

St Jude School Commission Minutes of the Meeting Held August 9, 2005

The St. Jude School Commission (the “Commission”) met on August 9, 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; John Hovanec, Member; Mary Ann Chamberlin, Member; John Swhear, Member; Vicki Rohrman, PTO Vice-President; and, Cheryl McAllen, Secretary. Also in attendance to observe was Rose Milto, parent.

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

The first part of the meeting was a joint session with the Faith Formation Commission, giving both commissions an opportunity to meet and begin getting to know each other. Annette Calloway, Director of Religious Education, overviewed a Faith Formation Commission project that will invite the school children to participate in four special liturgies throughout the year. Ms. Calloway asked that the Commission provide any input or ideas they might have for this program. Sister asked that she be included in planning for future special liturgies so the schedule can allow the children’s teachers and her to be present as much as possible at these liturgies. The commissions then separated to conduct their own meetings.

First, the Chairman reported that the PTO and Men’s Club each provided \$250.00 allowing presentation of a \$500.00 gift to Mrs. Lynch at a faculty gathering for her retirement last spring. The Chairman also shared a very nice thank you note to the Commission received from Mrs. Lynch.

Next, the Vice Chairman and Secretary reported on the Mentor Family Night held by the PTO on August 3rd. The Vice Chairman introduced the new families to the School Commission’s purpose, spoke briefly on the Stewardship Policy, and reminded Kindergarten families that we have a new tuition collection process that does not affect them this year but will affect them next year. Each new family also received a contact list of the School Commission members with their phone numbers and email addresses. This list was also included in the bulletin the weekend of August 6th.

The Secretary then reported on ACH for Tuition Collection. The new tuition process for collecting Monthly or Semi-Annual payments from school families in Grades 1-8, per the joint decision of the Parish Council, School Commission and Finance Committee in June 2005, is in the final stages of being implemented. The feedback being received from the school families is being tracked and will be considered and incorporated into communications, forms, etc., as much as possible in the future.

Next, the Commission formed an ad hoc committee to review and make needed updates to the bylaws and standing rules of the Commission. The Secretary has these available electronically and will provide them to the Chairman. The ad hoc committee will consist of the Chairman, Mrs. Chamberlin, and Mr. Swhear.

The Commission then discerned committee chairpersons. The committees and chairpersons for 2005-2006 are as follows:

Technology	John Swhear	Membership	Cheryl McAllen
Marketing	Mary Ann Chamberlin	Facility	John Hovanec
Finance/Budget	Paul Sahn	Safety	Michael Croddy

Next, the Vice Chairman reviewed the procedure and form to be used when requesting funds from the PTO for purchases. The form has tiered expenditure levels, identifying the necessary signatures for each level. Should the level require approval by the Commission, the Commission can vote electronically with Father’s approval to prevent delay in having the request processed. This same request for funds procedure should also be followed for requesting funds from the Men’s Club for purchases.

Next, the Commission determined that an ad hoc committee to investigate what would be needed in the school to accommodate children with special needs should continue. These needs could be anything from physical to learning disability. Former member Bessie Davey had started investigating this and offered to

continue working on a special needs committee. A parent contacted the Chairman in the spring and is also interested in this participating on this committee. The Chairman will contact Mrs. Davey and speak with Julie Molloy, PTO President, to see if they would like to drive this committee and ask them to contact the parent.

The Chairman then addressed the topic of a monitoring committee. The Commission determined that a separate monitoring committee responsible for tracking how well the goals of the school are being met is not necessary as this is an activity the Commission as a whole performs. The Commission plans to again have conversations in September with the teachers to refresh the goals defined last year and identify those that should be implemented in the 2006-2007 school year so we can include them in budgeting discussions.

The Commission then heard from Sister regarding the need for additional walkie-talkies in the school. The school has two sets of rechargeable walkie-talkies now that they use for various purposes (e.g., playground monitoring, etc.). More walkie-talkies are desired so that all zones of the school can be well covered during tornado and fire drills, times of emergency (e.g., power failure), etc. The Commission determined more investigation is needed into the possible options for addressing this communication need. The school does have an existing radio with Perry Township to communicate with Perry Township in the event of power failure. Mr. Croddy will investigate possibilities for radios and a secure channel at St. Jude that would utilize the existing Perry Township system.

Next, Mr. Swhear addressed concerns of the Technology Committee regarding leaking of the air flow units in the Media Center. Both units have leaked the past two years. This ruins either the books or the computers that are stationed under each of the units. The Technology Committee would like to see a shelf or something built over the computers that would deflect any leaks. The Chairman will contact Bill Sanders regarding this and will loop in Mr. Swhear and Mr. Hovanec, Facilities Committee Chairman.

The Commission then finalized procedures for submitting committee reports electronically. Committee reports or notification there is nothing to report should be submitted to the Secretary by the Wednesday preceding the monthly Commission meeting.

Next, the Secretary provided the Commission with a calendar profiling milestone dates and key Commission activities for each month to assist with planning agendas and tracking when key deliverables of the Commission are needed (e.g., Registration fees, etc.). The Commission reviewed and provided feedback on the calendar. The Secretary will submit an updated calendar to the Commission with the minutes and agenda.

The Commission then moved to Committee reports. Mr. Swhear reported for the Technology Committee. 39 new computers have been installed for each teacher and staff member. Final connection and installation of these to a new server is being done this week. Mr. Sahm reported for the Finance/Budget Committee. With implementation of the new tuition collection process, several families have chosen to pay tuition in full up front. This eliminated difficult cash flow issues that have existed in the past for the month of August.

Sister provided the Administrative Report. There is Commission training open to all Commission members, but strongly suggested for new members, available at the Catholic Center on Wednesday, Sept. 14th at 7:00pm and at Our Lady of the Greenwood on Wednesday, Sept. 28th at 7:00pm. No registration is required. We have three new faculty members in Jim Cross (PE/Health), Susan Hancock (Title One), and Kim Elam (Kindergarten AM). Welcome! Back to school night will be Thursday, August 25th at 7:00pm in the Church.

There being no further business before the Commission, there was a motion to adjourn. The motion was seconded, and the Commission adjourned at 9:05pm.

Respectfully submitted,

Cheryl McAllen
Secretary