

St Luke School Commission

# Monthly Meeting 9.25.24

Pastor: Fr. Chad Green

Principal: Rick Boyle

Executive Board: Monique Cohen, Chair; Eric Blom, Vice-Chair; Elizabeth Buchner, Secretary;  
Commission Members: Adam Fluckey, School Finance Chair; Stephanie Wall, Parents' Club  
President; Scott Coil; Lacie Hansen; Anna Liza Lopez; Bryan Presto; Young Ritzo; Erica Knauf Santos;  
Jason Therell; Frank Trieu; Jackie Zevenbergen

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**25 SEPTEMBER 2024 / 4:00 PM / St Luke Parish Center**

## AGENDA

### Opening Prayer

**1. Call to Order**

- The meeting was called to order at 4:04 pm
- Opening prayer prayed as a group

**2. Roll Call: All present except Scott Coil**

### Presentation/Training

**3. Role and Responsibilities of School Commission: Pam Schwartz, Archdiocese of Seattle**

- Primary purpose of Catholic education: to share the Gospel with the children
- Purpose of a school commission: to ensure fidelity to mission, academic excellence, and operational vitality
- The commission is consultative only. Pastor and principal are obligated to listen to the advice of the commission, but they are not obligated to follow it
- Matters for the Commission to advise on: GOVERNANCE - strategic, vision, and policy matters
  - School's mission statement - should be reviewed annually
  - Financial & strategic planning
  - Campus master plan
  - Launching a capital campaign
  - Tuition levels
- Principal's domain: hiring decisions, personnel matters, student discipline, day to day budget, curriculum & instruction. These matters are outside the commission's purview.
- Disagreements should be respectful and outside of meetings, members should be positive regarding what is happening at the school
- Record & maintain meeting minutes
- Commission should have non-Catholic members to represent diversity

- Committee work: budget/finance, 5 year strategic plan, tuition structure, marketing/enrollment/fundraising, review/revise by-laws, compensation study, facilities plan/capital campaign, annual surveys & data review, principal search, policy review, member recruitment & selection
- Visibility: Page on website with contact info and meeting minutes; attend/speak at important events; post updates in newsletter; solicit feedback through annual survey
- Set annual goals, determine plan to achieve, reflect on progress, set new goals/evaluate based on 4 NSBECS domains, and communicate with community
- Refer to John Sullivan to discuss creating an endowment to help fund teacher salaries

### **Election of Executive Officers**

#### **4. Executive Officers: Chair, Vice-Chair, Secretary**

- Chair: Elizabeth nominates Monique for chair, Eric seconded. Monique accepted nomination. All in favor, none opposed.
- Vice-Chair: Elizabeth nominates Eric; Lacie seconds. Eric accepted. All in favor, none opposed.
- Secretary: Monique nominates Elizabeth; Erica seconded. Elizabeth accepted. All in favor, none opposed.

### **Briefings**

#### **5. Pastor's Report: Fr. Chad Green**

- Appreciates the welcome over the past several months. He is settling in and getting to know the new parish family.

#### **6. Principal's Report: Rick Boyle**

- IB coordinators will come to our next meeting to talk about our role with the re-authorization for IB. We will be submitting documentation and a report this year in preparation for the onsite and reauthorization next year.
- Great first Parents Club meeting last night
- Friday night is community event
- Launching parent education series
- Rick will be retiring after this year. His replacement must be Catholic, and he recommends we find someone who has IB experience. We should consider hiring someone to shadow Rick for at least a portion of the third trimester of this school year. Pam Schwartz (from the Archdiocese) will support the process of searching for a new principal.

### **Discussion and Possible Action**

#### **7. Commission work plan and committee, 2024-2025:**

- Search committee for new principal will need commission members
- Strategic plan (review what is in place). Do we want to let the new leadership team create a new strategic plan?

- Finance committee: the committee is ready and wants to kick off the endowment — the process is a year out at this point.
  - They suggest we do a feasibility study and hire a consultant to do this.
  - A question was raised about uncertainty around partners in the gospel and how that may dissuade people from donating to an endowment campaign.
  - Committee feels a sense of urgency with Rick still here this year, but retiring; may possibly lose donors who have close relationships with him.

### **Other Business**

- Commission dates and times: we meet the 4th Wednesday of the month from 4-6 pm. No December meeting.
- Finance committee meets every other Monday
- Action items: read NSBECs 2nd edition and let its four domains resonate (standards, benchmarks). We will form subcommittees based on domains.

### **Closing Prayer**

- Closing prayer
- The meeting was adjourned at 5:58 pm