

St. Francis of Assisi School Board of Education Minutes January 11, 2024

Board Members Present:

William Downs (Chair)
Brenda Pedersen (Vice Chair)
Kaba Kayemba
Andrew Phillips
Phil Stover

Others Present:

Jeff Lynch (School Principal)
Jamie Zabel (Asst. Principal)
Wendy Henry (Preschool Director)

Not Present:

Father Joe Pins (Pastor)
Steve Craig (Secretary)
Thomas Call (Parish Council Rep)

Prepared by: Phil Stover and William Downs

Zoom Meeting Called to Order: 6:31 p.m.

Adjourned: 8:05 p.m.

Location: Microsoft Teams (Winter Weather Driving Concerns)

Minutes Prepared By: _____
William Downs

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Call to Order & Opening Prayer	William Downs called the meeting to order at 6:31 p.m. Introductions were made of all those attending the meeting with recognition that the winter weather and last-minute change will cause delays for some in calling into the meeting. Minutes from the December 14, 2023 board meeting were unanimously approved.	Call to Order and Opening Prayer. December Board meeting minutes were unanimously approved.
Open Forum	There were no requests for an Open Forum at this meeting.	
Pastoral Update	Fr Pins/pastoral representation was not present	
Report from SFA School Principal Jeff Lynch	Principal Jeff Lynch discussed the following with the Board: <ul style="list-style-type: none"> * The school has ordered another AED device * The gym floor resurfacing was delayed but is now complete. * The Polk County Hazard Assessment is being conducted and the school is still awaiting a report from Geocom on any building safety/ security concerns. – Jan 2024 – No Change * School Administration had a meeting with the Diocese to review the Emergency Operation Plan (EOP) and discuss action items. School Safety Committee reviewed school's actions as it pertains to an active shooter event and ensured measures, such as magnet lock, were in place. They identified some items that need improvement and will look to include a BOE member for additional perspectives. * The 5th grade teacher and Kids Care Director job positions have been filled. 	Report from Principal Jeff Lynch. Jeff Lynch – Will schedule time for the school safety committee to review new safety measures being taken.

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Report from SFA Preschool Director Wendy Henry	Wendy reported that all 3-year-old and AM Pre-K positions are filled for next year with a wait list for the 3yr old classroom. A few PM Pre-K positions still remain unfilled.	
Board of Education Committee Assignments & Reports	<p>Members discussed results of recent committee meetings they attend as BOE reps:</p> <ul style="list-style-type: none"> * Andrew – Home and School did not meet in January due to Bid for Kids event. Home and School leaders agreed to send representatives to attend our February BOE meeting to discuss future merging of the two boards. * Phil – School Improvement Advisory Committee – No update * Brenda – Building and Grounds did not meet in December - No update * Steve – Finance Council - No update * Kaba - Technology Committee – No update * William - Security and Safety – No update, committee meets every 2 months 	<p>Committee Meeting Reports.</p> <p>Phil Stover will connect with Jeff Lynch to learn more about SIAC and how the Board of Education can assist with their work.</p> <p>Kaba Kayemba will connect with Diane Nitzel about the next Technology Committee meeting.</p>
Old Business	<p>William discussed a few other concerns:</p> <ul style="list-style-type: none"> • At the December BOE meeting, Father Pins asked William to post information on the SFA website about Open Forum at BOE meetings. This includes explaining the need to provide at least one week's notice and the time limit for presentations. This action was completed. • William led a discussion about the merger between H&S and BOE. The Holly Trinity response email to William detailing their general structure was reviewed. <ul style="list-style-type: none"> ○ Information was informative and gave a general idea on how BOE and H&S could approach the merger. At HT, they have a large number of sub committees and are still figuring things out. They do not currently have by-laws or a charter that they can share. ○ Jeff Lynch mentioned that with the regionalization pause then the initial August 2024 deadline could be flexible. Kaba suggest we still work towards the August 2024 deadline due to the limited number of meetings (around 5) and unknown issues that could arise. Having the flexibility and not rushing is better than waiting until there is no time. BOE member agreed to keep moving forward. ○ Kaba suggested establishing a steering committee of Home and School & BOE reps so select members from each group can start working on merger details. Andrew and Phil volunteered to be representatives based on their skill sets. This will be discussed at 	

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
	February's meeting.	
New Business	<p>William initiated conversation about the Perry High School Shooting and SFA preparedness:</p> <ul style="list-style-type: none"> • See Admin report (above) about school's initial response and Safety Committee preventive actions. • Kaba expressed concerns about bullying and school actions to address. Jamie Zabel discussed the initiative SFA is working to implement called "Leaders and Me" that works to address bullying by teaching adults and then kids. The program works to let kids know that they are valued and have a voice and works to address both blatant and hidden bullying. • William expressed concerns about the school's Emergency Operations Plan and requirements within the plan. He suggested creating a checklist of the variety of action items implemented per this plan and outside of the plan so the preventive actions/items in place one month remain in place next month or year later. Jeff liked the idea and will discuss it with the school's safety committee. • William suggested creating a confidential Capabilities Gap document as it relates to the preparedness, response and recovery in the EOP that could be used to track status, prioritize and fix any identified gaps. • William suggested establishing a task force of community members with specific skills to perform the legwork to update the EOP, provide training opportunities for staff and more – Not to just advise but do the work in conjunction and support of the Administration. • BOE members support creating a standard safety agenda item, such as a checklist review, EOP update, etc., to ensure preparedness. <p>Regionalization Hold</p> <ul style="list-style-type: none"> • FACTs will remain in place for next 2024-2025 school year. • Fall 2023 registration fees – Jeff Lynch mentioned that some of the money would still go to Blackbot but that some of that money would be coming back to the school. Currently, things are still being determined and more discussion is needed. 	These items will be discussed further at the February meeting.
OTHER BUSINESS	There being no further business, a motion was made and unanimously approved to adjourn. The meeting was adjourned at 8:01 pm.	Meeting was adjourned at 8:05 pm The next Board of Education Meeting is February 8, 2024 at 6:30 pm.