

**Lumen Christi School Commission
Meeting Minutes**

Topic	School Commission Meeting
Date	12 January 2021
Time	06:35 pm – Start 08:42 pm – Adjourn
Attendees	Father Matthew Jacob, Kelly Fyfe, Kim Althaus, Megan DeGuire, Craig Miller, Beth Crowley, Paul Manning, Angie Lenzen, John Germano, Dave Sortino, Nancy Maciolek, Lisa Kass, Julie McCarragher, Joe Russell
Absent	Steve Sewart

1). Welcome:

The Opening Prayer was offered by Father Matthew Jacob. Minutes from the November 2020 School Commission approved with a motion to accept as given by Angie Lenzen, seconded by Nancy Maciolek. Commission concurred.

2). COVID Update:

a). Review of Cohort Model

- Kelly Fyfe stated that we had two cases at the school last week that necessitated the quarantine of two classes. In the middle school, there were parents questioning whether their child was truly a close contact that required quarantine.
- Julie McCarragher provided teacher feedback; do we want to put teachers' energies toward logging or teaching? If we change the cohort model in middle school, there will be much more tracking and logging required. Kelly stated that if the cohorts were changed, it would be by Math groups, less impact but trade-offs. Another question was if we could make the students stay in quadrants. This would be very difficult, need to value emotional needs, interaction.
- Julie added that kids are social - they play on playground, they have to be kids. It is hard to micro-manage this, and it is not an efficient use of teacher time. We are doing everything we can to keep the children safe, and the teachers are asking for us to continue what we're doing.

School Commission concurred that LC will keep all cohorts as-is. If there are additional cases, we will call a Special Session to re-evaluate.

b). Policy Review: Return to School (7 Days vs. 10)

- Request to re-evaluate school policy regarding return to school for close contacts. LC has adopted the return after 10 days model (with no test). Change would enable close contacts to return to school after Day 7 if the close contact is tested on Day 5 of quarantine or later. Negative test result documentation would need to be provided to the school. In the situation of whole class quarantine, the return to school will be dependent on the status of the teacher's return. Paul Manning added this is consistent with CDC guidelines.
- Kim Althaus stated that it can be difficult to obtain the appropriate documentation for a negative test result (sometimes it is a phone call, documentation varies widely). Kelly Fyfe added the admin team would need to track individuals, with a workload that is already very heavy. Can this be adequately managed? Kim concurred that it would be a labor intensive process requiring a lot of follow-up.

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- Father Matthew added there is a 3 day variation between the two models. To be safe, and on a level comfortable with parents, the current 10 day model is the prudent approach.
- **Proposal A** – return to school after Day 7 with negative test & teacher caveat: 2 votes
- **Proposal B** – return to school after Day 10 with no test: 7 votes

School Commission concurred with Proposal B, keeping Return to School model at 10 days. Kelly Fyfe stated we will re-visit at every meeting.

c). Policy Review: Families Selecting Virtual Outside of Trimester Opt-In

- There is a family that wants to enroll in virtual outside of the opt-in period. They are willing to commit through the end of the year.
- Will this open the door to more people asking?
- Angie Lenzen recommended a family should come before a board of Admin members and teachers.
- Julie McCarragher stated that it is really by individual case basis – depends on child, family, etc.

Motion given by Nancy Maciolek that anyone desiring to enroll in virtual outside of the opt-in period must contact Kelly Fyfe and attend a zoom meeting with Administration and teachers, to make a collective decision for the rest of the year. Motion seconded by Angie Lenzen. School Commission unanimously approved.

d). COVID Vaccine

- Health Department is currently vaccinating Group 1A, transitioning to 1B early March. LC has provided our numbers to the Department, parish employees also eligible, ~70 employees.
- LC is not requiring that employees are vaccinated, but it will be offered to everyone.

e). Update: Lunch/Recess Coverage for Teachers

- Kim Althaus reported that we had volunteers, but it was sporadic; we were not able to fill all spots consistently.
- We are putting this on hold for now, looking for other ways to give teachers relief, perhaps find a smaller group of people to commit? Parents would rather be outside than in classroom.
- Angie Lenzen added that as this is now a slower time of year, should we ask again? Nancy Maciolek recommended the school recruit a group of people to do any grade.
- Julie McCarragher responded that the teachers did appreciate the breaks when they had them; they moved things around so everyone had breaks.
- Julie added that the half days have also been very beneficial and appreciated by teachers.

3). School Matters:

a). Registration 2021-2022 (Megan DeGuire):

- It is the time of year where we are gearing up; re-registration begins January 18th; new families can register on January 31st. No big ad push, no open house. Scheduled tours on the 30th with empty building, tour guide and adults.

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- Assuming we still have social distance rqmt, we will be at 324, forecast ~322. 338 is total capacity, ~18 seats. Requests that exceed capacity will be put on waiting list. Adds: current families, temporary leave, preschool pulls.
- Refer a Family program also discussed. Given the unusual circumstance with COVID, and families going out of and coming back into the school on a more frequent basis, the school's recommendation is to suspend this program for a year.

**Motion to suspend Refer a Family program for upcoming school year given by Angie Lenzen.
Motion seconded by Nancy Maciolek. School Commission unanimously approved.**

b). Portrait of a Graduate Update (Megan DeGuire):

- Megan is very appreciative of all of the hard work done by those involved in this effort.
- Attributes looked great; next step is for teachers to take a hard look.
- We also plan to have a professional editor review for consistency in voice and tone.
- Attributes will help us better evaluate what we're doing, makes what we're doing measurable.

c). Policy Update – 3K-5K Early Admission (Megan DeGuire):

This is currently what is in the handbook under admissions. We would add the "*" and remove "Early Entrance Policy" paragraph:

- Admission to three year old kindergarten ("3K"), four year old kindergarten ("4K") and five year old kindergarten ("5K") and first grade:
 - No child may be admitted to 3K unless he/she is 3 years old on or before September 1.
 - No child may be admitted to 4K unless he/she is 4 years old on or before September 1.
 - No child may be admitted to 5K unless he/she is 5 years old on or before September 1.
- * The school principal may consider a child for early entrance into 5K on a case per case basis.

Motion to accept Early Admission Policy update given by Nancy Maciolek, seconded by Angie Lenzen.

d). Special Needs Scholarship Program (SNSP) (Kelly Fyfe):

- Kelly reported that the program is full with all seats. We have a list of students for next year
- Kids are making gains, but it has been a bit rocky with COVID protocols – it has been challenging to find time and physical space for classroom teachers and therapists to meet.
- LC needs to recommit by March 1st

School Commission concurred with proposal to continue SNSP program at LC next year.

e). School Calendar for 2021-2022

Kelly Fyfe presented two proposed versions of the School Calendar for next year:

- Draft 1 includes a 10 school day Christmas break; Draft 2 includes an 8 school day break.
- Draft 1 has students starting Tuesday August 31, Draft 2 starting Wednesday September.
- Draft 1 has our last day on Thursday June 9, Draft 2 ending on Wednesday June 8.

Draft 1 – 7 votes

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Draft 2 – 2 votes

School Commission concurred with Draft 1 for the 2021-2022 School Calendar.

4). Committee Updates: No Committee Updates

5). Adjournment:

We may need to reconvene for a Special Session, but otherwise it is business as usual with the next meeting in March.

Thank you to PA for all of the support to our teachers!

2020-2021 Meeting Dates:

March 23th, May 11th

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