

## Minutes

In Attendance: Father Michael Wimsatt, Sister Marie Hannah, Sister Mary Grace, Mechelle Buckman, Kevin Blain, Lori Jarboe, Matthew Hobbs, Chris Bauer, Duane Kristensen, Sam Kiger, Brandi Lusk, Emily Graham, Danika Peak, Shellee Godfrey, Greg Lee, Emily Graham

Absent: Father Loi Pham

- I. Opening: The meeting was called to order at 6:00 pm followed by an opening prayer by Father Michael Wimsatt. Roll call was completed via sign-in sheet. A motion to approve minutes from our previous meeting was approved by Kevin Blain and seconded by Matthew Hobbs.
- II. Presentations:
  - A. Celebrations
    1. The School Board welcomed Sister Mary Grace and celebrated Sister Marie Hannah's new assignment and her service for 6 years to Saint James.
    2. A surprise party is being planned for Andy's birthday (more details to come).
    3. Community Picnic planning underway, August 27th
- III. General Reports
  - A. Principal:
    1. Sister Marie Hannah introduced Sister Mary Grace and shared the experience she will bring to the school. She also shared updates for MAP testing. She shared that all grades are well above the national average in all subjects. Every grade level made positive growth in all subjects. She specifically shared that in Math (K-8) 6/9 are at or above the 65<sup>th</sup> percentile and 2/9 are at Blue Ribbon status. For Reading (1-8), 7/8 are at or above the 65<sup>th</sup> percentile and 4/8 are at Blue Ribbon Status. For Language Usage (3-8), all are at or above the 65<sup>th</sup> percentile (not a requirement of the Blue Ribbon criteria). Math is a key focus for the school.
    2. 8<sup>th</sup> graders will travel to Northern Kentucky and Cincinnati on Thursday, May 19<sup>th</sup> for a class trip. Sister will attend.
    3. May 25<sup>th</sup>: Amy Alicna Award Presentation following School Mass at 8 am, Staff recognition, Knighting ceremony (new tradition for outgoing 8<sup>th</sup> grade class to pass on expectations to younger class)
    4. May 26<sup>th</sup> is the last day of school. Awards ceremony for grades 4-8 will occur at 8:15 am and 8<sup>th</sup> grade clap out will occur at 9:30 am. K-3 awards will take place at 9:45 am. Early dismissal will occur at 11:30 am. Graduation mass will take place at 6 pm.
    5. "Households" are being set up across grades for the new school year to increase camaraderie and leadership between grade levels 6-8. Eighth grade students will be leaders of the "houses".
    6. Purple Star Award: We meet the qualifications and will be applying. Many military families look to see if a school has this honor when deciding on a school for their children.
    7. Bourbon raffle is a great opportunity to earn significant funds for the school through Give 270. (See Jennifer Moran for more details.) This is an annual event.
    1. A national Eucharistic Revival is Set for 2022-2024, starting in June and culminating in a Congress in Indianapolis (possible to bring parishioners). Opportunities will be made available at Saint James over the next 2 years to celebrate Jesus being present with us in the eucharist.

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B. Pastor

2. Father discussed Father Loi's first anniversary as a priest coming up on May 29<sup>th</sup>.
3. Father said he is coming up on 2 years, started with Saint James in August of 2020. He is finishing his chaplaincy training for the army reserves (mid-June). Other priests will be helping with the Mass schedule during that time.
4. Bus transportation is moving forward for the new school year.
5. Father recommended the verbiage "A Day of Recollection" vs. "Retreat" for the board meeting to start the new school year.
6. Father shared that Father Bill died this date (was pastor here through 1997 and retired from the Cathedral in 2011).

IV. Standing Committee Reports

A. Policy and Planning:

1. Board Member Training: The Board is interested in providing an orientation for the new school year for current and new Board members like the one held in June 2019 at the convent. It was requested that the Superintendent of the Louisville Archdiocese Schools be invited as a facilitator. The main template we used to put our handbook together was from the Archdiocese of Florida, so potentially we can reach out to them for ideas. There are also several webinars for education for the Board for teambuilding.
2. Results from Survey and "Knight of News": Consistency with discipline across the school, summer camps/extracurriculars and communication were common themes. Google Form themes and paper responses (71 responses) were consolidated to gather this information and will be sent out in a communication to families.

B. Mission Advancement (covered by Sister Marie Hannah and Kevin Blaine):

1. Still seeking a new Chair since Leah Abang has had to step down; Sister shared that candidates will be filtered through the Executive Committee then to the Board for replacement of Committee Chair positions.
2. Top goals for 2022 are of outreach to local Catholic Parishes (i.e., through social media, ambassadors) and transportation to increase YOY enrollment via school bus services. During Kentucky Gives Day, our goal was to raise 50K and we raised approximately 78K to fund the bus service for the 2022/2023 school year. Approximately 20 students will be using this service.
3. SJS Enrollment: Projecting 343 students K-8 (up from 317 this year), meeting our goal. We also received 49 applications still in process; 79 preschoolers.
4. A focus on highlighting Catholic high school opportunities to families while at SJS was discussed. The outgoing 8<sup>th</sup> grade class has 10-11 students committed to Bethlehem and 1 student committed to Saint Xavier. The rest of the class is committed to the following schools: Central Hardin: 12, John Hardin: 2, and Elizabethtown High School: 8-9. Opportunities for Catholic High Schools to share information at SJS events was discussed as a good way to parents to make informed decisions for high school choices.
5. A volunteer committee has formed and February 4<sup>th</sup>, 2023 is the next Black and White Knight (dinner, dancing, silent auction, raffle, SJS Distinguished Alumni Award). Goal is to net 80K and funds will be unrestricted and be incorporated into the school budget for the following fiscal year.

C. Finance

1. The fiscal year's budget has been approved (goes into effect in July).
2. The committee focus this past school year has been on tuition affordability, staff salary reviews, cafeteria options and providing transportation for our families in Meade County. For buses, we budgeted 50K; using Bushfire Services with buses out of Vine Grove. Ms. Straney is our bus driver. Insurance/Lease is approximately 35-36K.
3. A scholarship is in discussion for an 8<sup>th</sup> grader committed to attend a Catholic High School
4. The Finance Council meets tomorrow, 05/18/22.

D. Building and Grounds

1. Summary of activity: This past year some focus areas were recurring budget items and the school's maintenance manuals.
2. Erecting a pavilion is a discussion item. The Knights may chip in on the cost.

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- E. Subcommittee Report: Technology: This past year, focus has been on computer replacements vs. the possibility of spikes of forced computer replacements. ChromeBooks should need to be replaced about every 3-4 years, Desktops every 4-5 years, and printers and monitors as outliers for the cycle. Kevin shared the annual budget (July start) should contain a replacement budget for technology. Black and White Knight funds should only have to be considered for needs over and above general maintenance. A technology plan is due by the end of the month.
- F. PTO
1. New PTO President is Morgan Barry. She will start attending next year.
- G. Teacher Representative
1. Kindergarten and 1<sup>st</sup> grade will visit the zoo in Louisville following a clap out for the SJS graduating seniors on Monday, May 23<sup>rd</sup> (Mass with Archbishop Shelton Fabre at the parish will take place at 6 pm.)
  3. Preschool graduation is scheduled for Tuesday, May 24<sup>th</sup>
  4. Mrs. Peak discussed how the “houses” will help to keep consistency with school rules and expectations across grade levels.
- V. Ad Hoc Committee Reports
- A. Nominating
    1. No further notes. The Executive Committee serves as the nominating committee for the time being and can evaluate if a separate committee would be beneficial in the future.
  - B. Safety: No Report
  - C. Health: Sister discussed COVID strategies remain the same, mask-optional.
  - D. Blue Ribbon: See notes from the Principal’s report.
- VI. Action Items
- A. For the 2022-2023 school year, the Board Chair agreed to hold meetings on the third Tuesday of each month at 6 pm at the school.
  - B. Executive Committee should set a time to discuss open committee positions and to vet potential candidates to be presented to the Board.
  - C. Explore adding a Sports Mass for our school athletes and their families.
  - D. Set a date for an orientation for the Board for the start of the school year to set the direction and goals for the school year. Lay out our calendar for the school year and a long-range plan. Focus on teambuilding and the mission of Catholic education and developing a strategic plan that reflects that. Pull the goals of each committee together.
  - E. Discuss implementation of a scholarship for an 8<sup>th</sup> grader going to a Catholic High School this year forward.
  - F. Form a team to explore the possibility of erecting a pavilion as a capital project. It would be helpful for picnics and school activities. Discuss location of the pavilion to be close to kitchen for cooking purposes and where it can be safely erected. Discuss cooking vs. seating needs vs. outdoor classroom needs.
  - G. Explore a more in-depth survey during the next “Knight of News” in the Fall on the key themes indicated (i.e. communication, discipline). Also invite all the Catholic High Schools to send a representative/set up a table at this event.
- VII. Closing: The meeting was closed with a prayer by Sister Marie Hannah. The next meeting is set for Tuesday, September 20<sup>th</sup> at 6 pm. (NOTE: Date was moved to Thursday, September 29<sup>th</sup> at 6 pm at SJS due to a scheduling conflict.)

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