

**FSA Meeting Meetings**  
**November 15, 2022 @ 7:00pm**

- I. **Call to Order** – Meeting was called to order at 7:05pm by Emily Hill
  
- II. **Opening Prayer** – Mr. Kendrick
  
- III. **Roll Call** –
  - a. *Board Members* – Emily Hill, Meghan Kay, Julie Delaney, Carrie Stock
  - b. *Staff* – Mr. Kendrick
  - c. *Teacher Representative* – Ms. Gallo
  - d. *FSA Members* – Megan Baum, Lisa O'Reilly, Sara Wojtowicz, Lily Meyers, Jodi Blevins, Julie Jacobson, Stephenie Rychlik, Tamara Hoffman, Lauren Orf, Becky Dufern, Michelle Koclanis, Cara Malcolm, Jackie Kestler and Laura McLeod
  
- IV. **Review of Minutes** – Secretary, Meghan Kay
  - a. Approval of [Minutes from September 20 Meeting](#)
    - i. Motion approved by *Michelle Koclanis*, Seconded by *Lily Meyers*
  
- V. **President's Report** - Emily Hill
  - a. Thank you to all our volunteers, as we can't do it without you!
  - b. School Council Meeting Update:
    - i. Started to look at tuition information for next year. Goal is to have it by December before Catholic Schools Week and Open House in January

- ii. Working on forming committees to give School Council more structure
- iii. Homework Helpers is an idea born out of School Council
  - 1. Older students from St. Viator would help students 3<sup>rd</sup> thru 8<sup>th</sup> younger with homework after school
  - 2. Look for more information in the Weekly Bulletin
- c. [Night in Bethlehem](#)
  - i. Occurring on Tuesday, December 20, 2022 from 5:00pm – 7:00pm
  - ii. Would like 6<sup>th</sup> thru 8<sup>th</sup> students to sign up for service hours; click on “Night in Bethlehem” to sign up your student for service hours
- d. SJS Moms’ Merry Mingle
  - i. Suggested date of December 15, 2022
  - ii. Need a volunteer to find a location and spread the word. Please email FSA or text a board member if you are interested

## VI. **Vice-President’s Report** – Julie Delaney

- a. Committee Reports-
  - i. Bulldog VIP Tailgate
    - 1. Great success as it brought in about \$5,000 in profit, which is \$2,000 more than last year
    - 2. Thank you to Amy Herbert and Sarah Sommario for volunteering to be the two new chairs
  - ii. Staff snacks on early release
    - 1. Thank you to everyone who signed up and are putting it together
    - 2. The teachers really appreciate the special treats

- iii. Junior High Dances
  - 1. Lily Meyers and Angie Hofgesang shared it went well overall
  - 2. Need male chaperones to assist
  - 3. A good turnout of 77 students attended from 7<sup>th</sup> and 8<sup>th</sup> grade
  - 4. Committee will use funds left over for the next dance on Friday, May 12, 2023 which includes 6<sup>th</sup> grade as well
- iv. Hospitality
  - 1. Luncheon provided to the teachers on Monday, November 21, 2022 during Parent Teacher Conferences
- v. Super Club
  - 1. Already brought in over \$500 in October and November
- vi. Christmas Collection
  - 1. Friday, December 9, 2022
  - 2. Information coming out after Thanksgiving
- vii. Outdoor Environment
  - 1. Sign up posted on Facebook to help with outdoor Christmas décor on Sunday, November 20, 2022 at 9:00am -11:00am or 11:00am – 1:00pm
  - 2. Purchasing lights and extension cords from FSA budget
  - 3. Focusing on the back of school this year and will then look at the front of school for the 2023/2024 school year
- viii. LNO – See below

- b. Topics for Open Discussion
  - i. Committee Chairs Needed:
    - 1. Back to School BBQ
    - 2. ONE Fund

VII. **Secretary's Report** – Meghan Kay

- a. Directory's have been passed out. If you are missing one please contact FSA via email
- b. Gathering information on Directory Spot, which is used by District 25
  - i. Pay per student, St. James is currently at 524 students, so the rate \$550 for 501-750 students
  - ii. Cost hasn't gone up in 7 years, and less than the \$1,000 we budget and pay for the directory to be printed

VIII. **Treasurer's Report** – Carrie Stock

- a. One Fund
  - i. Brought in \$42,986, which is about 70% participation
  - ii. Allows us to make large purchases for teachers as well as do free events, such as Movie Nights

IX. **Parish/School Updates** –

- a. Principal Report: Mike Kendrick
  - i. One Trimester in and school is going well!
  - ii. Expanding our preschool next year
    - 1. Multiple times being offered for 3- and 4-year-old preschool
    - 2. Looking into renovating the O'Brien Room, by make it a state-of-the-art Preschool Room with gross

and fine motor activities, sensory stations, and bathroom

3. St. James needs to establish a strong pipeline, as District 25 is opening Kindergarten to everyone in a year and a half. We need to entice families to send their kids to St. James and get them to stay after preschool!
- iii. St. James is also looking into utilizing its current space more efficiently
    1. Opening up space on the 2<sup>nd</sup> floor
    2. Moving the main entrance of the school to the Bulldog Commons to assist with safety and flow of the school
  - b. Parish Update: Deacon Hahn
    - i. Everything is great
  - c. Marketing Update: Melissa Finn
    - i. Holiday decor coming soon
    - ii. Parish and School are working together to distribute Advent books to all school and parish families
    - iii. Volunteers needed:
      1. [Cookies with Santa](#)
        - a. Occuring on Friday, December 9, 2022 from 5:00pm - 7:00pm
        - b. A few parents are needed on Monday morning, December 12, 2022 to help bring the Toys for Tots donations to the ARC
        - c. Click on “Cookies with Santa” to sign up
      2. [Night in Bethlehem](#)

- a. Occurring on Tuesday, December 20, 2022  
from 5:00pm - 7:00pm
- b. See above for additional information
- d. Teacher Representative: Elizabeth Gallo
  - i. Staff is extremely appreciative of everything FSA has done and continues to do for them
  - ii. Will share volunteer opportunities with staff

X. **Old Business** - None at this time

XI. **New Business / Topics for Discussion** –

- a. LNO: Megan Baum, Lisa O'Reilly, Sara Wojtowicz
  - i. LNO continues to raise about \$40,000 each year, which is consistent with pre-COVID times
  - ii. Food provided at the event and included in ticket price, still BYOB
  - iii. LNO would like involvement from more individuals, so please look for an LNO Committee sign up after Thanksgiving Break
  - iv. Assigned Tables vs First Come First Serve
    - 1. Had discussion and see advantages of both sides
    - 2. Everyone will sign up individually
    - 3. If you want a table, please request it via the LNO email and they will accommodate
    - 4. Possible "New Mom" table set up by Melissa Finn
  - v. Live Auction Items
    - 1. Great idea
    - 2. Experiences seem to do well
      - a. Principal for the Day

- b. Gym Teacher for the Day
- vi. Donation and Basket Ideas
  - 1. Display as many items as possible to entice people to bid online
  - 2. More lighting, so people can see items
  - 3. Most of the bidding will continue to be online, so the committee can see what does and does not do well

## XII. **Open Forum** –

- a. Cara Malcolm brought up the state of the restrooms
  - i. Mike Kendrick informed the group it is being addressed internally and is not the job of the FSA
- b. Michelle Koclanis inquired why Spanish went from a Grade to Pass/Fail
  - i. Spanish has always been a core class at St. James, now it is transitioning to a Specials Class which is aligned with the public schools in the area
  - ii. Switching Spanish to a Specials Class allows it to expand to 5th grade as well
  - iii. It has been a transition from the previous Spanish teacher to current. Things are moving in the right direction
- c. Jackie Kestler asked if Student Leadership “Dress Down Days” could be for the whole outfit and not just the shirt.
  - i. Mike Kendrick will speak with Student Leadership
- d. Ms. Gallo brought to our attention the length of skirts in the upper grade levels.
  - i. Mike Kendrick will speak with Mrs. Busa

- ii. Skirt length is in the handbook and should be followed
- e. Lauren Orf would like to add an outdoor garbage can
  - i. FSA board encouraged her to choose one, so FSA can purchase it

XII. **Adjournment –**

- a. Meeting ended at 8:23pm
- b. Motion approved by *Laura McLeod*, Seconded by *Lily Meyers*