

St. Francis of Assisi Board of Education Meeting

September 8, 2016

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

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

Guests: Chris Gahan, FACTS Tuition Management
Nathan Griesemer, Boy Scouts
Jill Griesemer, parent

Call to Order – at 6:32 PM by Chris Jenkins.

Prayer – Michelle Foth

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

Approval of Minutes – completed electronically

Guest Report – *Chris Gahan, FACTS Tuition Management*

- 98 1/2 % collection rate
- Two types of payment plans:
 - Automatic--auto withdrawal, more likely to be paid on first attempt
 - Invoice—email or US Mail
- Will do any payment schedule, as outlined by the school
- Fees and credits can be included
- Parent benefits—accessibility, flexibility, service, peace of mind
- Offers safety and security—SSAE 16 audited, PCI DSS Level 1 validated, National Redundant Server Network, system tests
- Late fees are determined by the school and kept by the school
- 4 days from draft to deposit at school
- \$30 NSF fee for bounced payment
- 2.75% credit card fee

- Fees:

Payments	Payment Plans	Payment Plans + IB
1	\$0	\$10
2	\$0	\$10
3-24	\$38	\$43

Pastor's Report – *Fr. Ray*

- ADA is \$70,000 short of the goal. Another appeal letter will be sent out later this month.
- Tom Green is working on job descriptions for administrators.
- The parish hopes to hire a Communications Director before the end of the year.
- Father Ray will be leading a pilgrimage to Rome for 10 days.
- The law enforcement members of our parish will be signing up to attend weekend masses and possibly form a Safety Ministry.

Chairperson Report – *Chris Jenkins*

- RE Meet and Greet was successful.
- We will be signing up for FrancisFest and Coffee and Donuts soon.

Day School – *Misty Hade/Jennifer Raes*

- The report was submitted electronically.
- It has been a great start to the school year!
- 1:1 Chromebooks are being well-used. It has been a successful transition.
- The work of the Student Ambassadors was appreciated by parents and students, especially the yard signs and first day greeters.
- Having yearbook photos taken on supply drop-off day was efficient, and the feedback was positive.
- The Whole Life Curriculum focuses on the sanctity of life from womb to tomb. The Pro-Life Committee purchased the materials for this curriculum for use in our school, and it will be piloted in October.

Preschool – *Tammy Myers*

- The report was submitted electronically.
- There are three spots available in the afternoon Pre-K class.
- Visit days and first days of classes have been successful.
- State visit for relicensure is this month.

RE – Christen Cota

- The report was submitted electronically.
- The first RE evening was successful.
- The theme for our parish and the RE program this year is *Year of Prayer*. To celebrate this theme, students will be taking home a prayer bag on a rotating basis. These bags include prayer starters and sacramentals for students to use at home.
- The Special Needs Ministry Network is hosting an Inclusive Ministry Conference on November 19th at Church of Hope. St. Francis will be hosting a luncheon for Catholic participants on that day. All parish staff and catechists have been invited to attend.

Youth Ministry – Deb Barry

- The report was submitted electronically.
- A new administrative assistant has been hired.
- The Des Moines Catholic Youth Conference will be held on Sunday October 23rd at Dowling, and students are being encouraged to attend.

Building and Grounds – Todd Richard

- The library project is complete and looks very nice.
- The Safety Committee has met and is working on a plan.
- Volunteers will be recruited to help with fall clean up.
- The track is fully functional, and the field is being used for football practices.

Finance – Lynn Ricke/Dan McCoy

- Preliminary budget numbers have been received from Tom, and final numbers will be available at the next meeting.

Home and School – Stacey Dorsey

- The report was submitted electronically.
- Meetings will now be held on the third Tuesday of each month. The first meeting will be held on September 20th at noon.
- September 14th there will be an Education Savings Account meeting from 8-1. Look for more information in News and Notes.

SIAC – Michelle Foth

- There is not currently a chairperson for SIAC.

PPAC – Nicole Seagh

- The report was submitted electronically.

Pastoral Council – *Chris Doud*

- No report.

Old Business

- The Tuition Management Program will be implemented for the 2017-2018 school year, as required by the Diocese. The board will discuss the details of implementation at a future meeting.

New Business

- An idea has been brought forth to have a mini-schedule night for middle school parents at the beginning of the school year. This would allow parents to meet all their children's teachers.

Closing Comments/Good of the Order

None

A motion to adjourn was made by Lynn Ricke and seconded by Dan McCoy. All in favor/none opposed. Meeting adjourned at 8:26 PM.