

Meeting minutes for March 21, 2018

BOTCE voting members present: Christian Keneipp, Lauren Dressman, Kathy Carnes, Sara Franxman, Denny Sketch, Emily Hannah, Meghan Sandfoss

BOTCE non-voting members present: Jill Lonnemann, Chris Newman.

The meeting was called to order with a prayer by Christian Keneipp.
Last meeting's minutes were reviewed and accepted.

Principal's report:

- Accreditation binder is finished.
- Mrs. Lonnemann attended a school safety presentation with the other Diocesan principals and are using the information as they plan for SPX school safety and response. Administration is working on retraining teachers for CPR and first aid.
- Changes to the school and parish entrances are being considered.
- Attended the KAGE (Kentucky Association for Gifted Education) conference.
- Diocesan academic competition - SPX had students place in every subject.
- Enchanted Evening was a large success.
- Next school year's budget is still being worked on.
- Tentative enrollment is 693 (417 families) for next year.
- April 16th-blessing of the playset.
- SPX will now offer a discount on tuition for SPX teachers' children.

Guests: no guests

Committee reports:

- 1) Public Relations-no report.
- 2) Religious Education-Jesus Day retreats are upcoming for 2nd graders and preparations are in full swing for Holy Week.
- 3) Safety-see Principal's report.
- 4) Strategic Planning- no report.
- 5) Technology-technology carts are being replaced, some projectors are being replaced, some new ChromeBooks are being bought for incoming 5th grade.

Old business:

New business: Policies 101, 102, 202, 300, 402, 406, 410, 411, 503 (previously Policy 401) were discussed for changes and edits with new drafts written and approved by board. See below:

Policy 101 Policy for Open Meetings – Approved by Botce with indicated changes.

All meetings of the board shall be open meetings. However, the Board shall have the right and duty to convene in executive session when the matter to be discussed is of a sensitive nature. An executive session may be called at any time at the discretion of the chairperson. During board meetings, only those persons whose petition has been approved by the chairperson and included in the agenda of the meeting shall have the right to address the board, unless waived by a majority vote of the voting members present.

Executive sessions are not open meetings.

Policy 102 Keeping Policies Current – Approved as is.

All approved policies shall have an effective enforcement life of seven (7) years from the date of approval. If a policy has not been reviewed or adopted by the Board of Total Catholic Education, and approved by the pastor, by that date in which it was officially accepted, the policy will be recommended to the pastor for rescission.

Policy 202 Handbooks – Approved as is.

Each school and/or parish program under the auspices of the Board of Total Catholic Education (BOTCE), Parish and School Administration, shall have a Handbook. This includes: St. Pius X School and PSR.

Policy 300 Acceptance of Students into the Preschool PSR **Preschool Sunday School Program –
Approved with update to name of program.**

Students are accepted into the **Preschool Sunday School** program for 3, 4 and 5 year olds provided the parents or guardians are members of St. Pius X Parish. Children of non-members will be considered on an individual basis provided there is space in the program for that child.

Students must be toilet trained prior to attending **Preschool Sunday School** classes.

Policy 411 Anti-Bullying/Harassment Policy – Approved by Botce with indicated changes.

St. Pius X will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. St. Pius X will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.

Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, **repeated**, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Put-downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Internet Use/Blogging/Social Media/**Communication**

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. St. Pius X reserves the right to discipline students for off-campus conduct.

Policy 503 PSR Teacher Compensation - Approved by Botce with indicated changes.

St. Pius X will compensate PSR teachers in grades 1 – 12 **8** in accordance with a set scale. To maintain this standard set by St. Pius X Parish, teachers must be certified within five years of

beginning work in the PSR Program. BOTCE **The DRE** shall review compensation periodically **annually with the finance committee and pastor.**

Policy 402 Registration Fee - Approved by Botce with indicated changes.

St. Pius X School charges a nominal fee at the time of registration for the next school year. The fee is non-refundable, but the fee is applicable to the **tuition** and school fees for the following year for grades K-8. The amount of the registration fee will be set annually by the school administration.

Policy 406 Refund of Prepaid Tuition - Approve with indicated changes.

Families withdrawing their children from St. Pius X School during the course of the school year must pay in full tuition through the end of the month of withdrawal. Any prepaid tuition will be refunded as of the first of the next month based on a nine (9) **twelve (12)** month year, with the first month being September **July**. (Example: A family withdraws on January 14. If the total annual tuition has been paid in advance, the family would receive 4/9 **5/12** of the total paid as a refund.) All bank charges and late fees are not refundable.

Policy 504.2 401 Acceptance Sacraments Of Out Of Parish Children Into St. Pius X School -

Approved by Botce with indicated changes, including reassignment of the policy section/number.

Families who are not active registered parishioners at St. Pius X Parish may send their children to St. Pius X School provided the capacity for each grade level has not been reached.

These conditions govern acceptance:

1. There must be space available without depriving an active parishioner's child(ren) from attending St. Pius X School. Acceptance of an out of parish student in one year does not guarantee acceptance in subsequent years.
2. Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for an out-of-parish child(ren) to be enrolled in St. Pius X Parish, a letter must be presented to the school **pastor** before final registration from the student's pastor/pastoral administrator stating that he/she is aware that the child is attending school at St. Pius X and that they will expect the children to

return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for families who are not active registered parishioners at St. Pius X Parish to send their children to St. Pius X School, room must be available as outlined in Policy 404.5. In addition, a letter must be presented to the school before final registration from the student's pastor/pastoral administrator stating that he/she is aware that the child is attending school at St. Pius X and that they will expect the children to return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

Mrs. Lonnemann will present the draft policies to Father Baiju for final approval. The meeting was ended with a prayer. The next meeting will be held April 18 at 7pm.

Respectfully submitted, Lauren Dressman - BOTCE Secretary