

## **FSA Meeting Agenda**

### **May 23, 2023 @7:00pm**

- I. **Call to Order** - Emily Hill @7:10
- II. **Opening Prayer** - Dr. Kendrick
- III. **Roll Call** -
  - A. *Board Members* – Emily Hill, Meghan Kay, Julie Delaney, Carrie Stock
  - B. *Staff* – Mike Kendrick, Melissa Finn
  - C. *Teacher Representative* – Brent Adams, Christine Trausch
  - D. *FSA Members* – Kristine Thieman, Megan Baum, Lisa O'Reilly, Sara Wojtowicz, Julie Arnold, Laura McLeod, Julie Jacobson, Julie Furmanski, Becky Dufern, Alison Kropf, Krystal Funk, Dana Daluga, Shannon McEnerney, Sara Beckman, Lauren Orf, Briana Dee, Jackie Kestler, Meaghan Anderson
- IV. **Review of Minutes** - Secretary, Meghan Kay
  - A. Approval of minutes from [February 28, 2023 meeting](#)
  - B. Motion approved by *Julie Jacobson*, Seconded by *Laura McLeod*
- V. **Parish / School Updates** (10 minutes) -
  - A. *Principal Report* - Dr. Mike Kendrick
    - 1. Personal note thanks to EVERYONE for all the prayers and generous gifts for baby Lily Marie
    - 2. It's the end of the year and a lot of going on:
      - a) Mass recognition for retirees and teacher milestones
      - b) 8th grade graduation and events
    - 3. Calendar discussions for next year is already taking place between school, FSA and parish
    - 4. School safety updates:
      - a) 2 buzzes to enter the building
      - b) More cameras have been installed, which link with local police
      - c) 5 panic buttons installed throughout the building, which immediately connects to the local police
      - d) New teacher protocols are being implemented

- e) Weak points are fortified over the summer to include new doors for the Southeast entrance
  - 5. PreK and Kindergarten Gross Motor Room permits are approved, hoping to start build out soon
  - 6. Current enrollment of 586 students, goal is 600 for the 23-24 school year
    - a) Largest PreK3 enrollment with 46 students
- B. *Parish Update* - Deacon Hahn
  - 1. No new news!
- C. *Marketing Update* - Melissa Finn
  - 1. Getting ready for the State of the School email
  - 2. New families will be rolling into the current families, Bulldog Bulletin, in June
  - 3. New advertisement sign has been placed on Arlington Heights Rd.
  - 4. St. James is advertising at Frontier Days, 12 sec add on the main stage screen
    - a) Look for it during Frontier Days and please give Melissa Finn some feedback on it
- D. *Teacher Representative Update* - Brent Adams & Christine Trausch
  - 1. Mrs. Prazuch adores, the new library furniture
  - 2. Mrs. Trausch loves, the cabinets in her Art room
  - 3. Staff enjoyed the Boomers game and would love for more teacher/family events to increase interaction outside of school
  - 4. Teacher Appreciation Week, they loved everything and are so appreciative, especially of the doors everyone decorated

VI. **President's Report** (5 minutes) - Emily Hill

- A. School Council Mtg Update
  - 1. Voted in new members to include:
    - a) Jody Blevins
    - b) Greg Orf
- B. Thank you to all volunteers
  - 1. Special Gift for all Room Reps
  - 2. Thank you to Julie Delaney and Carrie Stock for a job well done at Vice President and Treasurer
- C. New Board Members:

1. Megan Baum - Treasurer
2. Kristene Thieman - Vice President
3. Motion approved by, *Julie Jacobson*, Seconded by *Lisa O'Reilly*

VII. **Vice-President's Report** (10 minutes) - Julie Delaney

A. Committee Reports -

1. It's been a fun few years and a lot of THANK YOU's to give
2. LNO Recap (Megan Baum, Lisa O'Reilly, Julie Arnold, Sara Wojtowicz)
  - a) Beat last year's income by \$200 with a grand total of \$40,055
  - b) Already have a lot of fun ideas for next year
  - c) If you would like to get involved next year, please reach out to Sarah Wojtowicz and Julie Kuhn-Arnold
  - d) Next year's LNO will be in March 2024
3. Special Lunch (Jackie Kestler & Kristene Thieman)
  - a) Chipotle is happening this Friday
  - b) Jackie Falato taking over for Kristene Thieman
4. Supper Club (Kristene Thieman & Sarah Macklin)
  - a) Stephanie Bell is taking over for Kristene Thieman
  - b) Brought in over \$2,199 this year!
5. Junior High Dances (Angie Hofgesang & Lily Meyers)
  - a) Last dance, which included 8th, 7th and 6th grade went well
  - b) Helped to have different stations of chaperones
6. Faith Formation/Parent Led Mass - (Becky Dufern & Laura McLeod)
  - a) Planned and led the Parent Led Mass
  - b) Signing on for another year
7. May Crowning Brunch - (Laura McLeod & Tammy Walberg)
  - a) Honey Biscuit was easy to work with, ordered the perfect amount
  - b) Remember to check with them next year for what to order
  - c) Julie Jacobson assisted with a Cookie Crumble dessert donation, kids loved it
8. Hospitality - (Jenny Nelson & Tammy Walberg)
  - a) Did a great job and are on for another year
9. Teacher Appreciation Week
  - a) Thanks to everyone, especially Room Reps for all their hard work

- b) Staff felt very appreciated and received a lot of THANK YOU notes
- 10. Graduation Dinner Dance - (Dawn Long, Meghan Kay & Michelle Pesoli)
  - a) In the process of planning, have a good handle on things would like some more 7th grade volunteers for the night of and clean-up
- 11. Artist Awareness Program - (Sara Beckman)
  - a) Did a great job
  - b) Would like an increased budget for next year
- 12. - Lauren Orf
  - a) Needs help with watering flowers over the Summer
  - b) Be on the lookout to sign up
- 13. Staff Celebrations - (Laura McLeod & Briana Dee)
  - a) Thank you for all of your hard work
- 14. Kona Ice Truck - (Laura McLeod)
  - a) Kona Ice Truck is set up for Tuesday, May 30 and teachers have started to sign up their classes for specific time slots
  - b) Great new tradition
- 15. Back to School Barbeque
  - a) New committee heads - Maggie Falato & Mary Anne Zaleski
- 16. Cultural Arts - (Natalie Caputo)
  - a) Need a new committee head to join her, so please reach out if you are interested
- 17. Christmas Collection -
  - a) New committee heads - Julie Furmanski & Julie Delaney
  - b) Will continue to be a cash donation for tax purposes
- B. Topics for Open Discussion -
  - 1. Committee Chairs needed for the following committees
    - a) Christmas Collection - New committee chairs
      - (1) Julie Furmanksi & Julie Delaney
    - b) Dances - Would like to have a 6th grade parent to assist next year
      - (1) Need a current 6th parent to shadow Angie Hofgesang and Lily Meyers next year to then take over
      - (2) FSA will continue to promote inclusion, however we cannot police parents. Inclusion portion of the night is the dance

- (a) If parents are interested, a possible idea to promote inclusion is setting up a pre-dance dinner at a local restaurant

VIII. **Secretary's Report** (5 minutes) - Meghan Kay

- A. Directory Spot is purchased and will be used next year

IX. **Treasurer's Report** (5 minutes) - Carrie Stock

- A. Budget Update / Spending Report
- B. We have been able to provide so many things for the teacher's this year, please click here to review the [2022/2023 budget/spending report](#)
- C. ONE Fund and LNO are the 2 biggest fundraisers we use to provide various gifts/items to teachers/school
- D. Angels in the Classroom
  - 1. 4 classrooms have received new stools
  - 2. New storage cabinets for teachers who are moving classrooms
  - 3. New rugs to make the classroom's fresh
- E. Nurse's Office
  - 1. Purchasing items for the nurses to utilize throughout the year
- F. Library
  - 1. Purchased new tables and chairs
  - 2. Looking into new shelving
- G. Next year, FSA funds are committed to:
  - 1. Stencils for the playground
  - 2. Donation to the Early Childhood Gross Motor/Sensory Area for PreK 3, PreK 4 and Kindergarten
- H. School Sign on Arlington Heights Rd.
  - 1. A sign is designed, but the project is on pause
  - 2. Waiting for other things to fall in place before we move forward

X. **Old Business** -

- A. Nothing from the last meeting, as we covered it all

XI. **New Business / Topics for Discussion** (20 minutes)

- A. Wish list stated by Julie Jacobson
  - 1. Water fountain upstairs in the "new" teacher lounge needs to be replaced with a new water bottle filling station
- B. ONE Fund Gift Ideas
  - 1. Under \$11.00 for tax purposes, but would prefer to keep it under \$7.00 if possible
  - 2. New Yard Sign
  - 3. Coffee Mug with coupon for FREE coffee (support local business)

4. Trunk Organizer

a) Collapsible with handle and logo

C. In the process of working with staff to determine if there is another way to donate to the ONE Fund outside of Faith Direct

XII. **Open Forum** (5-10 minutes) -

A. Possible idea to decorate bikes at school, to ride behind the parade

XIII. **Adjournment** - 8:07pm

A. Motion made by *Emily Hill*, Seconded by *Laura McLeod & Julie Jacobson*