

Lumen Christi School Commission Meeting Minutes

Topic	School Commission Meeting
Date	10 September 2019
Time	07:15 pm – Start 08:48 pm – Adjourn
Attendees	Kelly Fyfe, Megan DeGuire, Craig Miller, Beth Crowley, Dave Sortino, Angie Lenzen, Steve Sewart, Julie McCarragher, Lisa Kass, Joe Russell
Absent	Kim Althaus, Paul Manning, Patrick Harvey, John Germano, Erin Strohbehn

1). Welcome

June meeting minutes approved with a motion by Dave Sortino, seconded by Julie McCarragher.

2). Open Session

No Open Session Items

3). “Word on the Street”

- **Out of Uniform Policy** – Some parents (especially in middle school grades) commented that it was difficult to find appropriate clothing for their kids (length of clothes, tightness, etc.). Is there any room for adjustment of the current policy? Kelly responded that the School Commission was involved in setting this policy. At the first out of uniform day this school year, there was only one infraction. No further comments or actions at this time.
- **Back-to-School Events** – Overall very successful. Curriculum night was well-attended. Good feedback on middle school presentations; punch card system and discipline very clear. Back to School Coffee and the Ice Cream Social were also popular events. Both were held outside and provided an excellent opportunity for families to connect and meet new people.
- **Volunteer Recruitment at Smiles and Files** – Both positive and negative feedback received. On a positive note, we were able to fill the board and engage in meaningful conversations with new families, as well as find good "fits" for parents via in-person dialogue. Recommended process improvements include:
 - Communicate expectations in advance (people did not know this was coming; people were upset/unaware that there was a requirement to sign-up before you could get your picture taken, etc.).
 - Provide a synopsis of the volunteer opportunities available in advance (e.g. what is Spooktacular? When is the pancake breakfast?). List should be broken down by daytime/evening opportunities to provide clear choices for working families.
- **Lumen Christi Time Capsule** – Pastoral Council is spearheading. Joe Russell asked if the school could come up with some ideas/objects for inclusion - could be an art project or writing project (letter to future students, predictions, etc.). Perhaps a picture of the entire student body?
- **Casino Night / Athletics Fundraisers** – Casino Night will be cancelled due to a low amount of sign-ups. Other ideas to replace Casino night include a bowling night in January 2020, student fundraisers, or perhaps an event at the new Foxtown brewery in Mequon. Steve Sewart mentioned St. Monica has pre-auction parties with sign-up boards, usually done by grade level. Even if we don't do this for Athletics, Angie Lenzen remarked we could consider for Shamrock.

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4). School Matters

Portrait of a Graduate (Megan):

- Group concurred that it makes sense to form an Ad Hoc Committee from School Commission members to participate in this process. Craig Miller and Lisa Kass will participate.
- The goal is to have a meaningful and intentional process that engages not only parents from all grade levels, but also alumni, alumni parents, and parish members.
- Kelly added that Dominican high school went through this process last year; tie-in to curriculum is a very important part.
- Given the time needed to effectively market and promote this effort, Megan revised the original project timeline and put into place a marketing timeline in order to build awareness of the Portrait of a Graduate process. Sessions will be held in mid-to-end of October.

Commission Structure (Craig):

- We are undertaking a comprehensive review of the Commission – mission, goals, structure, committees, etc.
- Commission members were asked to complete the Governance Assessment questionnaire prior to this meeting. All agreed that it was very lengthy/detailed, and that several areas did not directly apply to us. Craig collected the input received and will use when developing recommended modifications to our mission, goals, and committees.
- While the Archdiocese provides some structure for the Commission, formation and operation is really up to the individual schools. Group concurred that we should be functioning per the original intent of the Commission when established at Lumen Christi – small task forces that address specific issues/efforts outside of the meetings and then come back to the Commission and provide reports. Group also agreed that the Portrait of a Graduate process and outputs would further drive the Commission’s committee composition and structuring.

Staffing Update – New Teachers (Kelly):

- **Ms. Emily Bach (5K)** – Graduated from St. Norbert College in 2017 with a degree in Early Childhood Education. Taught 4K for two years before coming to Lumen Christi.
- **Ms. Angela Huff (Middle School Science)** – Graduated from Concordia University with a Bachelor’s degree in Biology in 2011. Obtained teaching certification for grades 1-8, alternative education certification, and Master’s Degree in Teaching and Learning. Taught 2 years for the Diocese of Green Bay and 2 years for the Green Bay Public School District.
- **Ms. Elaina Spencer (Spanish, Futura Program)** – Graduated from University of Wisconsin-Milwaukee with Bachelor’s of Science degree in Spanish and teaching license from Cardinal Stritch University. In 2011, began teaching career at St. Anthony of the Lake in Pewaukee. In 2012, added St. Eugene and Immanuel Lutheran.

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5). Committee Updates

- **Security Task Force:** Upgrades within the school this year include new cameras and key cards for faculty and staff. Physical keys for external entries are completely gone; the new key cards greatly enhance security with ability to control/disable, log, etc.
- **Technology:** Committee to meet in near term regarding BYOD. Any decisions made need to be reached by November 2019 to allow for budgeting.
- **Policy:** Continuing to explore Special Needs Scholarship Program (SNSP); will present update at November meeting.
- **Development:** Steve and Angie will follow-up with Kim.
- **Evaluation:** Committee Chair position is open. Commission discussed recruiting through school communications (e.g. HighLIGHTS). Kelly added that it would be beneficial to do a school climate survey.

6). Other Topics / Open Forum

Social Media / Photo Policy – Kelly mentioned that the school needs to develop a policy for faculty and staff covering social media and photo release. Staff would sign (opt in /opt out) to give their permission to appear on Lumen Christi social media. Commission members offered to look into their companies' policies for possible use as examples/models.

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