

**St. James School Board Agenda**  
**Wednesday, Oct. 16th, 2013 @ 6:30 PM**

*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 *Father led us in prayer to open our meeting at 6:32 PM.*
- II. Visitors *Nicole Bruty, 5th grade teacher, joined us for our meeting.*
- III. Approve past minutes *One correction will be made to the September minutes. McDole made a motion to approve the minutes with the correction made, and Harvey seconded the motion. Motion carried.*
- IV. Finance Update *Two specific items were discussed at the meeting. The State of Iowa is now requiring that all non-public schools provide ELL (English Language Learners) services to students that qualify. SJS does not have a qualified teacher on staff to provide on-site services. We are making contacts with the WCSD to get the services needed for our 6 students that qualify, should their parents/guardians accept the services. Heather Greiner, the current Title I teacher has agreed to provide reading support for our identified students. We will be increasing her 10 hours a week to 20. She will be attending ELL professional development courses, along with Mrs. Bruty and Ms. Baumert, this year. She is applying for a grant through Morningside College to receive a K-12 ESL endorsement and then be able to service students at SJS. The board received word that Mrs. Brown, our current librarian, has resigned her position, effective Oct. 24, 2013. It has been recommended to create a Media Center/IT Support position to help with the increase in data processing and reporting to the State. This position would be 20 hours a week.*
- V. Principal Wisniewski's Report *Chet has several state reports submitted, including C-Plan, Beds, student enrollment, and all Diocesan forms. He is currently working on the VFR. The school is prepared for the Site Visit. The Halloween class parties have been moved to Friday, Nov. 1st. The Iowa Assessments have been ordered and the date for assessment moved to Nov. 18 start date due to teachers being absent due to professional development.*
- VI. Old Business
  - A. Site Visit 2013-2014 update - board schedule, SB questions, meal plan *It was discussed and we will have JP's 207 cater the lunch for the preparers.*
  - B. Maintenance issues - air conditioning questions/facility plans *Ron Armstrong was contacted about utilizing the current geothermal in Tobin Hall and using it in the school. This could not happen. We questioned using Tobin Hall basement during hot weather. This was also a no, because of mold*

*and safety issues. We discussed air conditioning all the classrooms but the cost would be significant for only using it a few weeks a year. We then discussed possible solutions. This issue will be tabled for now until later in the school year.*

- C. KidZone update *This was discussed. There have not been qualified people responding to the ad so this will be tabled until later in the school year.*
- D. SIAC meeting plans *Chet will put together a meeting later in November/December after the Site Visit.*
- E. Leadership retreat - Oct. 22 or 29th, 2013 *The date is Oct. 29, 6:30 to 9:00 in Tobin Hall.*
- F. Parent/Teacher surveys *Chet is putting one together using Survey Monkey and will have it out to parents/teachers after the Site Visit.*
- G. Technology update - SuccessMaker/Powerschool
- H. STO Bulletin information *The window of giving is closing fast. Emails went out to parish members and SJS families to donate as soon as possible because the amount of money accepted for STO is almost given.*
- I. Bank update - WSBank/ West Chester Savings *Tabled*

#### VII. New Business

- A. Library Position *Discussed in Chet's principal report.*
- B. Joint Meeting - Finance Council - questions/agenda/scheduled date *We will meet on Nov. 20th at 6:30 during our regular scheduled meeting. This meeting is to get together and talk and meet each other. Mary will send final budgets out to the Board and the Parish Council.*
- C. HyVee/Target donations - budget line items *This is in our grants line items. Does not affect our budget.*
- D. 600 Policies - review *Board will look over the policies and bring comments to the next meeting.*
- E. PLC update *The teachers are broke up into K-2 group, and 3-5 group. 3-5 group is working on goals and how to meet them. The teaching staff is attending the ELA (English Language Arts) Core meetings at Grant Wood. They are looking at the chapters and deciding which are meeting the Core and the students are needing to master. K-2 is working on their technology curriculum.*
- F. Offertory Enhancement Program *This is a Diocese wide program that the Parishes are using to increase offertory giving.*

#### VIII. Meeting Reports

- A. Parish Council *N/A*
- B. Home and School *The group is looking at different ways to structure Royal*

*Ball.*

- C. Finance Council *The Council has gone through some member changes. Chris Peiffer and Laura Fisher have finished their terms, and Jim Ledger has resigned due to health issues. New members are Bob Redlinger and Linda Gonshorowski.*
- IX. Committee Reports
  - A. Marketing
  - B. Grants
  - C. Other Committees
- X. Pastor Report
- XI. Future Agenda Items
  - A. *600 Policies*
  - B. *Joint Meeting with Finance council*
  - C. *Site Visit recap*
  - D. *Parent/Teacher Surveys*
  - E. *SIAC meeting*
  - F. *IT position*
- XII. Adjournment and closing prayer *Father led us in the Our Father and concluded our meeting at 8:55 PM.*

*Our next meeting will be Nov. 20th, at 6:30 PM.*

*Dutifully submitted until approved by,*

*Nicole Stoutner, secretary*