

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

## ***Thursday, January 18th, 2018***

**In Attendance:** Bill Pierson, Lynn Ricke, Dan McCoy, Todd Richard, Kristen Jacobs, Katie Stock, Adam Keller, Nicole Saegh

**Administrators:** Misty Hade, Jennifer Raes, Tammy Myers

**Guest(s):** None

**Call to Order** – at 6:31 PM by Bill Pierson

**Prayer** – Bill Pierson

**Approval of Agenda** – A motion was made by Katie Stock and seconded by Dan McCoy to approve the agenda. All in favor/none opposed. Agenda was approved.

**Approval of Minutes** – Approved electronically.

**Pastoral Report** – *Father Ray McHenry*

- Not in attendance and no updates to report.

**Chairperson Report** – *Bill Pierson*

- No updates to report.

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

- Report submitted electronically.
- School is sponsoring coffee/donuts this weekend as well as pulpit talks.
- 80 letters sent to kindergarten families. 43 are siblings. At least 1-2 phone calls per day inquiring about enrollment.
- Catholic school trend is a decline in enrollment of 14% across the nation. We are continuing to look at this.
- Tom and Misty attended workshop on how to target the seats where we have openings i.e. 4<sup>th</sup> grade and how to balance.

**Preschool Administration** – *Tammy Myers*

- Staff resignation over winter break and plan in place on staffing changes/coverage. Considerations made with budget in mind for next year.
- Request for enrollment period completed and working on numbers.

- Monday no school due to temps and consulted with PPAC due to SFA day school being off for MLK Day in order to make that decision.

## **Committee Reports –**

### **Home and School –**

- Auction work for next year. Looking at a date change back to February. Survey indicated people liked heavy apps stations around but talked about how to get people then to tables for live auction. \$125,000 raised – down from years prior.

### **SIAC –**

- Meeting on Monday and parent survey to go out at the beginning of February.

### **PPAC –**

- Meeting canceled but Tammy will cover things through email with that group. Up next will be planning the Lent outreach.

**Building and Grounds** – No meeting held in December.

**Finance**– No meeting held in December.

### **Technology –**

- Working on the 5-year plan.
- SMART contact will be coming in for a check-in.
- The Parish received a new server for the video cameras.
- Sam Martin, Communications, has been attending meetings in order to see what he can do to help support technology.

**Pastoral Council** – No updates to report.

### **Safety -**

- Maps given to teachers for evacuation procedures if necessary during mass.
- Discussed lock-down and have a drill coming up. Could use this opportunity to communicate and educate parents.
- Walk-through on agenda for next meeting.
- Polk County safety contact went through emergency plan and said it's well written. Offered a few suggestions.

## **Old Business –**

- **School Calendar –**

- Website is corrected with hours.
  - For 2018, looking at the school day to start at 8:20 – after will be tardy so hours will be higher for next year.
  - 1080 hours are the minimum each school needs per year. There is some fluctuation between schools within the Diocese.
  - May 11<sup>th</sup> will be a school day to make up for the cancellation due to weather.
  - Draft of calendar to come in February to review.
- **Google Vault (Katie) –**
    - Jason is working on mail ID.
    - Will start work on moving policies and files in to it.
  - **3-5 Year Subcommittee –**
    - Dr Bonday – Bill will send out separate email about group to focus on funding, marketing, etc.
  - **Pre-School budget Final –**
    - Discussed during update from Preschool Administrator.

#### **New Business –**

- **Day School Budget**
  - Tuition Vote:
    - Bill Pierson brought the motion to approve the 2018/2019 tuition at 8:00 PM. Dan McCoy motioned to approve and Nicole Saegh seconded the motion. All in favor, none opposed. Tuition vote passed.

#### **Executive Session**

None

#### **Closing Comments/Good of the Order**

None

A motion to adjourn was made by Nicole Saegh and seconded by Todd Richard. All in favor/none opposed. Meeting adjourned at 8:09 PM.