

St. Francis of Assisi School Board of Education Minutes

November 9, 2023

Board Members Present:

William Downs (Chair)
Steve Craig (Secretary)
Brenda Pedersen
Andrew Phillips

Others Present:

Jeff Lynch (School Principal)
Wendy Henry (Preschool Director)
Jamie Zabel (Asst. Principal)
Thomas Call (Parish Council Rep)

Board Members Not Present:

Father Joe Pins (Pastor)
Kaba Kayemba
Phil Stover

Prepared by: Steve Craig

Called to Order: 6:30 p.m.

Adjourned: 7:40 p.m.

Location: Middle Conference Room

Minutes Prepared By: _____
Steve Craig

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Call to Order & Opening Prayer	William Downs called the meeting to order at 6:30 p.m. and Steve Craig led an opening prayer. Introductions were made of all those attending the meeting. The meeting minutes from the September 14, 2023 board meeting were unanimously approved.	Call to Order and Opening Prayer. September Board meeting minutes were unanimously approved.
Pastoral Update	Father Pins was not present but Jeff Lynch and Wendy Henry shared that plans are progressing to build a new early childhood wing with 4 classrooms on land south of the gymnasium. Pricing the construction and how to raise funds to pay for the construction are yet to be determined. Likely completion is in 2-3 years.	Plans to build a new early childhood wing on campus are being advanced.
Report from SFA School Principal Jeff Lynch	Principal Jeff Lynch discussed the following with the Board: <ul style="list-style-type: none">* Current families have been asked to confirm enrollment plans for next year by November 15. 14 out of 432 families have not confirmed plans yet. They are being contacted now. Open positions will be made available to parishoners as of December 1, 2023.* There is a need to purchase another AED device that will be placed outside the school office. A grant will cover all but \$1900 of the price. Home and School is being asked to help cover the cost.* The Emergency Operational Plan for SFA School is being reviewed and updated. The School Safety Team is looking at what additional training is needed. 4 required emergency drills have been conducted so far this year.* Jeff and Jamie are conducting 1:1 evaluations with each teacher. All but 7 of the 45 teachers have been evaluated to date.* The Sun Times newsletter is emailed to SFA School families each week and contains important news items. Board members without kids in SFA School asked if they could get this sent to them. Jeff indicated board members can	Report from Principal Jeff Lynch. Board members should contact Sara Karpuck in the SFA School office if they wish to receive the weekly Sun Times newsletter.

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	<p>contact Sara Karpuck and request to be added to the distribution list.</p> <p>* Jeff indicated that the 1st trimester ends 11/17/23 and reports cards will be mailed out the last week in November.</p>	
Report from SFA Preschool Director Wendy Henry	<p>Wendy explained that conferences for preschool students were just completed today. Preschool parents are also being asked to confirm enrollment plans for next year by November 15, 2023. Wendy is trying to reach out to current families who have not yet responded. The decision has been made to continue with the half-day curriculum three days/week for 3 year-olds and four days/week for 4 year-olds in 2024-2025.</p>	<p>Report from Presechool Director Wendy Henry.</p>
Board of Education Committee Assignments & Reports	<p>William reviewed Parish Committees that don't currently have a Board of Education Rep assigned. Andrew Phillips agreed to attend Home and School meetings. William will find out when the Finance & Building and Grounds Committees meet so that Steve & Brenda can decide if they can attend one of these as a Board of Education representative. There were no significant items to report from SIAC (Phil Stover), Technology (Kaba Kayemba) or Security and Safety (William Downs) committee meetings.</p>	<p>William Downs will find out when the parish Finance and Building & Grounds committees meet and share that information with Brenda and Steve.</p>
Vacant Board Positions	<p>William explained that Barb Nichol and Jody Mead resigned from the Board. Kaba Kayemba confirmed that he wishes to remain on the board despite missing all 3 meetings so far this year. Phil Stover has also missed all 3 meetings so William will reach out to him to see if he wishes to continue serving on the board. We have not elected a Board Vice Chair. A motion was made, seconded and unanimously approved to elect Brenda Pedersen as Vice Chair.</p>	<p>Brenda Pedersen was elected Vice Chair of the board.</p> <p>William Downs will reach out to Phil Stover to see if he wishes to remain on the board.</p>
New Business	<p>William raised two concerns that school parenst have brought to his attention:</p> <ul style="list-style-type: none"> • There is a lot of confusion over the need to confirm enrollment plans this early in the school year and the process involved. Some of the information requested is new. There is a need to pay a registration fee of \$100 per child and it must be paid using Blackbaud. There are questions about where that money is going. After board discussion, it was agreed that a letter from this board to regional school administration leaders expressing concerns about the new process and a lack of transparency about the required registration fee that parents must pay would be appropriate. • There have been questions raised about how much money was raised in the Track-A-Thon this year and how that money will be used. Jeff Lynch explained that \$25,000 was raised and it has just been decided by the Home and School Board to use the money to pay for resurfacing the 	<p>William Downs will draft a letter to the regional school administration expressing concerns about the new re-enrollment process and the lack of transparency in how the required registration fees are being used.</p> <p>This year's Track-A-Thon raised \$25,000 and the money will be used to resurface the gym floor.</p>

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
	gymnasium floor over the Christmas break.	
OTHER BUSINESS	There being no further business, a motion was made and unanimously approved to adjourn. The meeting was adjourned at 7:40 pm.	Meeting was adjourned at 7:40 pm. The next Board of Education Meeting is on Deember 14, 2023 at 6:30 pm.