

Christ the King
School Board Meeting
May 9, 2017
Minutes

- I. Call to order – Attendance: Leah Hardy, Pat Hemmer, Pam Fahey, Fr. Joe Ring, Paul Hartmen, Theresa Maggiore, Becca Loschen, Rod Hollenstine, Trisha Perks; Guest: Officer Chris Stout; Absent: Chris Butler, Michelle Smith
 - a. Opening Prayer- Fr. Joe

- II. Approval of Minutes
 - a. April Meeting

- III. New Business
 - a. Crisis Management Plan: Officer Stout – Pam brought Officer Stout in as a law enforcement expert on school safety and security. He had the opportunity to review our school crisis management plan and offered a variety of insights and suggestions for improvement. He noted that if there ever is an incident on school property and the police become involved this document will be entered into evidence. He stated that every aspect of school safety and security needs to be addressed and that nothing should be left out. He suggested that instead of using any sort of code words (that may be confused) to instead use plain speaking terms if there is a security issue. The document must also look at all sorts of issues such as domestic violence, bomb threats, terrorism, and false alarms. He suggested that CTK use a walkie-talkie system that all staff members carry at all times while at school. There should be channel 1 for regular use by school office, parish office and custodial staff and channel 3 for emergencies. This way if teachers are not in their rooms when an event occurs they will be notified. He noted that continuous training by all staff and substitute staff is needed. The school also needs to look into securing a second location that students can go to in case there is an event. This location needs to be outside of the school/church campus since the entire area will be in lock down by the police. Pam will continue to work with Officer Stout to modify the document and implement the necessary changes and training.
 - b. School Board Meeting Attendance – Bylaw reminder – It was noted that board members may call in to participate in a meeting if they are out of town. Members are also reminded that they need to notify the Board President in the event of an absence.
 - i. Article IV, Section 3. a. of the bylaws states: ‘Any member not in attendance for two (2) regular meetings in a year will relinquish membership on the Board unless, in the Board’s opinion, a reasonable excuse for these absences has been given.’

- IV. Principal's Report – Please see attached report: highlights include the CTK summer school is a go with 71 kids signed up for June this includes 5 teachers and 2 aids and the school is targeting our CTK parishioners who have school aged children with information about CTK and all the educational opportunities we can offer to them.
- V. Father Joe's Report – Father brought up that last year we organized school service days. He will talk with John to determine if we should look to organize this again in July or wait have put a list of jobs together for our Church Community service days in the fall.
- VI. Subcommittee Reports
 - a. Fundraising: Theresa & Paul
 - i. Raffle Report – Paul submitted a detailed raffle report to the board. We had 40% of our school families who did not participate in selling raffle tickets. He noted that if those 98 families had sold the minimum of 4 tickets we would have raised an additional \$9800 for the school. We again addressed making the selling mandatory and it was agreed that this should be included in next year's school packet. Father suggested we create Parishioner Packets and send 4 tickets home per family. They will be available for pickup after masses and then mailed home to those not picked up. This could increase sales significantly. The committee will also work with Jessica in writing survey questions for school families and will hold a meeting to follow-up with the results.
 - b. Budget & Finance Liaison: Rod – No report
 - c. Governance: Michelle – No report
 - i. Add Booster Club language to bylaws
 - ii. Long Range Plan - review & update quarterly
 - d. Development & Marketing: Becca & Trisha – No Report
 - e. Sports Advisory: Pat – The committee met to review coaching applications for the 2017-18 school year.
- VII. Future Business
- VIII. Next Meeting: Tuesday, June 6 @ 5:45 pm
 - a. Final Meeting of the School Year & Officer Elections
 - i. Chair, Vice-Chair, Secretary (See bylaws for responsibilities)
- IX. Adjournment