

St. Francis of Assisi Board of Education Meeting

August 11, 2016

In Attendance: Chris Jenkins, Bill Pierson, Maureen Berger, Lynn Ricke, Dan McCoy, Michelle Foth, Nicole Saegh, Stacey Dorsey

Administrators: Father Ray McHenry, Misty Hade, Tammy Myers, Christen Cota, Deb Barry

Guests: None

Call to Order – at 6:30 PM by Chris Jenkins

Prayer – Bill Pierson

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

Approval of Minutes – completed electronically

Guest Report – None

Pastor's Report – *Fr. Ray*

- Summer repairs are in process to include painting, carpet cleaning, and repairs to the concrete
- Nothing new to report regarding Pastoral Planning
- Three new employees joined in the past three weeks
 - o Father Andrew – Associate Pastor
 - o Deb Barry – Director of Youth Ministry
 - o Pam Danzer – Parish Secretary

Chairperson Report – *Chris Jenkins*

- Several important dates coming up where Board member support will be requested
 - o RE Meet and Greet - Sept. 7th
 - Open House – help needed with set up, serving, and clean-up of refreshments.

- No lessons this evening. Parents and children will meet the teachers.
- Francis Fest – Oct. 1st and 2nd
- Coffee and Donuts - TBA
- Discernment for the Board – Feb. 26, 2017

Day School – *Misty Had*

- The report was submitted electronically.
- Grant approved for Track equipment.
- Media furniture is in and set up.
- Currently recruiting 2 teacher associates (K and 2nd grade) and 1 long term Spanish substitute teacher.
- Two families interested in SFA in June were extended offers for enrollment. Neither has accepted at this time.
- Parent Chrome book class will be offered for all families.
- Online books purchases for 7th and 8th grade Science and 5th – 8th grade Social Studies.

Preschool – *Tammy Myers*

- The report was submitted electronically.
- Jenny Anexstad was hired for the Preschool Teacher Associate position.
- Enrollment for next year continues to fluctuate. The following changes were noted:
 - Little Learners – 91 enrolled, 96 capacity, 1 pending enrollment.
 - Pre-K afternoon – 3 Openings
 - Growing Learners afternoon – 1 opening – will process waitlist
 - Growing Learners morning - Full
- Tammy requested a Board member present at Parent Night to speak to the parents.
- Tammy reported online licensing training will be ready by October 1. All staff will be trained by October 2017.
- Licensing renewal visit is scheduled for this Fall.
- Tammy is reviewing the required information for the emergency response plans.

RE – *Christen Cota*

- The report was submitted electronically.
- The RE office is open for the 2016-2017 school year.

- Currently there are 17 catechists needed for the early session of RE. All are full for the later RE session.
- Catechists will continue to receive free tuition for volunteering their time.
- Attended the CLADD meeting – focusing on keeping families engaged after baptism and before First Communion. Christen is looking to implement some of the ideas she learned during this seminar.

Youth Ministry – *Deb Barry*

- The report was submitted electronically.
- Nothing new to report

Building and Grounds – *Todd Richard*

- Nothing to report

Finance– *Lynn Ricke*

- Waiting on final numbers from Tom Nolan; working on year end numbers.
- Administrators are waiting on final budget for the 2016 – 2017 school year. Finance meets the last Thursday of the month, we should have the report by then.
- A question was raised as to timeframe for teacher contracts. Currently they run August – June. Should they run June – June of the following year?

Home and School – *Stacey Dorsey*

- Nothing to report as the first meeting is scheduled for September.

SIAC – *Michelle Foth*

- Michelle advised Jen Lawyer, Chair, the Board of Ed was available as a support if needed.

PPAC – *Nicole Seagh*

- Nothing to report

Pastoral Council – *Chris Doud*

- No report.

Old Business

- The Tuition Management program, FACTS, will be implemented by Fall 2017. All schools under the Des Moines Diocese are required

to implement this system. A request has been made to have Chris from FACTS attend the next Board meeting as the following items need to be addressed prior to implementation:

- o Removal of Pastoral aspect
- o \$43 fee per family per school
- o How to handle payments not made with a credit card
- o How to handle credit card processing fees

New Business

- E-rate grant provides a percentage off of cost for internet use if the school implements an internet safety policy. The board reviewed the policy and requested to add a section on Acts of Violence under the Harmful to Minors section. Misty will revise the document to include wording on violence and submit to the board for approval prior to the next Board meeting in September.

A motion to enter an executive session was made by Lynn Ricke at 7:38 and seconded by Nicole Seagh.

A motion to exit an executive session was made by Stacey Dorsey and seconded by Lynn Ricke at 8:09.

A motion to adjourn was made by Chris Jenkins and seconded by Stacey Dorsey. All in favor/none opposed. Meeting adjourned at 8:10PM.