

# St James School Board

## Minutes

Wednesday December 18, 2019 @ 6:30PM

*"Jesus Christ is the face of Father's mercy"*

*The mission of St James Catholic School is to provide a well-rounded education in a cooperative effort to prepare students for life-long learning of their Christian faith.*

- I. Call to Order
- II. Opening Prayer
- III. Acceptance of Agenda with proposed time limits included. Motion by Lasek; 2<sup>nd</sup> by Berdo. Passed and approved.
- IV. Welcome Visitors: Rebecca Clarahan, Sonya Love-Smith, and Shelley Blakeney
- V. Presentation regarding Special Education by Sonya Love-Smith and Shelley Blakeney. Discussion of the importance of special education, increased special education services provided by SJ and possible future limitations.
- VI. Approval of previous minutes Motion by Vittetoe; 2<sup>nd</sup> by Lasek. Passed and approved.
- VII. Finance Update — Report provided by Mary Sue Marek. Report does not include restricted giving of \$30,000 for the computer lab as part of the net income. Amount over budget includes repairs that were not covered by insurance.
- VIII. Principal McBride Report — Discussion of report previously provided by email.
- IX. Pastor Report — Discussion of financials/boiler bills, spring parish retreat, mass attendance and faith formation attendance, Posadas currently ongoing, and Feast of Guadalupe occurred.
- X. Old Business
  - Budget Review — completed with the Finance Update
  - Curriculum Review — tabled
  - Staff check-in reports — Discussion of positive feedback received regarding scheduled time for staff check-ins and desire to conduct staff check-ins again during fall conferences.
- XI. New Business
  - Student Achievement Update — discussion of report provided by Principal McBride
  - Enrollment Committee Report — discussion of report provided by Principal McBride
  - SIAC Meeting Report — meeting will be scheduled prior to January meeting
  - Drop Off Lane Concerns — discussion of cars being improperly parked in the moving drop off lane and safety concerns. Discussion of volunteers to monitor drop off lane after winter break; Principal McBride will coordinate.
- XII. Committee Reports
  - Policy — None
  - Budget — None, meeting to be scheduled prior to January meeting
  - Facility and Planning — Discussion of meeting with representative from Boland recreation regarding playground improvement project. Discussion of the need for a door ramp for playground accessibility. Denny Drish should be consulted regarding portable air conditioning for kitchen.
  - Enrollment — None, meeting to be scheduled prior to January meeting
- XIII. Meeting Reports
  - Finance Council — Grant proposal for playground improvement is to be postponed for a year, matching funds will continue to accumulate during this time. STO goal has been met. Finance Council supportive of special educations services.
  - Parish Council — None
  - Home and School — None
- XIV. Open Forum (8:30)
- XV. Future Meeting Agenda Items and Date (8:45)
  - January 15, 2020 at 6:30

- Catholic Schools Week Preparation
- Tuition Update
- Conference Meal Plan
- Pre-registration enrollment
- Prepare 2020 budget
- Pre-school plans

XVI. Adjournment — Motion by Lasek; 2<sup>nd</sup> by Vittetoe. Passed and approved.

2019-2020 SJS Board Goals:

1. Improved communication between school board and teachers regarding activities and decisions at both levels
2. Continued focus on enhancement of early childhood programs.
3. Work to update and transition School Policies to electronic format.
4. Dedicated and improved evaluations of school administrator, teachers and school board.
5. Continue enrollment growth plan.
6. Maintain school improvement five year plan.

**ST. JAMES ELEMENTARY SCHOOL PRINCIPAL BOARD REPORT**  
**December 18, 2019**

**FACILITATOR OF FAITH COMMUNITY**

- **MODEL & TEACH**
  - ✓ Advent Prayers
  - ✓ Advent messages in newsletter

**STANDARD #1 - VISION**

- **SIAC**
  - ✓ Enrollment trends
  - ✓ Playground Committee visited the playground last Thursday

**STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM**

- **STUDENT LEARNING**
  - 3 y.o. PreK
  - 4 y.o. PreK      Food allergies & cross contamination
  - Kdg                Numbers 8 & 9; "a"; Kindness
  - 1<sup>st</sup> Grade        Nutcracker art; Boots the Elf
  - 2<sup>nd</sup> Grade        An Orange for Frankie author's purpose, summarization
  - 3<sup>rd</sup> Grade        Chapter 6 in Math
  - 4<sup>th</sup> Grade        Soil & weathering; Map project
  - 5<sup>th</sup> Grade        Gingerbread houses out of graham crackers activity
  - Music            Share your instrument day
  - PE                Cup stacking
  - FF                5<sup>th</sup> Grade---Nativity, Advent topics
- ✓ **PROFESSIONAL DEVELOPMENT**
  - ✓ Special Ed conversation with staff
  - ✓ Working on getting all the necessary trainings for PreK personnel completed

**STANDARD #3 - MANAGEMENT**

- ✓ **PERSONNEL**
  - ✓ 1st Grade hired---again
  - ✓ Coordination of subs
- ✓ **OPERATIONS**
  - ✓ SING account applied for      (3 yo PreK)
  - ✓ FBI Checks in process        (3 yo PreK)
- ✓ **FINANCES**

**STANDARD #4 - COLLABORATION**

- **AEA**
  - ✓ Providing staff to attend eligibility meetings
  - ✓ Providing data for Special Ed Consultant
- **COMMUNITY**
  - ✓ Coordination of Christmas program w/manager of Washington Community Center
- **DIOCESE**
- **HOME AND SCHOOL**
- **PARENTS**

- ✓ Recognized parents of 5th graders and prelude music students at Christmas program
- **PARISH**
  - ✓ Sharing of Tobin Hall and conference room space during Advent events & other meetings
- **PUBLIC SCHOOL**
  - ✓ Providing staff to attend eligibility meetings
- **TEACHERS & STAFF**
  - ✓ Christmas program coordination and collaboration

**STANDARD #5 - ETHICS**

- ✓ **REPORTING**
  - ✓ Fall BEDS completed and certified
  - ✓ Mid terms initiated
  - ✓ DHS annual verification visit
- ✓ **EVALUATION**
  - ✓ Classroom visits
  - ✓ Individual Professional Growth Plan
- ✓ **SOCIAL MEDIA**

**STANDARD #6 - LEARNING COMMUNITY**

- **MEDIA/PUBLIC RELATIONS**
  - ✓ Beginning work on CSW ad for Newspaper

