



October 18, 2022
5:45 pm-7:30 pm
SJS Art Room

Minutes

In Attendance: Father Michael Wimsatt, Sister Mary Grace, Shellee Godfrey, Kevin Blain, Matthew Hobbs, Emily Graham, Danika Peak, Greg Lee, Morgan Barry, Heather Paynter; No visitors were in attendance.

- I. Call to Order: 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.
- II. Consent Agenda: A motion to approve minutes from our previous meeting was approved by Kevin Blain and seconded by Greg Lee.
- III. Visitor Comments: N/A
- IV. General Reports
 - A. Pastor – Bill Geoghegan will turn 101 on All Saints Day. He plans to attend the Wednesday Mass at the school, where there will be a celebration for him. He has been a daily communicate for over 40 years and serves as a model for all of us on how to live our faith. Mrs. Peake offered the idea of a spiritual bouquet. School Masses have gone well with good attendance from visitors. Looking to start Penance service for students.
 - B. Principal – We just finished a successful first quarter. Everyone has worked very hard.

We have focused on five school wide goals this year.

1. Mission and Catholic identity across curriculum and programs
2. Unity, consistency, collaboration across grade levels
3. Faculty and parent faith formation
4. Communication to all stakeholders and relationship building
5. Bridging the academic gaps from COVID–Student engagement and MAP Growth

Teachers have been working to align their goal setting with the school-wide goals. The archdiocese has set 3 goals for teachers: Catholic identity, goal of their choosing, and student engagement.

This week Sister and Shelly started observations. They'll do this in both the Fall and Spring semesters. Faculty meetings are being held twice a month to give more opportunity for collaboration. Common planning periods are being scheduled for teachers and their collaboration partner. We have an education consultant on board that is coming November 7 to walk through classrooms. She'll come back a couple more times throughout the year. Rita French was hired as a learning coordinator. Rita brings professional expertise and has agreed to come 4 days a week in the Spring semester (2 days a week currently). We are shifting some of Audrey's job duties to Rita, which will allow Audrey to do more counseling.

Enrollment/ Admissions Update:

- We currently have 407 students PreK through 8th grade. 325 K-8.

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~Become responsible leaders in service to others~

~Foster a love for life-long learning~

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

- New student in 5th, another interview coming soon.
- Applications for new families start November 1. We won't accept new students until April, after current students reenroll. Open house is scheduled for November 16 for all prospective new families. Middle School has had several workshops on Friday's mornings. Central Hardin came and did one on careers. Bethlehem came out and did a presentation on the school. Next Friday EPD is coming to talk about internet safety.
- We're also looking forward to upcoming "Trunk or Treat", All Saints Day Mass, saint wax museum.
- This year our Veteran's Day celebration is being coordinated by our Veteran's Committee, and we're planning a big celebration.
- Scholastic bookfair is second week of November.
- Academic teams are getting going.
- Chelsea is working on quarterly events for families.
- Christmas movie night is scheduled for December.

Notes from Vice Principal:

- Prior to the start of the school year, the administration team reviewed grade level progress over past years and discussed the movement of staff to positions that would facilitate building rigorous instruction at all grade levels. As a result, teachers were placed in grade levels based on their strengths in the classroom. The school has seen great strides in collegial partnerships between teachers. Time has been allocated for both grade level meetings daily and grade span meetings during faculty meetings throughout the year.
- Planned zoom meetings with teachers in grade span faculty meetings happening twice this year with NWEA MAP (Northwest Educational Association- Measure of Academic Progress) consultants to help teachers look deeper into MAP score reports and focus on targeted instruction in the classroom with students needing intervention. Zoom meetings was held September 28, 2022 and scheduled again immediately following the Fall assessment window and in February, after the Winter assessment window.
- Mrs. Rhodes is now our reading interventionist, trained in the Orton Gillingham approach to phonemic awareness. Using the "push in" model, the interventionist is going into classrooms to deliver OG instruction to students in grades 1-3. Classroom teachers are implementing station teaching (small group rotation) when the interventionist is in the classroom. All students in grades K-3 are receiving OG instruction. Kindergarten teachers are leading their own instruction in OG with students. The OG approach will help students bridge gaps in reading fluency. We're already seeing significant growth in reading.
- A literacy coach has visited and worked with the reading interventionist to help implement OG instruction within the station teaching model used in the primary grades.
- Primary grades are focusing on math fact fluency and number sense to address gaps in mathematics.
- Tutoring in reading and math is offered for grades K-5 based on MAP performance. Efforts have been made to ensure the focus of instruction during tutoring sessions is face to face instruction and not just IXL.
- A math interventionist is working with students in middle school who are struggling with the content. In addition, the math interventionist is working with the math teachers to write instructional (curriculum based) pacing guides to ensure all standards are addressed during the academic year. This is happening for grades 6-8. The math interventionist and math teacher also provide tutoring for students.
- Student support services are provided by Associates in Pediatric Therapy, Baptist Health, and Heartfelt Solutions. These companies provide SJS with two speech therapists, two occupational therapists, an ABA therapist, and contracted social-emotional and academic testing services as needed through a state licensed psychologist.
- Teachers are required to turn in lesson plans weekly with standards and learning objectives.
- Teacher observations and classroom walkthroughs will be conducted throughout the year.
- Regarding Blue Ribbon status, MAP cut scores will be released soon. In the Spring, 2 of 6 grades qualified in Math. This Fall, 3 of 6 grades qualified. We're moving in the right direction. We have many things in motion to get SJS back to Blue Ribbon Status.

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- C. Board Chair – Just wanted to thank everyone for their participation in the kick-off meeting back in September. Dr. Bowling was very impressed by the participation and member’s willingness to actively participate and do what they can for SJS. All board chairs are encouraged to meet at-least every other month. A board annual calendar was distributed that might aid in committees setting annual goals and target dates for specific items.
- D. PTO – Morgan reported that the PTO has had very successful fall fundraisers. These included the SJS golf scramble, picnic games, fall fundraiser, spirit store, and spirit nights at Zaxby’s and Marks Feed Store. The grandparent’s reception was also a success with a great turnout. Coming up soon we’ll have the “Trunk or Treat”, Red Ribbon Week, Santa’s Shop, and spirit night at Texas Roadhouse. An idea was brought up to consider a raffle for one free SJS tuition. That idea is going to be explored. Morgan closed by asking that we get the word out about sharing any social media posts to boost engagement and viewers.
- E. Teacher Representative – Mrs. Peake reported that the first quarter has gone very well. The teachers have been working very hard, especially in the efforts of collaboration. The morale with teachers is positive. The additional faculty meetings have been helpful.

V. Standing Committee Reports

- A. Policy and Planning – The committee has not yet met but plans to soon. Discussion was held regarding Fall Break for the 2023/2024 school year. Both Hardin County Schools and Elizabethtown Independent Schools plan to have their Fall Break on the 2nd week of October 2023. The committee recommends that SJS do the same for consistency for the region. The board agreed, and we do not expect for that to be an issue with the archdiocese. The calendar will be discussed in more detail in the December and January board meetings.
- B. Finance – The parish finance council will be meeting 10.19.22 to make final decisions on tuition rates for the 2023/2024 school year. A draft rate sheet was distributed that presented 5 options: no increase, 1%, 1.5%, 2%, and 2.5% increase. The board discussed briefly and felt it reasonable to not increase tuition given to strong financial condition of the parish and school. Rates for catholic families have not increases since moving to the tuition model, and there has only been very slight increases to non-Catholic families.
- C. Mission Advancement – The committee has not yet met but plans to soon. A meeting is scheduled for 10.21.22 with Sister and Jennifer Moran to discuss goals for the committee. Jennifer has a lot of good things going in regards to Mission Advancement and the committee will be a tremendous help to her.
- D. Buildings and Grounds – The committee has not yet met but plans to soon. The gym floor will be replaced over the summer with new markings and SJS logo. Michael Menold is a new member of the committee and has HVAC expertise and has been working with Andy Padgett on the SJS system. The committee plans to start identifying, estimating, and prioritizing capital projects for the upcoming budget discussions in early 2023.

VI. New Business

- A. Mission Statement – Through thoughtful consideration and research, Sister proposed to the board a reconsideration of the SJS Mission Statement.

The current mission statement:

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

- a. *Be disciples and evangelize to others who may not know Christ or His church*
- b. *Become responsible leaders in serving others*
- c. *Foster a love for life-long learning*
- d. *Enter young adulthood as people of integrity, virtue, and holiness*

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Many organizations also have “vision statements” to help guide them. The SJS vision statement would state that we want our students to become: Joyful Disciples, Life-long Learners, and Virtuous Citizens. Based on this vision statement, and the 9 Characteristics of Effective Catholic Schools, a new SJS Mission Statement is proposed:

As a community animated by the Gospel of Jesus Christ and faithful to the teachings of the Church, Saint James Catholic School partners with families who desire an integral, academically excellent education in faith and reason, culture, and life. The faculty and staff foster the gifts of every student and form them by teaching and personal witness to seek the truth and choose the good which leads to a life of true freedom as sons and daughters of God.

The board was in favor of the new proposed mission statement, to go into effect immediately.

- B. School Improvement Plan – The National Standards and Benchmarks for Catholic Schools sets forth the qualities of an effective Catholic School in 4 domains:
- Catholic Identity
 - Governance and Leadership
 - Academic Excellence
 - Operational Vitality

The Archdiocese of Louisville introduced a new process for School Improvement Plan, which was unveiled in September to the principals. Goals are to be set for each of the NSBCS’s four domains. Annual plans will be created and will be “living documents” to be edited/improved as needed. These plans are to be practical but effective, with careful consideration to not overwhelm teachers.

St. James School Improvement Plan–Draft Goals:

Catholic Identity: Incorporate teachings of the faith across the curriculum and ensure all curricular materials are in support of teachings of the faith; Faculty and Parent formation

Governance and Leadership: Develop an instructional leadership team to ensure a school culture that embodies the school mission and vision, analyze school-wide data to plan for continual improvement, and establish and support networks of collaboration (PLCs).

Academic Excellence: Increase engagement and motivation of all students in order to promote student achievement.

Operational Vitality: Analyze effects of school improvements and additional student support personnel on student achievement; Make budgetary decisions with a focus on student improvement and school enrollment.

VII. Action Items

- A. Committee Chairs to set up regularly scheduled meetings with members.
- B. Start identifying the goals and objectives of the Ad-Hoc Health/Safety Committee
- C. Start the discussion about an Ad-Hoc Athletics Committee to support Mr. Kiger.

VIII. Closing: The meeting was closed with a prayer by Father Mike Wimsatt. The next meeting is set for Tuesday, November 15th at 6 pm.

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