

St. Francis of Assisi School Board of Education Minutes

May 16, 2024

Board Members Present:

Father Joe Pins (Pastor)
 William Downs (Chair)
 Brenda Pedersen (Vice Chair)
 Steve Craig (Secretary)
 Kaba Kayemba

Not Present:

Andrew Phillips
 Phil Stover

Prepared by: Steve Craig

Called to Order: 6:30 p.m.

Adjourned: 8:00 p.m.

Location: Serra Conference Room

Minutes Prepared By: _____
 Steve Craig

Others Present:

Jeff Lynch (School Principal)
 Jamie Zabel (Assistant Principal)
 Wendy Henry (Preschool Director)
 Thomas Call (Parish Council Rep)
 Tyler Tiede (Guest, Parent)

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 Father Pins led an opening prayer. Minutes from the April 11, 2024 Board of Education meeting were unanimously approved.	Call to Order and Opening Prayer. April Board meeting minutes were unanimously approved.
Pastoral Update	Father Pins provided the following update: <ul style="list-style-type: none"> * First communion services were held on two weekends in April and went well. * On June 2, 2024 there will be a Eucharistic Procession around the campus after the 11:30 am mass. It is hoped that large numbers of SFA parishioners & school children will participate. KofC will serve lunch after the procession. * Results of the Disciple Maker Index survey completed by over 1100 parishioners & school parents are not available yet. There is a webinar from DMI survey developers on June 12 to go over how to access survey results. * Regionalization plans are progressing with work on the infrastructure in 3 primary areas: Diocesan Office & Principals (policies and procedures), Regional Office (Accounting, HR, IT, Security concerns), Parishes/Pastors (responsible for buildings & grounds, appointing principal, local fundraising). Four new schools are joining the regional network this year and the rest will join in 2025 (including St. Francis). 	Report from Father Pins was unable to attend.
Report from SFA School Principal Jeff	Principal Jeff Lynch & Assistant Principal Jamie Zabel discussed the following:	

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<p>Lynch & Assistant Principal Jamie Zabel</p>	<ul style="list-style-type: none"> * They have been very busy interviewing candidates for open teaching positions. All have been filled except the STEM teaching position. There are 3 applicants & interviews for this position are scheduled for early next week. * Several current teachers are switching positions for next year and a total of 5 new teachers have been hired. The quality of applicants was outstanding. Use of Indeed.Com provided access to several great applicants from outside the state. * New teachers hired include Katie Uitenbroek (5th), Annie Desing (5th), Peter Hunter (6/8 Social Studies), Megan Schraeger (6/8 Religion), and Kelly Koenings (7 Religion & Social Studies). * Current teachers hired to new positions include Mollie Jenks (4th), Emily Behrens (Middle School Counselor), Mary Stumbo (Behavior Support), Stephanie Larson (Enrichment) and Nicole Kolbo (Band). * The plan is to announce all the new teacher hirings to parents next Monday. All but one of the new teachers have extensive prior teaching experience. * There was discussion about the school calendar for 2024-2025 and how St. Francis School will meet the required minimum 1080 hours of instructional time for the year. One planned change is that the school day will start at 8:10 am (Car line drop off will start at 7:55 am) and end at 3:20 pm. There are more than five Professional Development Days scheduled and at least one of these could be re-captured as a school day if needed. The current school calendar has a total of 1112:45 qualifying hours that meet the Iowa Code 256.7. Parent Todd Tiede discussed his work with Mr Lynch & Dr. Zabel on this concern as well. * Concerns raised by some parents about Kids Care coverage were reviewed. The new director Jess had to start with little notice when Rex left and she has worked out plans for full coverage and closer supervision going forward. * Parents and students were asked to complete surveys about the school climate & student leadership opportunities for the Leaders and Me program. Results will be addressed in the two-day Leaders and Me staff training planned for August. A separate bullying survey from the Diocesan Catholic Schools Office is being administered now to 3rd-8th graders. * Student Council elections are being held now. Plans are for each 6th-7th-8th grade homeroom to elect two representatives and the teachers can appoint one additional rep. Mr. Todd Hilton will serve as faculty moderator. Student Council representatives will replace the student ambassadors. 	<p>Report from Principal Jeff Lynch & Assistant Principal Jamie Zabel.</p>

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	<ul style="list-style-type: none"> * Final FAST exam results will be received after school is out. Preliminary ISASP exam results are available and at first glance look quite good. More detailed analysis of exam results & any needed changes is beginning now. * The school has provided refunds to parents who paid for Kids Care coverage during Spring Break which was canceled due to staffing shortages. * The new AED device has been received & will be installed upstairs in the middle school classroom area soon. Another AED device for outside the school office is planned + the possibility of leasing these devices so a 3rd party company will regularly service them. * The Polk County Hazard Assessment Report from the survey conducted in October 2023 was just received. The Diocese also submitted a report from their review of the school's Emergency Operations Plan. Both reports will be shared with William Downs for his input since this is his area of expertise. * The school will be submitting a grant request to the state to receive up to \$50,000 for security upgrades at the school. There is a need to upgrade the school security camera system & the system to buzz parents into the school. 	
<p>Report from SFA Preschool Director Wendy Henry</p>	<p>Wendy said they have filled the two vacant Pre-K teaching positions for next year. They are very pleased with the quality of applicants for the positions. They still need to fill one vacant Associate position in the 3 year-old classroom.</p>	<p>Report from Presechool Director Wendy Henry.</p>
<p>Committee Updates.</p>	<ul style="list-style-type: none"> * Andrew was not present to discuss recent Home & School Meeting business. * Brenda provided a report from the Building & Grounds Committee that the new chiller was installed, there is work to consolidate the fire alarm & sprinkler systems, and there are plans to cement over the parking lot island located near the school playground that is currently filled with stones. * Steve shared items from the 4/16/24 Parish Finance Committee meeting that included positive budget financials through the 1st quarter of 2024, good parishioner response so far to the 2024 annual diocesan appeal, being on track with parishioners paying their Ignite campaign pledges, and the Diocesan Building Commission and the Bishop tentatively approved the proposed SFA building expansion plan. A capital campaign may be launched in 2025 with construction hopefully beginning in 2026. 	<p>Committee Updates Provided.</p>

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<p>Work on Merger of BOE and Home and School + Bylaws for New Leadership Council</p>	<p>There will need to be a future meeting to finalize work on the bylaws for the new Leadership Council because Phil Stover + Home and School leaders could not make it to tonight's re-scheduled board meeting. ALL BOARD OF EDUCATION MEMBERS and HOME AND SCHOOL LEADERS need to fill out the meeting survey sent by William Downs (Scheduling Poll sent by email on May 10, 2024) so we can get this meeting scheduled.</p>	<p>All Board of Education members + Home and School leaders need to fill out ASAP the Scheduling Poll for when we can meet to finalize work on the bylaws.</p>
<p>Plans for Filling Positions on New Leadership Council</p>	<p>The new Leadership Council will start meeting in August. Filling positions on the Leadership Council will involve first finding out how many current BOE members and H&S leaders wish to serve on the new Council. All current BOE members and H&S leaders will be asked to complete the one-page <i>St Francis of Assisi Personal Information Sheet for Discernment Process</i> form to confirm their interest in serving. After these are received, Father Pins will work with Jeff Lynch and William Downs to see if there should be an announcement to the Parish to help recruit other new Council members and what skills might be needed in these new members.</p>	<p>All current BOE members and H&S leaders are asked to complete the one-page <i>St Francis of Assisi Personal Information Sheet for Discernment Process</i> form if they are interested in serving on the new Leadership Council.</p>
<p>June 2024 Board of Education Meeting</p>	<p>After discussion, it was agreed that the Board of Education does need to meet on June 13, 2024 to finalize work in organizing the new Leadership Council. Father Pins may be able to share preliminary findings from the Disciple Maker Index survey results for the parish.</p> <p>Jeff Lynch and Father Pins announced that all current Board of Education and Home & School leaders will be invited to a meeting at St. Augustin on June 4, 2024 where leaders of the regional school system will share information that will help parishes working to create new leadership councils.</p>	<p>There will be another Board of Education meeting on June 13, 2024.</p> <p>Board of Education members and Home and School leaders will soon be invited to a meeting at St. Augustin's on June 4, 2024 to learn more about regional school system plans.</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 8:00 pm.</p>	<p>The next Board of Education Meeting is scheduled for June 13, 2024 at 6:30 pm.</p>