. The first meeting of the School Goals Committee will be held at the school on Tuesday, January 25th at 7:00pm.

The Commission then moved on to the topic of the updated Enrollment Prioritization Policy. All Commission members have received this Policy via email from the Chairman. The approved version has both the dates of approval by the School Commission and the Parish Council. The updated Policy will be available to everyone by Catholic Schools Week. It will be included in the Open House packets distributed during that week at Kindergarten Open House. Mr. Swhear will follow up with Miss Hachey about getting the updated policy posted to the school website. In school registration will begin on February 18th. This updated policy and the School Family Stewardship Policy, which must be completed by all families wishing to receive the Parishioner tuition rate, will both be included with the registration information.

Next, the Vice-Chairman updated the Commission on an effort to coordinate school registration with Parish registration. A Parish Registration Verification form has been created that must be completed by the Parish Center for any families wishing to register students at St. Jude School for the first time. This will verify whether or not the school family is eligible for the Parishioner tuition rate. This information along with the completed School Family Stewardship Policy will allow eligible new school families to receive the Parishioner tuition rate. The requirement for new school families to complete this form will be communicated in advance of new student registration via publication in the Kindergarten Open House packet and advertisement in the Church bulletin. It is anticipated that the number of new registrants needing to complete this form will be fairly small and anyone needing to have it completed will be able to

do so at the Parish Center on the day of new registration, March 8th. Families with children currently enrolled in St. Jude do not need to complete this verification form.

The Commission then discussed clarifying each committee's purpose and objectives. The Marketing, Finance, Membership, and Facility committees have norms defined by the Archdiocese. Mr. Croddy will draft norms for the Safety Committee. Mr. Swhear will draft norms for the Technology Committee. These will be reviewed at the next meeting of the Commission.

The Commission moved to the topic air quality in the lower level classrooms of the school. A qualified representative of the Marion County Board of Health was asked by the Chairman to investigate whether or not there may be a mold or mildew problem in the lower level (junior high) classrooms. The Board of Health representative concluded that there is no mold or mildew probably, but suggested that there might be an air quality issue occurring in the afternoons if the air flow vents are not properly vented. Mr. Hampton will be meeting this Board of Health representative at the school immediately after school dismissal later in January to measure the air quality. The air needs to be measured in the afternoon after the building has been occupied all day. If there is an issue, it is believed that adjusting the air ventilation system will correct the problem.

The Commission was reminded by the Chairman of the requirement to complete the Virtus program. This is required for anyone that comes into contact with children, whether through school or parish activities. This is a three-hour program. It has been scheduled for a variety of times and dates throughout the South Deanery so everyone can find a time to attend.

The Commission then moved into Committee Reports. The Chairman provided an update for the Facility Committee while Mr. Hampton stepped out to attend a meeting regarding the Bus Barn. Although the amount of moisture (rainfall and melting snow) encountered recently has been extraordinary, it has caused an issue with water pooling in various locations on the ground surrounding the school. Mr. Sanders has been asked to investigate alternatives and rough estimates for providing better drainage of water from downspouts away from the school. Mr. Hampton returned from the Bus Barn meeting and provided an update regarding potential repurposing of this structure. Because the school no longer has a bus and does not require a facility to store it, a plan for repurposing this structure has been developed and estimates are being solicited. The school would be able to make use of this building. Mr. Swhear provided an update from the Technology Committee. The four-year plan has been updated and is being finalized. It should be available to the Commission at the February meeting. The Technology Committee has met with technology directors from Roncalli and St. Barnabas to benchmark how St. Jude is doing in regards to technology. Both were surprised and commended our Technology Committee for having a plan in place. Both were also surprised to learn that the school and Parish are not on the same infrastructure. There is a requirement that technology is used as part of the curriculum in order for a school to maintain its accreditation. Mr. Swhear will be asking Ms. Jane Pollard to speak to the Commission at the February meeting regarding this requirement. There have been two consultants that have been asked to provide plans for infrastructure changes. These plans exceed the budget provided for the Technology Committee. However, due to the great benefits that could be achieved by updating the infrastructure, the Parish Finance Committee may be willing to fund it. Mrs. Davey provided an update from the Marketing Committee. She will be taking the request to investigate what would be required for the school to accommodate special needs students to the Parish Council to define specifically what should be investigated. Mrs. Davey and/or the Chairman will also verify with the Parish Council at this meeting that is okay for the school to stuff the bulletins with applications for Meijer Cards. Anyone with this card can designate that a percentage of their purchase be provided to as many as three organizations. The Commission would like to see these utilized by St. Jude Parishioners to support funding various programs (e.g., continuation of the TAP program). The Vice-Chairman then provided an update on the budget. Overall, the expenses are a bit over income. School tuition collection has fallen a bit behind. Sister shared that we will need to replace both the Health and Science textbooks next year. Last year we only replaced one textbook. The Commission needs to set the Registration Fee at the February meeting, as current students will be registering for next year beginning February 18th. The PTO has \$2,000 available for a technology purchase. Per input from Mr. Swhear, the Vice-Chairman will request these funds be used to purchase three PCs. Mrs. McAllen provided an update from the Membership Committee. Mr. Hampton and Mrs. Davey will be ending their terms on the

Commission in June. The Parish Council wishes for us to have at least two members without children attending St. Jude School. At this time, all remaining members will have children in school, so both new members should not have children in St. Jude School. The process of discernment will be used to identify the new members. The first candidate should be identified no later than March to allow a smooth transition of membership.

Sister James Michael then gave the Principal's report to the Commission. Mr. Clark is looking for additional judges for the Science fair on January 28th. Please contact him if you or anyone you know is interested in helping. Report cards will be distributed on January 12th. These will include ISTEP+ and Terra Nova test results, if the student took either of those. Geography Bee will be on January 14th. Catholic Schools Week will be the week of January 31st. The theme is "Faith in every student". Various activities will take place during this week. St. Jude families are asked to participate in the Indiana Catholic Conference on Monday, January 31st at the Catholic Center from 5:30pm – 8:30pm. State legislators will be present. Information regarding this will be sent home with all students.

At this time, the Chairman asked that we put Mrs. Haltom on the February agenda regarding communication of the School Commission to school families and the Parish at large.

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