

**St. Stephen the Martyr  
Board of Education Minutes  
February 16, 2010**

**Attendance:** Dr. Dave Peters, Mary Maguire, Joyce Snowden, Greg Youell, Al Zach, Sue Knier  
Sandra Jameson

**I. Opening Prayer:** The meeting was called to order with a prayer.

**II. Approval of Jan. 19, 2010 Minutes:** The minutes were corrected and approved.

**III. Religious Education Report:** Mary Maguire

- A. Calendar items were shared.
- B. The Board of Education was thanked for the refreshments offered during Catechist Appreciation.
- C. Plans for Lent, including service opportunities, Reconciliation, and Stations of the Cross were shared.
- D. Sacrament preparation for First Communion and Confirmation is going well.
- E. Registration for Vacation Bible School (High Seas Expedition) will begin in March.
- F. Registration and planning for R.E. 2010 – 2011 will begin in March.
- G. Staff members have attended workshops on anti-pornography and cyber bullying.
- H. **Youth Ministry**
  - 1. The Feb. 6 Parent's Night Out had a low turnout. The Youth may not offer a night out at this time of year next year.
  - 2. Lenten activities include the Ash Wed. Soup Supper, a Seder Meal on Feb. 21, Youth Stations on Good Friday, and Teen Bible Study and FISH groups.

**IV. School Report:** Dr. Dave Peters

- A. Calendar items were shared.
- B. School Advisory Committee began looking at possible changes in the handbook for next year.
- C. The names of students who have earned Catholic High School Scholarships were shared. SSM students did well, especially considering that a smaller number of students took the entrance exams this year.
- D. An update on the installation of Smart Boards was shared. SSM is about halfway to their goal in this regard.
- E. Talks continue with school uniform companies.

**V. Pastor's Report:** Al Zach on behalf of Fr. Tiegs

- A. The BOE has been invited to attend the Children's Scholarship Fund annual luncheon.
- B. The Finance Council has set tuition rates for the school and Religious Ed. for next year. They will be announced later this week.

**VI. Old Business**

- A. The timeline for Parent/Staff evaluation surveys was discussed. An email will be sent out the first week of March, with a request that surveys be completed by March 15.
- B. Board of Education Policy Manual Review and Revision

1. Second round approval was given for the following BOE policies:
  - 1001 – Annual Review of Policies
  - 2030 – Teacher Associates Assignments
  - 3000 – Admissions Guidelines
  - 3005 – Tuition Refund Policy
  - 3020 – Evaluation of Certified School Staff by Principal
  - 3050 – Eighth Grade Washington, D.C. Fundraiser
  - 3051 – Student Eligibility for the Eighth Grade Washington, D.C. Trip
  - 3055 – Nuisance Items
  - 3610 – Classroom Assignment Policy
2. Policy # 2015 – Contract Renewal for Certified School Staff was deleted from the Policy Manual on the advice of the archdiocesan attorney.
3. Revisions to Policy #4005 and #4015 were discussed. First round approval was given to updates of the following BOE policies:
  - Religious Education Section**
  - 4005 – Refunds
  - 4015 – Tuition Remission

The following policies were reviewed:

- Religious Education Section**
- 4000 – Religious Education Enrollment Policy
- 4020 – Class Size
- 4025 – Tuition Assistance
- 4027 – Suspension of In-class Religious Instruction
- 4030 – Approval for Extra Materials Used in Class
- 4040 – Expected Behavior of R.E. Catechists/Volunteers
- Sacraments Section**
- 5005 – First Reconciliation and First Communion
- 5010 – Confirmation
- Youth Ministry Section**
- 6005 – Supervision and Chaperones
- 6010 – Drivers for Youth Ministry Events
- 6015 – Consent to Treat/Release from Liability
- 6025 – Reporting Accidents and Injuries
- 6030 – Crisis Planning Procedure
- 6040 – Suspension of Participation in Youth Ministry Events
- 6050 – Use or Possession of Alcohol or Drugs
- 6060 – Weapons

The following policies still need to be reviewed:

- Religious Education Section**
- 4010 – Religious Education Tuition and Fees
- KidZone Section**
- 7000 – Requirements for Admission and Retention
- 7010 – KidZone Enrollment Policy

**VII. New Business:** The schedule for Board of Education elections was discussed. Board members were encouraged to seek out candidates.

**VIII. Adjournment and Prayer**

