

**Lumen Christi School Commission  
Meeting Minutes**

<b>Topic</b>	School Commission Meeting
<b>Date</b>	10 November 2020
<b>Time</b>	06:33 pm – Start 09:04 pm – Adjourn
<b>Attendees</b>	Father Matthew Jacob, Father Stephen Buting, Kelly Fyfe, Megan DeGuire, Kim Althaus, Craig Miller, Beth Crowley, Angie Lenzen, Paul Manning, Steve Sewart, Dave Sortino, Nancy Maciolek, Lisa Kass, Julie McCarragher
<b>Absent</b>	John Germano, Joe Russell

**1). Welcome:**

The Opening Prayer was offered by Father Stephen. Minutes from the September 2020 School Commission approved with a motion to accept as given by Angie Lenzen, seconded by Julie McCarragher. Commission concurred.

**2). Open Session:**

**i). Teacher Time Relief - Introduction (Kelly Fyfe)**

Kelly Fyfe stated we were blessed for the first 8 weeks of school in that we had no positive cases at LC. Since then, we have been very busy with COVID. We have a great plan in place, and all of the hard work and preparations done over the summer have definitely paid off.

The teachers continue to do an amazing job but are reaching a breaking point. Kelly was approached by teachers, and met with them over the past few weeks to hear their concerns and brainstorm proposals for providing the teachers with more time. Any adjustments to the school calendar need to come through School Commission. Teacher representatives are here tonight to present the proposed plans.

**ii). Teacher Time Relief - Teacher’s Perspective (Krista Wegner and Erin Wermers)**

Erin Wermers stated that the teachers are grateful to be face-to-face for learning this year. However, it is overwhelming at every level for the teachers - developing instructional content, differentiation, interventions, pacing, students in and out of virtual learning based on required quarantines, etc. Additionally, teacher prep time has been cut by ~19% on average. Teachers are literally with their classes the entire day, including lunch and recess, given the cohort model in place. Teachers often have to contact the office or other teachers/aides for a restroom break. Teachers are asking for more time.

Four proposals:

1. Add half days
2. Add early release days, which would align with plans MTSD has put in place
3. Bring in volunteers to cover lunches and recess
4. Hire additional staff

Nancy Maciolek replied that the teachers are doing an awesome job, and added that the parent feedback that has come in via the Feedback Forum echoes this sentiment. Craig Miller asked if the additional time in the proposals would be enough.

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**3). Closed Session:**

**i). Teacher Time Relief - Commission Discussion:**

- Teachers need more planning time, ideally in their classroom without students.
- Teachers would prefer time where they do not have to prep for the coverage, like they are required to do with substitutes.
- Goal is to keep the kids in school.

**ii). Teacher Time Relief - Commission Recommendations:**

The following plan was put forth with a motion to approve by Kelly Fyfe, seconded by Angie Lenzen. All Commission members concurred. Kelly thanked everyone for their time, energy, and comments.

1. Incorporate six (6) early release days into the current school calendar, starting in December 2020. Admin team will check on MTSD busing and select days that best fit into LC schedule and align with MTSD.
2. Recruit parent volunteers for lunch/recess to give teachers some relief during the day. 18 total volunteers sought per day (6 each for younger, middle, & upper grades).
3. Admin team will also look into hiring two staff members to supplement volunteers and potentially provide additional teacher time relief.

**iii). Selection of Virtual Learning at the Start of a Trimester:**

- Families may "opt in" to virtual learning at the start of a trimester.
- **If you enroll your child in virtual school, you are committing your child to that learning model for the entire trimester.**
- If your child is currently enrolled in virtual school, you will still need to complete the form.
- LC's Re-launch Policy will be updated to reflect this guidance for Trimesters 2 & 3.

Motion to approve by Nancy Maciolek, seconded by Julie McCarragher. All Commission members concurred.

**iv). Short Term Virtual Learning due to Emergent Health Issue (s)**

- For a student to go virtual (other than the "opt in" at the beginning of a trimester), it must be COVID-related.
- For Middle School, if the teachers are informed by 3:30 pm, the student may begin virtual learning the following school day. After 3:30 pm, it will be a one school day hold to give teachers adequate time to prepare and for students to review the Virtual Handbook.
- For Grades 5 and below, there is no change to the protocol. Students that are awaiting COVID test results for themselves or a family member will not transition to virtual. Transition to virtual will be when there is a positive case diagnosis or the student is identified as a close contact.

**v). School Closure Threshold and Holiday Breaks:**

- The school will remain open unless we do not have an adequate level of staff to support instruction.

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- The school will NOT go virtual between Thanksgiving and Christmas break, unless current LC policies are superseded by State mandates.
- The school will not require a family to quarantine before or after a trip. The families may choose to quarantine, similar to when a family excuses their child to go on vacation, but the students will not be put on virtual during this time.

### **4). School Matters:**

#### **i). Tuition '21-22 (Kim Althaus):**

- Tuition increase planned for last year was not put into place (frozen in spring during shutdown). We will look to use the one we had planned for this year.
- We are in good shape now; we did phenomenal on last year's Shamrock, and our enrollment is good – we are over our forecast, and tuition is on plan.
- Shamrock remains a big question for 2021.
- Need to consider COVID expenses – staffing, cleaning, etc.
- Finance Committee will meet between now and the next Commission meeting in January 2021, where tuition will be further reviewed.

#### **ii). School Uniform Policy (Annual Review, Kim Althaus):**

- No requests for review of policy

#### **iii). School Calendar, Preliminary Thoughts '21-22 (Kelly Fyfe):**

- Kelly is working on calendar for next year; she will bring back to next meeting in January 2021.
- Looking at moving to a standalone calendar, where every year would be the same.

#### **iv). Portrait of a Graduate Update (Megan DeGuire):**

- Megan reported that a wonderful virtual meeting was held
- Attributes include: Disciple of God, Critical Thinker, Effective Communicator, Compassionate Citizen
- Another meeting will be held to develop objectives from these attributes

### **5). Committee Updates:**

#### **No Committee Updates**

### **6). Adjournment:**

We have received nothing but positive comments from parents regarding this school year, and LC's protocols in place for handling COVID. Julie McCarragher added that the teachers really appreciate the support from parents; it does not go unnoticed.

Father Matthew thanked everyone for their understanding and for continuing to provide for the school. Father offered the Closing Prayer.

Julie McCarragher made a motion to adjourn, Nancy Maciolek seconded. Meeting adjourned.

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### **2020-2021 Meeting Dates:**

January 12<sup>th</sup>, March 9<sup>th</sup>, May 11<sup>th</sup>

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

- President – Craig Miller
- Secretary – Beth Crowley
- Finance – Paul Manning
- Development – Steve Sewart, Angie Lenzen
- Evaluation – Nancy Maciolek
- Technology – Open
- Policy – Dave Sortino, Beth Crowley, Lisa Kass

Pastoral Council Liaison – Joe Russell

Faculty Representative – Julie McCarragher