

Family & School Association Meeting Minutes
April 9, 2019
7pm Cafeteria

I. Call to Order

II. Prayer

Heavenly Father, we thank you for this day and the school family for which we serve. We gather today and ask that you guide us to discuss matters openly and help us find inspiration through your presence. God of all wisdom, may our thoughts and actions reflect your will as we strive to love you and our neighbors more perfectly. Amen.

III. Roll Call

Jackie Moreno, Tammy Walberg, Michaela Barrett, Becky Dufern, Pamela Kelly, Carrie Stock, Fernanda Benavente, Caroline McCarthy, Grace Smith, Christi Marcheschi, Chris Scaravalle, Kathryn Boudart

I. Review of Minutes from January 15, 2019 meeting: Secretary, Lily Meyers

The minutes from our last meeting were posted online for your review, are there any questions or comments?

Approval of Minutes: Motion in Favor

V. President's Report: Julie Furmanski

Thanks for being here, I appreciate your time. As we move into the last few months of the school year, FSA continues to be quite busy and truthfully this is kind of when it gets fun. We can now enjoy the fruits of the labor from so many of our volunteers. Through the generosity of our families we have had success with our fundraising efforts this year, so thank you. This success of course can be measured in dollars but it's also measured in the community that we create. In our revised streamlined fundraising programs were designed around fostering the community that SJS does so well. I am excited to share with you later this evening a few of the items that we would like your vote on and your support.

I would like to take a quick moment to acknowledge Kristen Wentink and Christine Chodil, as you know they will be rolling off the board at the end of this school year. I have thoroughly enjoyed working with both of you and working with such smart, organized and kind ladies. You both poured so much time and talent into your rolls, so thank you. As we look ahead I am excited to announce our new FSA officers, Jackie Moreno as Vice President and Tammy Walberg as Treasurer will make excellent additions to our board. Lily and I are both excited to start working with you both.

During last year's final meeting, all the talk was about change and the many changes taking place around our organization and so we find ourselves at this final meeting of the year on the brink of many more changes. I would like to acknowledge and offer my sincere gratitude to Mrs. Pappas. The former Parents' Club and FSA has enjoyed your support and participation for the past 14 years and as I embarked on this role, having such a close relationship with a principal is not a given, but here at St. James our organization has been blessed to have that, so thank you. I wish you happiness in your next chapter. As we wait the appointment of a new leader here at St. James, FSA stands

ready to assist with the transition and look forward to advancing the directives of our new leadership.

VI. Principal Report: Mrs. Pappas

As usual, the first thing to say to all of you is thank you for all that you do. The search committee is hard at work to find the next leader at St. James School. Please continue to pray that we find a great leader.

It is Aspire Testing week and all is going well, there will be makeups for those couple of kids that came in late.

Holy Week is next week and everyone is invited to all of our services here at St. James.

Easter Week is the NCEA Convention and we will be off for a few days. Special thanks to FSA for paying for our transportation. Thirty seven teachers will be attending the convention, thirty two of us are going on a bus we have rented, all of our teachers are so grateful to FSA.

VII. School Council Report: Julie Furmanski for Lisa Woods

We will be voting on updates to our bylaws and constitution in tomorrow's meeting, most of the updates focus on bringing our policies in line with our current practices. Lisa and Chris McKissack have done a lot of work on that. Mrs. Pappas has communicated to us that in response to parent feedback **blue shirts will be allowed for 5th grade girls**. School council has requested that once the church is finished, we be allowed to use the gathering space more to promote our school and athletics and Fr. Matt was receptive to that idea. Please feel free to reach out to school council members with feedback, we strive to be a positive between the parent community and our school's administration. Meetings are open for all parents to attend and listen and minutes are posted in the St. James website, our next meeting is tomorrow at 7 pm in the parish conference room. at any time, we

VIII. Treasurer's Report: Kristen Wentink

As of March 31st, 2019:

Account Balance: \$115,347.61

- Anderson Book Fair
 - o Sales totaled approximately \$10,500.
 - o Received \$2,038 in cash back to SJS.
 - o Received \$600 in book retail value.
 - o Purchased Apple Mac computer for library with funds for \$1,249.00.
- Daddy Daughter Dance
 - o Income totaled \$6,575 (registration and corsage sales).
 - o Expenses totaled \$2,525.
 - o Generated a profit of \$4,050.
- Spirit Wear from Orientation Day sale generated a profit totaling \$1,550.
- Ladies Night Out
 - o Income totaled approximately \$53,000 (pending final reconciliation of numbers/Faith Direct fees).
 - o Expenses totaled approximately \$7,500 (one outstanding expense)

- o Profit of approximately \$45,500.

Expenses for January – March:

- Special Lunch
 - o January - \$1,378 to Jimmy Johns
 - o February - \$1,194.05 to Buona Beef
 - o March - \$1,709 to Culvers
- Catholic Schools Week
 - o \$1,135.50 for student gifts
 - o \$171.45 for student ice cream
 - o \$244.16 for staff luncheon
 - o \$675 for staff flowers
 - o \$500 awarded to Mrs. Dillon for Heart of the School Award
- Miscellaneous
 - o \$560.84 for new recess equipment purchased by chair Tammy Walberg
 - o \$680 to Addison Fire Protection for CPR devices for health office staff
- Other
 - o \$25,000 will be donated (as we do every May) to the SJS technology fund

IX. Committee Reports: Vice-President, Christine Chodil

1. Dawn & Brad Christel & Annie & Bill Gazda will be taking over Comedy Night.
2. Special Lunch is looking for a shadow co-coordinator...someone who would shadow 2019-2020 and take over the program in 2020-2021. At our meeting Tammy Walberg and Chris Scaravalle agreed to be the coordinators for 2020-2021. Thank you both!
3. LNO is moving to an alternating annual schedule - i.e. two members will roll off, and two members will join so that there will always be two experienced Chairs. Thank you to Caroline McCarthy & Pamela Kelly for volunteering to Chair LNO.
4. Box Tops Gina Heuer reported that we should be receiving a check for \$365.90 coming with in the next week or two. So far 4th grade is in 1st place, 2nd grade is in 2nd place and 5th grade is in 3rd place.
5. Bulldog Press Kelly Klopp has been busy as the first graders made a book with Bulldog Press. First Communion books will also be made as we have done in the past. There will also be some books for kindergarten that will be worked on. She will be photographing the kids and with their books to put in the Fodder and on social media. Kelly is looking for a committee head to take over Bulldog Press since she has been in doing it for the last two years.
6. Parent Led Mass is this coming Friday Grace Sullivan from Faith Formation Committee sent out a Sign up Genius in the hopes to get enough volunteers but we ended up with more volunteers than we had room for and we are having them be in charge of hospitality. We encourage everyone to come, we have also invited all new registered families and this gives us an opportunity for the current families to welcome the new families.

X. Old Business

- a. Thank you to Anne Maloney for organizing CSW activities (and getting the luncheon rescheduled!) We look forward to celebrating soon: Teacher Appreciation Day, Administrative Professionals Day, and National School Nurses' Day with gifts and generosity from our families! Thank you to Michaela Barrett and Irene Jimenez for organizing that for the non homeroom staff.
- b. Our Anderson's Book Fair was a success. It was decided that all profits from this event would benefit the SJS Library. Our profits were approx \$2k. Already purchased was a new Mac computer to help manage our collection and ease check in/out. Thank you to Jennifer Hartman & Becky Dufern for coordinating this event. We did also get two authors, one from Anderson Book Fair and the other one was sponsored by a parent.
- c. LNO was another fun and successful night! Thank you to the Chairwomen: Kally Walsh, Emily Hill, Melissa McKissack, Liz Paddack as well as many, many volunteers who put in untold hours planning, ordering, preparing, decorating, cleaning, etc.
- d. The Health Office has received their new CPR watches.
- e. 5th Grade Rocket Club has been "launched!" Deacon Hahn had reached out to FSA and he had some young rocketeers interested in starting a rocket club and we were able to help with some money to get that up and running. It was \$150 and at the end of year picnic, we will witness the rocket launch. We were happy to be able to support that.
- f. Educational Tech purchases: students have been enjoying the opportunity to learn about and work with a green screen, Merge Cubes, Sphero Bolt robots, a 3D printer, Code-a-pillars, and Bee-bots! Check out the Friday Fodder for the short video showing the students in action!
- g. Committee chairs throughout the year have gone above and beyond to run their events and we are so thankful! We wish everybody a smooth and steady finish to the end of the year! Special thanks to the committees working with our 8th graders these last couple of months. Congrats to the Class of 2019!

XI. New Business/Voting

- a. Please note: Effective immediately, ALL contracts must go through Barbara Krawczyk in the Parish Office. No parent can enter a contract big or small, no exceptions. Barbara has committed to review them quickly and get back to us in a timely manner if need be.
- b. New Committee Opportunity: SJS Outdoor Environment Committee (aka volunteer(s) that plants and maintains decorative pots at the school and office entrance.) Pots were purchased a few years ago, FSA can offer a small budget to purchase plants, need to put plan together for watering during Summer months. Kathryn Boudart stepped up and will head this committee, thank you Kathryn.
- c. April 23 & 24, the Office of Catholic Schools has mandated all schools attend the NCEA conference. Therefore, all of our SJS teachers will be traveling downtown for this conference. I was made aware that the teachers had to pay their way to get to/from the conference. They proposed getting a bus and I proposed we cover this expense. The Board unanimously voted to cover \$750 (allowed in by-laws) and bring the remainder to vote. Total: \$1340 **Motion in Favor.**
- d. Graduation Dinner Dance: It was decided last year to cover the cost of youngest or only graduating Bulldog in perpetuity. It was also decided that each year, based on available funds, we would vote to cover the entire graduating class. Total: \$1000 **Motion in Favor.**
- e. Water Bottle Filling Water Fountains: With the completion of the Church, the Parish Center will be more available for sporting events. Additionally, the filling stations will improve hygiene at the fountains, reduce spread of illness, encourage students/faculty/guests to drink water, overall cleanliness of water fountains (less water splashing all over attempting to fill water bottles), less plastic if water bottles are used. I am proposing 4 stations. Total: \$6500 **Motion In Favor.**

- f. Proposed amendment to the FSA By-Laws: Due to our revised FSA meeting schedule, inquiries and requests come in all the time not just a week in advance of our general meeting. Our current bylaws state (According to Article VIII Finances), “Unbudgeted expenses between \$200-\$750 must have majority approval of the Board of Directors.” I propose increasing this amount to \$1500. Therefore, “Unbudgeted expenses between \$200-\$1500 must have majority approval of the Board of Directors.” Frankly, this is for administrative ease. I would like the Board to be able to react to requests in a timely fashion. **An amendment to the by-laws requires two-thirds vote of the members of the FSA present at a general meeting. Can I get a show of hands for approval? Motion in Favor.**
- g. I’d like to warmly welcome our new Vice President and Treasurer to the board of the Family and School Association to wrap up our final meeting of the year. Thank you to Jackie Moreno and Tammy Walberg for accepting the responsibilities of being Vice President and Treasurer! Over the next couple of months, Christine & Jackie and Kristen & Tammy will be working together towards a smooth transition. **Motion in Favor.**
Welcome, Jackie & Tammy!
- h. Annual Fund Committee Pam Kelly and Carrie Stock are heading this new committee and we proposed that they have an Operating Budget of \$2500 for marketing towards 2019-2020 school year. **Motion in Favor.**
- i. Children’s Bibles for Second Grade Students celebrating their First Holy Communion were proposed by Christi Marcheschi from the Faith Formation Committee, the cost for 2019-2020 and 2020-2021 classes was \$2500. **Motion in Favor.**

Thinking ahead: I have many parents come up to me with great ideas for school events. I thought I would say them out loud since you never know where someone’s interest lies. These are just ideas and no guarantee on any of them...but I wanted to get them to a broader audience to see if any gain momentum:

Friday Fish Fry during Lent, resurrecting the St. Patrick’s Day party, family concert or over 21 concert, a Family Bingo Night, Dad’s Golf Outing. Of course, the willingness of volunteers is needed to get any of these off the ground. Please reach out to the Board if any of these interest you!

XII. Adjournment Motion In Favor.

Family and School Association Meetings will be held three times during the 2019-2020 school year. Please check your school calendar for dates, times, and locations.