

St. Francis of Assisi School Board of Education Minutes

April 11, 2024

Board Members Present:

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

Not Present:

Father Joe Pins (Pastor)
 Kaba Kayemba

Prepared by: Steve Craig

Called to Order: 6:30 p.m.

Adjourned: 8:55 p.m.

Location: Serra Conference Room

Others Present:

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

Home and School Leaders

Heather Darling (President)
 Mari Lewis (Treasurer)
 Molly Mertens (Secretary)
 Brianna Umthun (Past President)

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 Thomas Call led an opening prayer. Minutes from the March 21, 2024 Board of Education meeting were unanimously approved.	Call to Order and Opening Prayer. March Board meeting minutes were unanimously approved.
Pastoral Update	Father Pins was not able to attend the meeting due to a funeral visitation service that he needed to attend. Jeff Lynch was asked to address the question of whether the regionalization plan is definitely going to proceed. There have been challenges for the first three schools that joined the regional network (Dowling Catholic, Holy Family and St. Josph). Five other schools will join the network in July 2024 (Christ the King, St. Augustin, St. Luke, St. Theresa, St. Anthony). In Fall 2024, a decision will be made about whether to move forward with all DM Diocese Catholic Schools joining the regional network.	Father Pins was unable to attend. Jeff Lynch provided an update on the status of the regional network of DM Diocese Catholic Schools.
Report from SFA School Principal Jeff Lynch & Assistant Principal Jamie Zabel	Principal Jeff Lynch & Assistant Principal Jamie Zabel discussed the following: <ul style="list-style-type: none"> * They have been busy interviewing candidates for open teaching positions. All have been filled including a full time Enrichment Teacher and a new behavioralist position) except one 4th grade teaching position and three classroom assistant positions. * FAST exam results have been received. All students will have completed the ISASP exams next week, but these results won't be available until June. * Kindergarten Round-Up for incoming students and parents will be conducted on April 26. Three sessions are planned that day. * First Communion will be held for second graders the weekend of April 20-21. 	Report from Principal Jeff Lynch & Assistant Principal Jamie Zabel.

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	<ul style="list-style-type: none"> * Students and teachers appreciated the special solar eclipse viewing sessions that were held for all K-8 grade students on April 8. * Plans are being finalized to start the new Student Council with elections in May. Each 6th-7th-8th grade homeroom will elect two representatives and then one 8th grade rep will be elected President, one 7th grade rep Vice President, and one 6th grade rep Secretary-Treasurer. Mr. Todd Hilton will serve as faculty moderator. * The school is working on refunding the parents who paid for Kids Care coverage during Spring Break which was canceled due to staffing shortages. * The new AED device will be installed next week but the decision has been made to locate it upstairs in the middle school classroom area. They are exploring obtaining another AED device for the school and the possibility of leasing these devices so a 3rd party company will regularly service the devices. * The Polk County Hazard Assessment was conducted in October and the school is still awaiting a report about any building safety/security concerns. * The Diocese is still reviewing the school's Emergency Operations Plan (EOP). The School Safety Committee is considering developing a one-page summary of response procedures that can be quickly referenced for different events. * Jamie was asked about progress with the Culture Committee and plans to implement the Leaders and Me program at the school. The Leaders and Me instruction books have been received. They are planning to train teachers on the program at the start of the next school year. Teachers from Waukee and West Des Moines Schools who have used the program have agreed to assist with this training. * 8th Grade Graduation is scheduled for May 22, 2024. 	
<p>Report from SFA Preschool Director Wendy Henry</p>	<p>Wendy said they are finishing up interviews to fill the two vacant Pre-K teaching positions for next year. They are very pleased with the quality of applicants for the positions. Pre-School teachers will be assisting with Kindergarten Roundup on April 26.</p>	<p>Report from Presechool Director Wendy Henry.</p>

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Committee Updates.	<ul style="list-style-type: none"> * Andrew summarized the most recent Home & School Meeting he attended with the help of Home & School leaders attending the board meeting. Results from the auction gala are being finalized & the budget for next year has been set. * Brenda summarized recent work by the Building & Grounds Committee that included completion of a taller fence around the school playground. There are plans to cement over the parking lot island currently filled with stones by the playground as the rocks are occasionally thrown during recess and other activities. They are also looking to replace the flooring in the Parish Hall. * Steve shared items from the 3/19/24 Parish Finance Committee that included approving the budget for 2024-25, a report about increased tithing by parishioners in Jan-Feb, and exploring lowering health care costs for employees by changing the current 80/20 health plan to an 85/15 plan. The Parish is now working with parents who missed the deadline to approve the state sending ESA money to St. Francis for the second semester to cover their child's tuition. 	Committee Updates Provided.
Work on Bylaws for New Leadership Council	The rest of the meeting was spent with current Board of Education members and Home & School leaders working on proposed bylaws for the new Leadership Council that will merge the Board of Education and Home & School organizations. Draft bylaws created by Phil Stover working with Andrew Phillips were circulated in advance of the meeting. Each Article of the new bylaws was reviewed in detail and feedback provided to Phil who took notes during this part of the board meeting. It was agreed that Phil will now revise the draft bylaws to incorporate changes discussed at this meeting. He will then recirculate the revised bylaws so they can be reviewed again at the next Board of Education Meeting scheduled for May 9, 2024.	Phil Stover will work to revise the draft bylaws created for the new St. Francis of Assisi School Leadership Council and distribute them to BOE and H&S leaders prior to the May 9 meeting so they can be reviewed at that meeting.
Adjournment	The meeting was adjourned at 8:55 pm.	The next Board of Education Meeting is scheduled for May 9, 2024 at 6:30 pm. Home and School leaders will again be asked to attend this meeting.