

St. James School Council

SCHOOL COUNCIL MEETING AGENDA

Date: March 8, 2023

Start Time: 7:00 pm End Time:

Location: St. James Parish Office Conference Room

ROLES

Attendees: Mike Kendrick (Principal), Abbie Gutzmer (Vice President), Cathy AVECILLA, Bryan Falato, Jim Kestler, Megan Leahy

Absent: Meghan Callero, Elizabeth Berger, Tammy Walberg

Guests: Melissa Finn, Emily Hill

Visitors:

Facilitator: Elizabeth Berger

Note Keeper: Abbie Gutzmer

Monthly Meeting Host: ??

Timekeeper: Bryan Falato

MEETING OBJECTIVES:

- Meeting Start Time: 7:11PM
- Approval of Minutes from February 8, 2023
- Principal Update
- Marketing Update
- FSA Update
- Finance Updates
- Athletics Update
- New & Old Business

To Prepare for today's meeting, Please:

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

Schedule 90 minutes

Time	Min.	Activity
7:00 pm - 7:05 pm	5	Objective 1 - Opening Prayer & Approval of the Minutes <ol style="list-style-type: none">1. Opening Prayer2. Welcome visitors & guests3. Approval of the Minutes <p>Notes:</p> <ul style="list-style-type: none">● Emily Hill motioned to approve February minutes

		<ul style="list-style-type: none"> ○ Bryan Falato seconded the motion
7:05 pm - 7:20 pm	15	<p>Objective 2 - Principal Update</p> <ol style="list-style-type: none"> 1. Enrollment Update - 575 2. 5 Essentials Survey - Please encourage people to complete the survey. We are at only 10% of the parent response rate and we need at least 20% <ol style="list-style-type: none"> a. Will be sending a stand alone email to encourage the completion of the survey. 3. We need to encourage our families to remember that if your kids are sick, please keep them home. <ol style="list-style-type: none"> a. We have been averaging 50 out of school the last 2 weeks. b. SICK POLICY c. Keep your child at home if he/she has: <ol style="list-style-type: none"> i. Sore throat, severe cough, and runny nose: Children benefit from resting at home at the onset of a cold. Your child should remain home if symptoms are serious enough to interfere with your child’s ability to learn. Additionally, young children attending school with mild symptoms need to be successful at covering their mouths while coughing/sneezing and able to independently manage a runny nose. ii. Fever: If your child’s temperature is 99.4 degrees or greater he/she should remain home until he/she has been without a fever for a full 24 hours (without the use of fever reducing medication.) iii. Vomiting and/or diarrhea: Your child should remain home until without an episode of vomiting or diarrhea for a full 24 hours. d. If your child becomes sick at school and we feel this student is too sick to benefit from school or may be contagious to others, you will be called to come and take your child home. Our goal is to keep your child in school at their optimal health. <p>Notes:</p> <ul style="list-style-type: none"> ● Please please please take the 5Essentials survey <ul style="list-style-type: none"> ○ BOTH spouses can take the survey <ul style="list-style-type: none"> ■ The survey counts people, not families ● We know that kids get sick, and sometimes the sniffles can’t be controlled. However please remind your kids to wash your hands frequently.

		<ul style="list-style-type: none"> ○ Remember, students need to be fever free for 24 hours, sans medicine, to return to class. ○ Thanks for your attention to this matter.
7:20 pm- 7:30 pm	10	<p>Objective 3 - Marketing Update</p> <ol style="list-style-type: none"> 1. Getting communications ready for 46 new families. <ol style="list-style-type: none"> a. They will receive 3 onboarding newsletters before joining our Bulldog Bulletin in June. 2. Putting together a Step Up email presentation for incoming 6th grade students/families. 3. Organizing an orientation day for incoming 5th grade students (spring) 4. Communicating with LNO to advertise a new family table <p>Notes:</p> <ul style="list-style-type: none"> ● Step Up EMAIL as opposed to a presentation <ul style="list-style-type: none"> ○ PIN is being revamped into curriculum night at the beginning of the year ● 4th graders will do something similar to “kindergarten” for a day to allow 4th graders to see what the day in the life of a fifth grader is like.
7:30 pm- 7:40 pm	10	<p>Objective 4 - FSA Update</p> <ol style="list-style-type: none"> 1. Daddy Daughter Dance was a big success - everyone loved the DJ! <ol style="list-style-type: none"> a. I will pass along the idea about supper club to the chairs of both committees for next year 2. Fish Fry was well attended on Friday night - we’d love to get more parish help with this event - possibly switch off running it every other year. 3. Mother/Son on Sunday was great! Reptiles and Races were very well received! 4. Supper Club on Friday night is Scratchboard Kitchen Fish Fry - SJS owned business! 5. Easter Egg Hunt is Saturday, April 8 6. Parent Led Mass is Wednesday, April 19 7. LNO April 28 8. Boomer’s Game May 20 9. Bulldog Cooler Bags for Sale - link coming out tomorrow in the newsletter 10. Room Reps were discussed at our meeting last week <ol style="list-style-type: none"> a. 5-8th grade will stay with one rep/homeroom; however, b. pre-k - 4th grade will go back to 2 reps/classroom. c. Classes will still share funds across the grade level. People felt that worked well to keep things consistent.

		<p>d. Room Rep sign up will happen during the first or second week of school rather than at the end of the school year</p> <p>Notes:</p> <ul style="list-style-type: none"> ● Still trying to find a connection to the parish for running of the fish fry. <ul style="list-style-type: none"> ○ If anything to create an event that is shared between school and parish to build community ● Looking for new ideas to spruce up the Mother-Son Day of Fun if anyone has any ideas ● SAVE THE DATE 5/20 Group Outing to the Boomers <ul style="list-style-type: none"> ○ Fireworks ○ Running the bases ○ Link will come out after spring break
7:40 pm-7:50 pm	10	<p>Objective 5 - Finance Update</p> <ol style="list-style-type: none"> 1. Budgets and contracts are currently being worked on. 2. Current school year we are on target to be on budget. <p>Notes:</p> <ul style="list-style-type: none"> ● Not much to report
7:50 pm-8:00 pm	10	<p>Objective 6 - Athletics Update</p> <ol style="list-style-type: none"> 1. 7th & 8th grade boys basketball teams both advanced to the semifinals of the conference tournament and bowed out in the semis. 2. 7th grade girls basketball team finished in first place in the conference with an undefeated record and won the conference tournament championship! 3. 8th grade girls basketball team finished in 3rd place in the conference and advanced to the semifinals of the conference tournament and bowed out in the semis. 4. Spring sports are getting underway. 5. Volleyball <ol style="list-style-type: none"> a. Boys volleyball started practice the week of February 20 and we begin conference play the week of March 6. b. We have a fifth grade team, two sixth grade teams, two seventh grade teams & an eighth grade team. c. Total of 57 boys playing volleyball. 6. Track <ol style="list-style-type: none"> a. Track team started practice February 27. Meets begin April 1. b. We have 33 girls and 24 boys participating in track and field. c. We only had 4 girls who showed interest in softball, so unless we find about 10 more, we will not field a softball team this year. 😞 <p>Notes:</p> <ul style="list-style-type: none"> ● Congrats to all of our teams on their successes this past winter.

<p>8:00 pm- 8:15 pm</p>	<p>15</p>	<p>Objective 7 - New & Old Business</p> <p>1. New Business</p> <ol style="list-style-type: none"> a. Clarification on Special Services that are provided to students with Educational Plans; expectation versus reality <ol style="list-style-type: none"> i. What is the communication to teachers about these students? ii. What is the involvement of a “counselor” in monitoring these students? b. How are Field Trips determined/planned? <ol style="list-style-type: none"> i. Some grades have multiple/year, others have had none ii. Current 3rd grade hasn’t been on a field trip since K (pre-COVID) c. St. Viator Math program - further communication from SJS? <ol style="list-style-type: none"> i. How does it work with 8am timing? ii. Does SJS recommend who should go for it? d. Weekly newsletters reactions? e. Special cleaning / disinfecting classrooms and special events? f. New member recruitment. <p>Notes:</p> <ul style="list-style-type: none"> ● Move up existing plans each year <ul style="list-style-type: none"> ○ Work with the teacher to evaluate what ● Different tiers of documentation <ul style="list-style-type: none"> ○ Each student does have a case manager to monitor the plan and the progress of the student ○ Interaction with the case manager is based on what needs the student with special plans have <ul style="list-style-type: none"> ■ Pull - out services, they are meeting often with their case manager ■ In class accommodations are handled by the classroom teacher ● We will find field trips for students to enhance their educational experiences. ● iReady <ul style="list-style-type: none"> ○ Ready is a Archdiocese of Chicago mandated program that all schools are required to use. The Arch monitors activity on the program and tracks academic progress. It is not a perfect program, but we will continue to make adjustments to make it as beneficial as possible for the students. ● Have classroom newsletters lost the personal touch with moving to this new system?
-----------------------------	-----------	--

		<ul style="list-style-type: none"> ○ Maybe contemplate including classroom photos to show the activities that were done during the week? <p>2. Old Business</p> <ul style="list-style-type: none"> a. Bullying/Behavior contracts progress b. Executive Functioning program c. Athletic Director status? <p>Notes:</p> <ul style="list-style-type: none"> ● Just to keep in mind that we would like to see the bullying section change from what is bullying to an action plan to correct behaviors ● Executive function program is slated to be incorporated next year. <ul style="list-style-type: none"> ○ The program we are looking at is offered by RUSH medical ● Athletic director position is something that is being considered
8:15 pm- 8:25 pm	10	<p>Objective 8 - Closing Prayer, Next Steps,</p> <ul style="list-style-type: none"> 1. Closing Prayer 2. Next Steps <ul style="list-style-type: none"> a. Next Meeting April 12, 7:00 pm b. Next Meeting Host: c. Next Meeting Timekeeper: 3. Closing of the meeting <ul style="list-style-type: none"> a. The meeting adjourned at: 8:33 <ul style="list-style-type: none"> i. Motion made by Bryan Falato ii. Seconded by Megan Leahy <p>Notes:</p>