

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

## ***November 10, 2016***

**In Attendance:** Chris Jenkins, Lori Haigh, Michelle Foth, Bill Pierson, Lynn Ricke, Dan McCoy, Todd Richard, Nicole Saegh

**Administrators:** Father Ray McHenry, Misty Hade, Jennifer Raes, Tammy Myers, Christen Cota

**Guests:** Boy Scout Pack 888 Sixth Graders

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

**Prayer** – Dan McCoy

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

**Approval of Minutes** – completed electronically

**Pastor's Report** – *Fr. Ray*

- 20<sup>th</sup> Anniversary Celebration is completed, and it was a successful year. The events held in October were especially well-received.
- The parish has put out advertising for a Communications Director and Nursery Coordinator.
- We are \$73,000 short of our assessment for the Annual Diocesan Appeal.
- The Safety Committee is drafting a policy on firearms in the building. Concealed weapons, except those carried by officers, are not allowed on St. Francis property, due to a state law regarding the proximity to a school.
- The Day School lined the street during the recent officer's funeral, and SFA provided overflow parking from Church of Hope during the event.

**Chairperson Report** – *Chris Jenkins*

- Education Savings Accounts—The Dowling Board of Education is working to lead a grassroots effort to move this legislation ahead. A meeting will be held on Tuesday, November 15<sup>th</sup> at 6:30 PM in the Dowling boardroom.

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

- The report was submitted electronically.
- Students who were absent during testing are finishing up Iowa Assessments.
- Parents have been calling to inquire about kindergarten registration for next year.
- Four students are on the wait-list for first grade next year.
- A clap-out was recently held for law enforcement officers visiting the sixth grade students.
- An eighth grade student from Guatemala is attending SFA for eight weeks. She has shared a video and presentation with middle school students. She may also help with some elementary Spanish classes.

### **Preschool** – *Tammy Myers*

- The report was submitted electronically.
- There is one opening in Growing Learners and two openings in the PreK PM class.
- Tammy is working on a plan for the Safety Committee. This is a big job, and administrators have been asked to complete the work outside the committee.
- The Missionary Unit is in full swing, and the Blessman Ministries Enviro Loo project has been successful.
- PPAC will be helping with coffee and donuts in January, which is right before the request for preschool enrollment. Preschool parents will be available to answer questions from potential families during this time.
- There are some concerns with the upstairs storage area. When groups do not put items away, the clutter becomes a safety issue as entrances are blocked. This will be addressed at the Safety Committee.

### **RE** – *Christen Cota*

- The report was submitted electronically.
- There is a “Ministerial Exemption” from the new labor laws that were previously discussed. St. Francis catechists will not have to be paid hourly. At this time, they can continue to receive a discount on RE tuition rather than being paid.
- Christen will be meeting with Fr. Ray, Tom Nolan, and Monica Lihs regarding the new DRE job description as provided by the Diocese. The Diocese suggests the creation of a Faith Formation council, and the DRE is recommended to report to such a council.

**Youth Ministry** – *Deb Barry*

- The report was submitted electronically.

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

- The report was submitted electronically.
- The Safety Committee is discussing when we should be using professional guards at events and how to fund them.
- The Mary Garden is almost complete.

**Finance**–*Lynn Ricke/Dan McCoy*

- The report was submitted electronically.
- The 2015-2016 financial report has been published and is available in the Gathering Space.
- Kids Care is now cash-flow positive.
- The Day School is over budget on textbooks. The Chromebooks will help a bit with this budget, but online textbook subscriptions are still a cost.
- In planning for 2017-2018, draft budgets are due by the December meeting.

**Home and School** – *Stacey Dorsey*

- The report was submitted electronically.
- The Tuition Management System was discussed.
- The auction was a success.

**SIAC** – *Michelle Foth*

- The Kindergarten/New Family survey was distributed to families, and results will be examined at the next meeting.
- All-school surveys will be sent out in February.

**PPAC** – *Nicole Saegh*

- The report was submitted electronically.

**Pastoral Council** – *Chris Doud*

- No report.

**Old Business**

- Lynne Ricke moved to implement the FACTS Tuition Management System, as required by the Bishop, and to assess fees to families that choose the monthly payment option. Todd Richards seconded the motion. All in favor, none opposed.

**New Business**

- We will remove the line item for registration fees in the budget. Parents will pay 5% of their tuition to register their students.

**Executive Session**

A motion was made at 8:08 PM by Lori Haigh and seconded by Nicole Saegh to enter Executive Session. All in favor/none opposed. Motion approved.

A motion was made at 8:42 PM by Dan McCoy and seconded by Michelle Foth 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 Todd Richards and seconded by Bill Pierson. All in favor/none opposed. Meeting adjourned at 8:43 PM.