

**Lumen Christi Catholic School
School Commission Meeting Agenda
Tuesday, November 13, 2018 / 6:30 pm**

Attendees – Megan D, Craig M, John G, Dave S, Julie M, Kim A, Kelly F, Joe R, Beth C.

- 1) Welcome
Call to order at 6:54pm. Minutes approved with motion by Craig, second by Julie.
- 2) Open Session
 - a) No open session topics
- 3) “Word on the Street”
 - a) Twilight Trivia – change of style was not well received.
 - b) New schedule for younger kids (multiple recesses) – transition has been going well, behavior seems to be improving.
 - c) Calendar questions – Why we start before Labor Day instead of after Labor Day (unlike public schools)? Common spring break (MTSD going forward with this as are most Ozaukee schools). Something commission can consider going forward – Possibly position some options of calendars and then get feedback from school families. Calendar development begins in December with a vote by Commission in January.
- 4) School Matters
 - a) Request for feedback on Report Card procedure
 - i) Overall positive feedback – was fairly quiet (Kim and Kelly)
 - b) Enrollment update (2019 forecast)
 - i) Update provided by Megan - **See handout for full details**
 - ii) Change in acceptance of transfers recently – has also attributed to keeping those numbers steady (more background review, etc.)
 - iii) We are built for a max of 36 students per class. That would be max capacity.
 - iv) Potential to have realtor brunch and “refer a family” program to kickstart again to help with additional enrollment
 - c) Update on School Annual Fund
 - i) Will follow same process as previous years. Will be sent after Thanksgiving. Goal is \$50,000. We are already at \$5,000 from Baird through a matching gift program.
 - ii) Plan to also send link via email in December.
 - d) Review of Marketing materials (Megan)
 - i) 3k/4k review, mission branding
 - ii) New Years card to prospective families with invitation to “Open House” – Possibly target Catholic Formation to also send cards to
 - iii) Looking to also target community newspapers, Milwaukee magazine, M magazine.
 - e) Request for feedback on Field Trip payment procedure (up-front flat fee)
 - i) Kim investigating possibility have just having a flat fee payment for field trips. Kim will be looking at numbers and see if it makes sense. Current process is tough with collecting payments and issuing refunds (when necessary).

- f) Assessment and grading beliefs and practices
 - i) Mandatory adoption of these practices in 2019/2020 school year.
 - ii) December 4th is initial meeting with principals of schools
 - iii) Archdiocese is working on communication plan to discuss transition
 - iv) Will be mandatory for K-8th
 - v) More information to come in January
- 5) Committee Updates
- a) Security Task Force
 - i) No new updates. First wave of reimbursement submitted and received. Next in January.
 - ii) Requirement for lock down drills twice a year. First drill was September 27th at 10am. Was very successful. Second one will be after Christmas.
 - b) Evaluation Committee update
 - i) Traffic in feedback forum about a month ago.
 - c) Finance/Budgeting Committee update
 - i) No new updates. Getting together ahead of January meeting to discuss tuition and budget. This year's budget is tight. Unexpected technology expenditures.
 - d) Technology Committee update
 - i) Kelly had meeting with Kevin Reitman. Meeting to follow with Craig and John before January.
 - e) Policy Committee update
 - i) Grant money discussion – Additional discussion around the opportunity for special needs grants (public versus private). Next steps to setup meeting to review.
 - ii) Wisconsin Choice (private schools) – income level of family of 4 with average income of \$55,000/yr. Kelly looking to see if that is an option to submit for the grant. Needs additional review to see if this is viable.
 - f) Development Committee
 - i) No new updates
- 6) Adjournment
- a) Meeting adjourned at 8:41pm

ATTACHMENTS

2018-2019 Meeting Dates: Sept 11, Nov 13, Jan 8, Mar 12, May 14

Commission Members / Committees

- b) Secretary – John Germano
 - c) Finance – Paul Manning
 - d) Development – Steve Sewart, Angie Lenzen
 - e) Evaluation – Robin Handal
 - f) Technology – John Germano, Craig Miller
 - g) Policy – Dave Sortino, Patrick Harvey, Beth Crowley
- Pastoral Council liaison – Joe Russell, Doug Borys