

# **St. Francis of Assisi Board of Education Meeting**

## **October 13, 2016**

**In Attendance:** Chris Jenkins, Lori Haigh, Maureen Berger, Bill Pierson, Lynn Ricke, Dan McCoy, Nicole Saegh

**Administrators:** Misty Hade, Jennifer Raes, Tammy Myers, Christen Cota, Deb Barry

**Guests:** Jeanne Wells, Executive Director of Catholic Tuition Organization

**Call to Order** –at 6:34 PM by Chris Jenkins

**Prayer** – Nicole Saegh

**Approval of Agenda** – A motion was made by Nicole Saegh and seconded by Lori Haigh to approve the agenda. All in favor/none opposed. Agenda was approved.

**Approval of Minutes** – completed electronically

**Guest Report** – *Jeanne Wells*

- CTO helps reduce Catholic School Tuition percentages for students in need.
- Last year, 13 St. Francis students benefitted from CTO. This totaled \$18,000.
- 19 students are benefitting this year.
- 94% of CTO donations went back to the kids last year.
- CTO raised \$3.3 million last year.

**Pastor's Report** – *Fr. Ray*

- No report.

**Chairperson Report** – *Chris Jenkins*

- Chris presented at the Parish Council meeting.
- Board of Education is serving Coffee and Donuts on March 5<sup>th</sup>.

**Day School** – *Misty Hade/Jennifer Raes*

- The report was submitted electronically.
- For Professional Development on October 17<sup>th</sup>, the staff will be looking at data in the morning and having PD in the afternoon.
- The office is already getting calls inquiring about registration for next school year.

- Mrs. Raes has been meeting with parents regarding student behavior issues.
- Grandparent's Day was a success! Looking at streamlining some things for next year (book fair).
- Middle School conferences filled up immediately, so additional time was added. Changes will be made for the spring to better accommodate families.
- The Whole Life curriculum has received positive feedback from teachers, students, and parents.

**Preschool** – *Tammy Myers*

- The report was submitted electronically.
- A couple of students are currently dealing with transition issues, and AEA will be providing some materials to help with this.
- Teachers are completing Ages and Stages questionnaires with parents and sharing observations and information about transitions.
- The relicensing visit went well. They always make suggestions, and the only issue was outdated meds provided by a parent. The examiner complemented many things, including secured entrances and SFA's excellent rapport with other centers.
- There have been some issues in communication with the roof repair team, as the preschool entrance has been blocked. Also, the glue smell has been strong in the preschool area.
- There have been some rowdy and aggressive student behaviors after classes, so parents received a communication about supervising children during this time.
- The larger Little Learner class has been successful.

**RE** – *Christen Cota*

- The report was submitted electronically.
- The year is off to a great start!
- The new EDGE program is going well, and there are seven Day School students attending in addition to the RE students.
- There were issues with discipline in the 4<sup>th</sup> grade classes due to a lack of catechists (there is only one per class instead of two). Parents have been asked to attend two classes this year to serve as assistants.

**Youth Ministry** – *Deb Barry*

- The report was submitted electronically.
- FISH is off to a great start!
- All 9<sup>th</sup> and 10<sup>th</sup> grade families have been sent multiple emails encouraging them to register their students for FISH.

- More adult volunteers are needed to allow for smaller discipleship groups. There was a discussion of how to reach volunteers effectively.
- Mission Goals: 2017 mission to the southern United States and 2018 an international mission.

#### **Building and Grounds** – *Todd Richard*

- The report was submitted electronically.
- A Kids-Care student broke his leg in the Gym while climbing on a stack of Chairs left out from a funeral. Various Insurance companies are involved in determining if there was negligence and liability. The incident is on film on the security system.
- The school office and Kids Care are getting new carpet.
- The Mary Garden will be in the north circle drive.

#### **Finance**–*Lynn Ricke/Dan McCoy*

- The report was submitted electronically.
- Father is working on a job description for a communications expert and volunteer coordinator.
- Since there are police officers already at all masses, there is a plan to have them check in at masses, so others know they are available in case of emergency.
- 2015-2016 budget highlights:
  - Tuition income was down
  - Gas costs were down
  - Snow removal costs were up
  - \$30,000 was collected from the lunchroom
  - Kids Care operated at a loss

#### **Home and School** – *Stacey Dorsey*

- The report was submitted electronically.
- The first meeting was well-attended.
- There was a discussion of providing compensation for the auction co-chairs. This conversation will continue within Home and School.
- It was suggested that Home and School have a special evening meeting when deciding what to do with the proceeds from the auction. This would possibly allow a more diverse group of parents to be involved in the decision-making process.

**SIAC** – *Michelle Foth*

- The report was submitted electronically.
- The group created a 10-question survey for new families, including kindergarten families.
- Teachers discussed a need for a more focused survey based on the National Standards and Benchmarks for Effective Catholic Schools Standards.

**PPAC** – *Nicole Saegh*

- The report was submitted electronically.

**Technology**—*Bill Pierson*

- The auction Fund-a-Wish money will go toward classroom projectors.
- 1:1 update—parents received information about how to manage students' Chromebooks and what they should be seeing at home.
- DirectorySpot is popular with parents, and it now includes the school calendar.
- The server needs to be updated, but we are waiting for the 2016 version to be released.
- RE staff received their new computers.

**Pastoral Council** – *Chris Doud*

- The report was submitted electronically.
- FrancisFest was a success!
  - Wine walk was popular.
  - The dinner on Saturday night went well, and it was suggested to organize it again next year.
  - Boy Scouts sold 528 meals.
  - Discussion about having security next year.
  - There need to be more volunteer spots online.
  - The committee suggested moving the pet blessing to Saturday night.
- Chris Jenkins shared information about the BOE with the Pastoral Council at their last meeting.

**Old Business**

- Tuition Management Software update:
  - 235 families are paying tuition monthly, so \$8930 in fees would be collected by the tuition management company.
  - The BOE will discuss the details of this implementation at the November meeting.

**New Business**

- None.

**Executive Session**

A motion was made at 8:43 PM by Nicole Saegh and seconded by Lynn Ricke to enter Executive Session. All in favor/none opposed. Motion approved.

A motion was made at 8:48 PM by Nicole Saegh and seconded by Bill Pierson to exit Executive Session. All in favor/none opposed. Motion approved.

**Closing Comments/Good of the Order**

*None*

A motion to adjourn was made by Lori Haigh and seconded by Lynn Ricke. All in favor/none opposed. Meeting adjourned at 8:49 PM.