

Lumen Christi School Commission Meeting Minutes

Topic	School Commission Meeting
Date	12 May 2020
Time	06:35 pm – Start 08:52 pm – Adjourn
Attendees	Father Dan Sanders, Kelly Fyfe, Megan DeGuire, Kim Althaus, Craig Miller, Beth Crowley, Paul Manning, Lisa Kass, Dave Sortino, John Germano, Erin Strohbehn, Angie Lenzen, Steve Sewart, Nancy Maciolek, Julie McCarragher, Joe Russell

1). Welcome

- February 2020 meeting minutes – Kim Althaus requested a minor modification to the section on Chromebooks; affirmed. Minutes approved with a motion by Lisa Kass, seconded by Dave Sortino.

2). “Word on the Street”

- **End of Year Events** – Plans for 8th grade graduation still pending. Joe Russell has been contacted by a few parents regarding 8th grade mass/celebration. There are only 18 students in 8th grade, and there is frustration that we can hold Sunday masses starting end of this month, but not a graduation. Kelly Fyfe responded this is completely controlled by the Arch. Kim Althaus also sent a survey to families; preference was to hold an event after July 1st. Most important thing that came out of the survey was that kids want to be together graduating, not virtual, extended family’s attendance was less important.
- **Last Day of School** – there will be a parade on Jun 5th from 830-1000 with zones for grade levels.
- **New Associate Pastor** – Fr. Steve Buting. Official start is 1 July; Fr. Dan still retiring June 30th.

3). Enrollment Update – Megan DeGuire

- Total enrollment is at 323 as of May 12th.
- Graduating class is small and we are bringing in a potential class of 28 K3 students.
- 8 withdrawals – K4 to K5 (normal), 40 new students, and 4 students wait-listed for K3.
- How does this compare to last year? We are at 311 students enrolled as of today.
- Are we concerned with K3 withdrawals if school is virtual next year? Yes – it is more challenging to have virtual instruction for this age group. Teachers use videos, routines, but engagement is more limited.
- Kelly Fyfe also raised the issue of early entry into K3 and our current policies. We receive these requests every year (usually for late August birthdays). Arch policy states that someone who is not 3 cannot take the place of someone who is 3 years old. Administration will re-write policy based on Commission discussion and send out.

4). Portrait of a Graduate Update – Megan DeGuire

- Small group met March 10th, great session.
- Megan is taking information from town halls and synthesizing attributes/characteristics of graduate to put into a survey. It’s a great time to send with everyone online so much at home.
- Covid-19 has impacted this initiative.

Lumen Christi School Commission Meeting Minutes

5). Committee Updates

- **Security Task Force:** NSTR
- **Technology:** Chromebooks
 - There is likely to be a Chromebook shortage, due to distance learning
 - Angie Lenzen stated that a lot of kids just got devices, should we delay?
 - Craig Miller responded parents were given the exact specs in the policy
 - Recommend we add asterisk : If what you purchased meets current specs, you can use
 - We are requiring new 6th graders to purchase hardware through LC
 - 7-8th graders can use existing HW
 - Everyone using GoGuardian software; it is a requirement for device used at LC
 - Middle school teachers will send a video to rising 6th graders on May 22nd
- **Policy:** Special Needs Scholarship Program (SNSP)
 - No impact to SNSP – paperwork accepted and Program is on track
 - Fall numbers (seats) for LC have already been turned into state
 - We haven't pulled trigger yet on hiring, but Kelly is investigating options
 - Kelly recommended a soft mention, with more details in the fall. Commission concurred
- **Finance:**
 - Received approval for tuition freeze for next school year. It is important to keep families engaged, especially with economic impact of Covid-19.
 - Commission discussed budget scenarios for next year based on what happens with school re-opening
- **Development:** NSTR
- **Evaluation:** NSTR

6). School Re-Opening Plans:

- Kelly Fyfe is in discussions and meetings with a network of principals. MTSD is meeting on May 27th, will be discussing three models: Normal, Hybrid, Virtual.
- Kelly stated we are well-positioned regarding the square footage of each classroom; parish has also offered space.
- Goal is to get smaller kids into building. How do we keep small kids apart?
- We want to do as much as we can to get kids in building and be as safe as possible.
- Teacher contracts went out, along with an additional document from Arch regarding Covid-19. All were signed and returned back; we are in a good place with staffing.
- What can Commission do to help?
 - Logistical – Policy reviews
 - Parent Pulse – what do we have to do differently?
 - Nancy Maciolek recommended Breakout Sessions with parents and teachers
 - Julie McCarragher responded this would be very helpful for teachers
- Commission discussed and agreed to Top 5 Area. Kelly will introduce in this Sunday's Chat:
- 1- Social Emotional Wellness
 - Needs of child
 - How were needs met? Or not met?
- 2 - Learning Experiences

Lumen Christi School Commission Meeting Minutes

- Curriculum assessment
- Platforms - content
- Methods
- Assessments
- 3 - Logistics
 - Distance Teaching
 - Schedules
 - Cleaning
 - Lunch, recess
 - Face masks
 - Volunteers
- 4 - Community Connections
 - How did we maintain relationships
 - How do we keep families engaged for next school year
- 5 - Parent Perspective
 - Parent input
 - Supported?
 - Feedback - surveys
- 10 parents, 2 staff members
- 1 hour zoom meeting after this school year concludes
- Parents may sign up for one; sign up for more as space permits. We can also look at overflow sessions

Commission Members / Committees:

Please see attached School Commission Member Terms document

- President – Craig Miller
- Secretary – Beth Crowley
- Finance – Paul Manning, Open
- Development – Steve Sewart, Angie Lenzen
- Evaluation – Nancy Maciolek
- Technology – Craig Miller, Open
- Policy – Dave Sortino, Beth Crowley, Erin Strohbehn, Lisa Kass
- Pastoral Council Liaison – Joe Russell
- Faculty Representative – Julie McCarragher