

St. James School Board Minutes
Wednesday July 24th, 2013 @ 6:30PM
“Year of Faith”

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 and prayer *Flannery led us in prayer with the Our Father to open our meeting at 6:40 PM. Present were: Harvey, McDole, Flannery, Wisniewski, Kleese, and Stoutner. Miller and Fr. Troy were absent.*
- II. Visitors
- III. Approve past minutes *Stoutner needs to change the heading from “agenda” to “minutes”. Harvey made a motion to approve the minutes with the correction and McDole seconded. Motion carried.*
- IV. Finance Update *Our Parish transfer was much lower than we budgeted for last year.*
- V. Principal Wisniewski’s Report *The 2013-2014 Parent/Student handbook was handed out to board members. The board members were given the Standard Score Ranges for Achievement Levels for reference. Chet had car stickers made with the St. James School and Parish logo on it. 1 will go in every packet for families at registration on Aug 8, 1 will go to board members, and 1 will go to all St. James staff. We will talk to Earthly Blessings about selling them in the store and having some on-hand in the Parish offices for purchase. Chet and the teachers attended the Professional Learning Communities conference in June at the Riverside Casino. He chose Kerri Hall as a moderator for the lower elementary teachers and Nicole Bruty as moderator for the upper elementary teachers. At the first meetings as groups they will set goals for the year and then decide how to measure these goals. Enrollment signs have been placed in the front and back of school. 4th and 5th graders will be having server training on August 22. We currently have 75 students enrolled K-5!*
- VI. Old Business
 - a. Budget Update/Enrollment update *75 students are currently enrolled with more calling every week.*
 - b. Site Visit 2013-2014 update
 - c. Officer elections - committee assignments/job duties *Flannery would like to continue serving as board president. Harvey would like to serve as Vice President. Stoutner will continue serving as board secretary and liaison to the Parish council. McDole will continue serving as liaison to the finance*

council. Kleese will serve as liaison to the maintenance committee. Miller will serve as liaison to the marketing/social committee. Stoutner made a motion to approve the board members to their respective duties and committees for the 2013-2014 school board year. McDole seconded. Motion carried.

- d. Bank update - WCSBank, WSBank
- e. Principal job description *The board will look at the principal evaluation from the Diocese and put together a job description based on that.*
- f. Maintenance issues - basement sink/phone alarm *The basement sink received approval from the City. It has been purchased and will be installed. Kleese has done research on the phone alarms and will talk to several Parish members who use them to see if they would consider donating one.*
- g. Library air conditioner *The air conditioner has been moved and the wiring checked.*
- h. Server status/update
- i. 2013-2014 School Board Calendar review *Flannery will resend this document for the school board to review.*
- j. Student support Plan - 2nd reading *The board will review this and discuss at the August meeting.*

VII. New Business

- a. New Principal reception plans *On Aug. 20th, during Back to School night, there will be a reception to welcome Chet. Flannery will talk to the Home and School board to see what their plans are and suggest inviting the Parish.*
- b. KidZone plans *There is not currently a director for KidZone. Chet is looking into possible leads. The board had a few suggestions.*
- c. School Work night plans *School work night will coincide with the 4 Seasons of Stewardship event that will take place August 3rd. This event will bring parents and parish members together to help get our facilities looking put together and polished!*

VIII. Meeting Reports

- a. Parish Council NA
- b. Home and School *At their July meeting they discussed ways to get the families more involved in volunteering to help with events. One way is to post all of the events needing help on posters around Tobin Hall for all to see and sign up for during registration. They are also not going to be*

collecting the family dues of \$20. A golf tournament will be held in Summer 2014.

- c. Finance Council NA
- IX. Committee Reports
 - a. Marketing NA
 - b. Grants NA
 - c. Other Committees NA
- X. Pastor Report NA
- XI. Future Agenda Items
 - a. *Principal Job Description*
 - b. *Bank update*
 - c. *Site Visit*
 - d. *Budget/Enrollment*
 - e. *Student Support Plan - 2nd reading*
 - f. *Maintenance update (sink, alarm phone, air conditioner)*
 - g. *School Board calendar*
 - h. *KidZone*
 - i. *Next meeting will be August 21 at 6:30*
- XII. Adjournment and closing prayer *Flannery led us in prayer with a Hail Mary to end our meeting at 8:57 PM.*