

**St. James School Council**

**SCHOOL COUNCIL MEETING AGENDA**

Date: November 14, 2022  
Start Time: 7:00 pm – End Time: 8:30 pm

**Location: SJS Library**

**ROLES**

**Attendees:** Mike Kendrick (Principal), Elizabeth Berger (President), Meghan Callero, Bryan Falato, James Kestler, Abbie Gutzmer (Vice-President), Megan Leahy, Tammy Wahlberg

**Absent:** Cathy Avecilla

**Guests:** Melissa Finn, Emily Hill

**Visitors:**

**Facilitator:** Elizabeth Berger

**Note Keeper:** Abbie Gutzmer

**Monthly Meeting Host:** Mike Kendrick

**Timekeeper:** Mike Kendrick

**MEETING OBJECTIVES:**

- Meeting Start Time: 7:07 PM
- Approval of Minutes from October 12, 2022
- Principal Update
- Marketing Update
- FSA Update
- Finance Updates
- Athletics Update
- New & Old Business

**To Prepare for today’s meeting, Please:**

- Read this agenda
- Read Bring a Notebook and questions.
- You may bring a Laptop or iPad

**Schedule** 90 minutes

<b>Time</b>	<b>Min.</b>	<b>Activity</b>
7:00 pm - 7:05 pm	5	<p><b>Objective 0</b> - Introduction of New Agenda &amp; Meeting Format</p> <ol style="list-style-type: none"> <li>1. New meeting agenda will help us to stay on target, keep our focus on the school board’s mission, and keep our meeting efficient.               <ol style="list-style-type: none"> <li>a. <a href="#">School Council Constitution &amp; Bylaws</a></li> <li>b. <a href="#">School Board Code of Ethics</a></li> <li>c. <a href="#">Expectations of Advisory Board Members</a></li> </ol> </li> </ol>

		<p>2. Explanation of roles &amp; process.</p> <p>Notes: Abbie Gutzmer will be next month's host.</p>
7:05 pm - 7:10 pm	5	<p><b>Objective 1</b> - Opening Prayer &amp; Approval of the Minutes</p> <ol style="list-style-type: none"> <li>1. Opening Prayer</li> <li>2. Welcome visitors &amp; guests</li> <li>3. Approval of the Minutes</li> </ol> <p>Notes: Motioned to approve: Bryan Falato (A Gutzmer seconded the motion)</p>
7:10 pm- 7:25 pm	15	<p><b>Objective 2</b> - Principal Update</p> <ol style="list-style-type: none"> <li>1. Tuition for 2023-24             <ol style="list-style-type: none"> <li>a. Review and begin to discern tuition increase for the 2023-24 school year.</li> </ol> </li> <li>2. PreK 3 Project &amp; Expansion of PreK Offerings</li> <li>3.</li> </ol> <p>Notes: Initial discussion about tuition rate increase for 2023-24</p> <ul style="list-style-type: none"> <li>● There still is a non- vs. parishioner rate for tuition payment             <ul style="list-style-type: none"> <li>○ Parish donations are at a all time high; not sure this is an issue</li> <li>○ Tuition decisions made next month</li> </ul> </li> <li>● Cost per student at SJS is \$6150 (average includes pre-k and kindergarten)             <ul style="list-style-type: none"> <li>○ Research how much your taxes pay for students at the public school to compare to</li> </ul> </li> <li>● Enrollment trends are looking good.</li> <li>● Pre-K 3 Project             <ul style="list-style-type: none"> <li>○ Move to the O'Brien room and make more of a sensory space</li> <li>○ Will still be "included" in school activities</li> <li>○ May be able to offer 5 - day offers for Pre-K 3</li> <li>○ Allows for Pre-K 4 to grow as well</li> <li>○ 3-day/5-day offerings (both ½ day and full day) for both Pre-K 3 and Pre-K 4</li> </ul> </li> </ul>
7:25 pm- 7:35 pm	10	<p><b>Objective 3</b> - Marketing Update</p> <ol style="list-style-type: none"> <li>1. Holiday decor coming soon. Advent candle wreath, door wreaths. Working with FSA for more exterior decor/lighting.</li> <li>2. Advent books to be distributed to all Parish/school families.</li> <li>3. Would love help with Cookies with Santa - <a href="https://www.signupgenius.com/go/10C0F4BADAA29A5FACE9-2022">https://www.signupgenius.com/go/10C0F4BADAA29A5FACE9-2022</a></li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Using the St. James Boy Scout troops for advent wreaths (very sturdy, lasted a long time last year) repeating this again.</li> </ul>

		<ul style="list-style-type: none"> <li>● All families will receive an advent book through their oldest student</li> <li>● Cookies with Santa is a FREE event</li> <li>● Table at the tree lighting at the end of the month</li> <li>● Target grandparents <ul style="list-style-type: none"> <li>○ Get them on the side of promoting Catholic education</li> </ul> </li> </ul>
7:35 pm- 7:45 pm	10	<p><b>Objective 4 - FSA Update</b></p> <ol style="list-style-type: none"> <li>1. Tailgate was a big success!</li> <li>2. Special Lunch has been running smoothly w the adjusted day for field trips</li> <li>3. Lots of big purchases for teachers: Fallon, Zeibka, Tambling, Trausch. Working on the library</li> <li>4. 7/8th grade dance was great at the later time</li> <li>5. Snacks for the teachers on the early release day - luncheon on Monday</li> <li>6. FSA Meeting tomorrow night - discussing LNO</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Money raised at FSA events goes to the FSA general fund for disbursement within the school</li> <li>● Friday field trips that overlap with special lunch get moved to a Thursday special lunch (working well)</li> <li>● Big purchases <ul style="list-style-type: none"> <li>○ Rugs for classrooms</li> <li>○ Furniture for classrooms</li> <li>○ Cabinetry</li> <li>○ Furniture for the library (in the works)</li> </ul> </li> <li>● Parents supervised the 7/8th grade dance and it was a GREAT success</li> </ul>
7:45 pm- 7:55 pm	10	<p><b>Objective 5 - Finance Update</b></p> <ol style="list-style-type: none"> <li>1. FY 2022 End of Year Report</li> <li>2. FY to Date P&amp;L</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Made \$44,000 dollars last year (avoided ending the year in the red) On track to be pretty good again <ul style="list-style-type: none"> <li>○ This money becomes earmarked for capital campaigns</li> </ul> </li> <li>● Funds earned from Jubilation or LNO or etc...we can put back into the building</li> <li>● \$45,000 was raised for tuition assistance through Jubilation</li> <li>● Registration fee pays for books/workbooks in the classroom, (ahead of time to avoid supply chain issues) as well as hold your seat in the classroom</li> <li>● Teacher retention fund???</li> </ul>

		<ul style="list-style-type: none"> <li>Interventionists? (Math/Reading/Speech)</li> </ul>
7:55 pm-8:05 pm	10	<p><b>Objective 6 - Athletics Update</b></p> <ol style="list-style-type: none"> <li>Volleyball             <ol style="list-style-type: none"> <li>8th grade NWCC Champions! Undefeated in conference.</li> <li>7th grade tied for 1st and 2nd overall.</li> </ol> </li> <li>Basketball             <ol style="list-style-type: none"> <li>14 basketball teams all together with 72 boys and 50 girls playing St. James basketball!</li> <li>5th/6th grade girls - 2 teams each grade</li> <li>7th/8th grade girls - 1 team each grade</li> <li>5th grade boys - 3 teams</li> <li>7th/8th grade boys - 2 teams each</li> </ol> </li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>7th grade girls volleyball tied for 1st in the regular season and ended the year taking second in the tourney</li> <li>8th grade girls basketball did roster enough girls to play the season</li> <li>Game schedules are located online (Athletics tab)</li> <li>Athletic Director position is still in the works             <ul style="list-style-type: none"> <li>Stipend</li> <li>Teacher possibly interested in this position(?)</li> </ul> </li> <li>Minimum requirements for practice - will be looked into for further             <ul style="list-style-type: none"> <li>Would like to learn more about coaching expectations (is there an outline?)</li> </ul> </li> </ul>
8:05 pm-8:20 pm	15	<p><b>Objective 7 - New &amp; Old Business</b></p> <ol style="list-style-type: none"> <li><b>New Business</b> <ol style="list-style-type: none"> <li>Email from family re before care/after school care consistency                 <ol style="list-style-type: none"> <li>Received email from one family re before/after school availability for every full day that school is in session, especially the first week of school. This has been previously requested years prior.</li> </ol> </li> <li>Update re SV/SJS Tutoring/Study Hall                 <ol style="list-style-type: none"> <li>Met with Chris Paoelli from SV.</li> <li>Has 11 Querbe Scholars interested.</li> <li>He is going to reach out to the National Honor Society students as well.</li> <li>Looking at Tues/Wed/Thurs 3:45 p.m. - 4:30 p.m.</li> <li>Any ideas for a catchy name??                     <ol style="list-style-type: none"> <li>Bulldog Study Hour</li> </ol> </li> </ol> </li> </ol> </li> </ol>



		<p style="text-align: center;">2. Lions/Bulldogs Tutor Time</p> <p>vi. *Should we find an appropriate group/person to run this? It is a great idea but not really something the school council should be responsible for running</p> <p><b>2. Old Business</b></p> <p>a. Revisit - Project or Focus for SJS School Council this year</p> <p>i. Possibility of assigning committees</p> <p>ii. Do we want to have a mission/focus for the year?</p> <p>iii. Strategic Plan - where are we at? Where are we going?</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● Removing the title of this section of executive session to be more transparent with discussion of school topics <ul style="list-style-type: none"> <li>○ There may be times where we reserve executive session topics but meetings with executive sessions will be identified in advance.</li> </ul> </li> <li>● Concern about before/after care services until after labor day. <ul style="list-style-type: none"> <li>○ Will look into the feasibility of starting these services earlier in the year.</li> </ul> </li> <li>● Tutoring sessions would be geared towards 3rd to 8th grade <ul style="list-style-type: none"> <li>○ Could be as straightforward as homework help</li> <li>○ Could we call this Homework Helpers? Homework Club?</li> <li>○ There would be a sign-up sheet for students to reserve "space" to get help with tutoring</li> <li>○ There would be a St. James Staff member present to supervise these sessions</li> <li>○ Targeting a start to this program post - Thanksgiving.</li> </ul> </li> <li>● Project/Focuses for School Council members <ul style="list-style-type: none"> <li>○ Finance Committee/Teacher Retention Fund <ul style="list-style-type: none"> <li>■ We have endowment fund documentation still looking into what they should be used for <ul style="list-style-type: none"> <li>● Tuition assistance</li> <li>● Building maintenance</li> </ul> </li> </ul> </li> <li>○ Strategic Planning <ul style="list-style-type: none"> <li>■ Parent Survey</li> <li>■ Specific to the school - not the 5Essentials</li> </ul> </li> <li>○ Academic Planning <ul style="list-style-type: none"> <li>■ Executive functioning focuses</li> <li>■ Will be internal</li> </ul> </li> </ul> </li> </ul>
8:20 pm-8:30 pm	10	<p><b>Objective 8</b> - Closing Prayer, Next Steps,</p> <p>1. Closing Prayer</p>



		<p>2. Next Steps</p> <ul style="list-style-type: none"><li>a. Next Meeting December 14, 7:00 pm</li><li>b. Next Meeting Host: Abbie Gutzmer</li><li>c. Next Meeting Timekeeper: Emily Hill</li></ul> <p>3. Closing of the meeting</p> <ul style="list-style-type: none"><li>a. The meeting adjourned at: 8:54PM<ul style="list-style-type: none"><li>i. Motion made by Bryan Falato</li><li>ii. Seconded by Meghan Callero</li></ul></li></ul> <p>Notes:</p>
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