

## Lumen Christi School Commission Meeting Minutes

<b>Topic</b>	School Commission Meeting
<b>Date</b>	18 June 2019
<b>Time</b>	06:30 pm – Start 08:16 pm – Adjourn
<b>Attendees</b>	Kelly Fyfe, Kim Althaus, Megan DeGuire, Dave Sortino, Craig Miller, Beth Crowley, John Germano, Paul Manning, Joe Russell, Lisa Kass
<b>Absent</b>	Steve Sewart, Angie Lenzen, Patrick Harvey, Erin Strohbehn, Julie McCarragher

### 1). Welcome

- May meeting minutes approved with a motion by Beth Crowley, seconded by Craig Miller.
- This is Dave Sortino’s last meeting as President; Craig Miller will serve as the new President. Kelly Fyfe expressed her thanks for Dave’s service to the Commission.

### 2). Open Session

- No Open Session Items

### 3). “Word on the Street”

- **Parish** – Comment passed regarding the new masses in St. Cecelia Hall. For the first few weeks, Eucharistic ministers were passing out communion to impaired people in the far right seats; an elderly attendee observed this is no longer being done. Joe Russell agreed to take this back to the Pastoral Council, which was also meeting on June 18<sup>th</sup>.
- **Parish** – It was also noted that LC has been short lectors and other ministers. Question – what is the minimum age for a lector (e.g. high school?)? Joe will also take this back to Pastoral Council.
- **Eighth Grade Graduation** – Very good feedback received on the graduation, which was held in St. Cecelia Hall. It was well-coordinated, and the smaller space lent itself to an intimate gathering. Seating had been a concern prior to the event but was not a problem.
- **LC Athletics** – Registration is live for fall 2019, and the new handbook is on our website. At present, 3 non-LC students have registered; 2 of the 3 parents have volunteered to be coaches. There was decent attendance at the information sessions held, with generally positive feedback.
- **Rainbow Olympics** – Positive feedback from students and parents. Rainy weather leading up to the event made set up of the games challenging, as areas of the field were very wet.

### 4). Commission Matters

#### **Planning for 2019-2020 School Year**

- Commission will use Google Drive for all agendas, minutes, presentations and other documents.
- We will also use a Google calendar. **Action Item** – Kim Althaus will create Commission calendar.
- To use the Google Drive, you must have a Gmail account.
- **Action Item** – School Commission members send their Gmail email addresses to Kim Althaus.

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### Board Structure (Craig)

**Note** – *Please refer to the attachments on the Google Drive for more detailed information and **work to be completed by Commission members prior to September meeting.***

- In preparation for the upcoming year, and given the change in leadership, we are undertaking a comprehensive review of the Commission – mission, goals, structure, committees, etc.
- Based on review of the definitions in the Governance for a New Era Assessment handbook, we are a Consultative Board. A Consultative Board participates in the policy-making process by formulating, adapting, and recommending policy to the person with the authority to enact it. The person with authority is required to consult the board before making decisions in designated areas but is not bound by the board’s advice.
- Our primary purpose is to support the principal and represent stakeholder groups within our school community.
- Kelly affirmed this and emphasized the importance of the Commission in developing and establishing policies and procedures. It is important to have the backing of the Commission and traceability via voting and minutes. (e.g. uniform policy).
- Commission participated in an exercise that involved independently filling out a Maturity Rubric; how are we doing right now? Craig tallied the votes and group discussed each category.
- Craig will pull items that map to what the group selected in the matrix for review next time.
- Governance Assessment – Craig also introduced this document and requested members complete the questionnaire prior to next meeting. From this, we will be better informed to perform a SWOT analysis and subsequently tweak our mission, goals, and committees.

### 5). Portrait of a Graduate (Megan, Kelly)

**Note** – *Please refer to the PowerPoint briefing on the Google Drive for more detailed information*

- This new initiative will define what the “best possible self” means in our Mission Statement.
- We are asked to do many different things at our school. We want to hone in on what defines the graduates of LC, and sets us apart from other schools.
- The Portrait of a Graduate will articulate the key attributes of LC graduates, and the descriptors that define our school’s mission in terms of student outcomes.
- The Commission participated in several exercises as part of this presentation – *see PowerPoint briefing for details.*
- This initiative will engage parents, alumni, and parishioners. We want to emerge with a clear picture and message of how we prepare our students for public and private high schools.
- This Portrait will be used for marketing, curriculum, and classroom teaching.
- The administration is looking for active engagement and participation from School Commission. This will be a galvanizing project in the restructure of the Commission. **Action Item** –Commission members interested in participating should contact Kelly and Megan.
- There will likely be an organizational meeting in August, followed by Town Halls in the fall.
- Fall 2019 will be development and analysis. This temporary committee should complete its work by January –February 2020 timeframe and hand-off to School Commission for strategic planning.

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### **6). BYOD (John, Craig)**

- Technology Committee will meet in mid-July, and engage Mike Spitz as well as a middle school teacher (Laura Petrie?).
- Any decisions made need to be reached by November 2019 to allow for budgeting.
- There are different options to consider; namely school purchasing devices versus continuing BYOD with tighter administrative controls over the devices at LC.
- Follow-up information will be presented at the next meeting.

### **Action Items:**

1. School Commission members send their Gmail email addresses to Kim Althaus.
2. School Commission members to complete Governance for a New Era Assessment Tool questionnaire prior to next meeting.
3. School Commission members should contact Kelly and Megan if interested in participating in Portrait of a Graduate committee.
4. Kim Althaus will create the Google calendar for the School Commission.

### **2019 -2020 Meeting Dates:**

Sept 10, Nov 12, Jan 14, Mar 20, May 12, June 16

### **Commission Members / Committees:**

- President – Craig Miller
  - Secretary – Beth Crowley
  - Finance – Paul Manning
  - Development – Steve Sewart, Angie Lenzen
  - Evaluation –
  - Technology – John Germano, Craig Miller
  - Policy – Dave Sortino, Patrick Harvey, Beth Crowley
  - At Large – Lisa Kass, Erin Strohbehn
- Pastoral Council Liaison – Joe Russell  
Faculty Representative – Julie McCarragher