

Minutes

In Attendance: Sister Mary Grace, Kevin Blain, Matthew Hobbs, Emily Graham, Morgan Barry, Greg Lee, Heather Paynter, Danika Peak, Lori Jarboe.

- I. Call to Order: The meeting was called to order at 6:00 pm followed by an opening prayer by Sister Mary Grace
- II. Consent Agenda: A motion to approve minutes from our previous meeting was approved by Kevin Blain and seconded by Matthew Hobbs.
- III. Visitor Discussion: No visitors
- IV. General Reports
 - A. Pastor – Father Mike was unable to attend.
 - B. Principal
 - A survey was conducted in November survey that included 100 parents, 100 students, and 20 staff for K-8. Results across the diocese were presented. Sister shared SJS overall scores compared to other schools in the archdiocese. SJS was right up there or over the score compared to Archdiocese and Cognia Network.
 - LeAnn Nicholson came to SJS on January 9th and 10th. She focused on lesson planning and aligning the lesson plans with SJS objectives. She also held a workshop after school on writing. Teachers also had an opportunity to observe each other.
 - Enrollment has begun for 2023/2024 new families. There are 52 new applications so far. Re-enrollment for existing students begins in February.
 - C. Board Chair
 - A meeting was held with Sister Mary Grace, Shelley Godfrey, and Brandi Newman to talk about goals and objectives of the Health and Safety Committee. Sister and Mrs. Newman pulled all the safety information that can find for SJS and distributed to Kevin to share with the committee.
 - In talking to Mr. Kiger, all is going well with the athletics in the 2022/2023 school year. The new goal is to seek nominations and establish a working athletics committee for the upcoming 2023/2024 school year.
 - D. PTO
 - Catholic schools' week is coming up. We have several things planned for students and teachers.
 - We're currently planning donuts with dad and muffins with mom
 - Fall fundraisers have been great
 - Slowly starting to recruit new PTO members for next year.
 - E. Teacher Representative – All is going well. The teachers benefitted from having the visit from Mrs. Nicholson. It was interesting and informative to observe each other in a classroom setting.

CULTURE

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COMMUNITY

Saint James families and staff, in partnership with our priests, parish and neighboring communities, inspire our students to:

~Be disciples and evangelize to others who may not know Christ or His Church~

~Become responsible leaders in service to others~

~Foster a love for life-long learning~

~Enter young adulthood as people of integrity, virtue and holiness~

V. Standing Committee Reports

- Policy and Planning – Emily Graham shared a draft policy on civility for the board and administration to review. The policy breaks down the following: Board Intent, Preparation of Employees, Behavior Standards, Employee Options, and References. The board briefly discussed. Father, Sister, and Mrs. Godfrey will take it into consideration for possible implementation.

Sister requested that the Policy and Planning Committee look into SJS policy on school absenteeism.

- Finance –Budget discussions will start after the first the year for upcoming fiscal year. The board, teachers, and staff are welcome to share any budgetary requests with the committee for consideration.
- Mission Advancement – Heather and the committee worked with Jennifer Moran to prepare for the Community Breakfast. The committee identified and helped recruit invitees that matched up with 8th graders. There were some lessons learned and new ideas for next year regarding recruitment, mentor program, etc.
- Buildings and Grounds
 - RFP due mid-March to replace the HVAC system in the office area. Hope to have estimates for the new year budget. Can be a compete replacement or repair, letting them come in and evaluate the system.
 - It has been noted that the parking lot lighting may not be sufficient for winter early morning drop-off, and events after dark. Committee is going to look to evaluate the lighting and go from there.
 - The front and side parking lot was resurfaced summer of 2021...and the blue line drive was sealed summer of 2021. Looking to seal all of it, including the cul-de-sac and drive to Hutcherson this summer.
 - The air walls between the gym and the cafeteria don't work properly. They are difficult to use, so they don't get used as often as they would. Finance council gave the committee the go-ahead to do research and look for replacement.

VI. New Business - none

VII. Action Items

- A. Policy and Planning Committee research absentee policies.
- B. Hold Health/Safety committee meeting
- C. Be thinking about FY23/24 budget needs

VIII. Closing: The meeting was closed with a prayer by Sister Mary Grace. The next meeting is set for Tuesday, January 28th at 6 pm.

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