



# SAINT JAMES SCHOOL

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Saint James Parents Association

April 3, 2022

Board minutes

**Present:** Tom Starkoski, Deanna Starkoski, Cindy Scott, Elena Echenrique, Rachel Bakersmith, Steve Zambrun, Julie Zanetti, Tina Butcher, Tracy McElroy, Father Montgomery, Todd McMahon, Carrie McMahon, Father Dunnan, Amy Coale, Kimberly Kingry, David Hutchings, Deattra Banks, and Jennifer Sherman

President Tom Starkoski called the meeting to order at 12:58 PM. Father Dunnan led the opening prayer. Tom began the meeting with an overview of the last two years for the Parents Association and the Covid 19 Pandemic. He shared that he was thankful and grateful for the parents who pulled together and worked behind the scenes on various committees to have as much normalcy as was allowed during this time. He said it was a tough time for all and that it is finally nice to meet in person and not on a zoom call.

**Secretary's Report:** Cindy Scott shared the minutes from the September 29, 2021 meeting. Tom Starkoski made a motion to approve the minutes and Deanna Starkoski seconded the motion.

**Treasurer's Report:** No report was shared. Tom shared that Marie Walker has resigned as treasurer. Father Dunnan shared that the school is working on having Marie stay on or work with the next president and school for a smooth transition. Father asked that if Marie doesn't stay on, then hopefully a parent with an accounting background can take over. He shared that Marie served in this position for four years and was very knowledgeable of the software that was used.

**Headmaster's Report:** Father Dunnan also said thank you to the parents for their patience and support during the Covid 19 Pandemic and how Saint James School handled it. He said at this point, the county numbers are great and the MAC is no longer requiring testing for the student athletes. He said the school is only testing now if someone is symptomatic. He shared that 99.2% of the students/staff are vaccinated. He said moving forward, Saint James will continue to follow whatever guidelines are given in order for Saint James School to remain a vaccinated community.

During the pandemic, the Pohanka Fine Arts building was completed and opened and the students and school community are enjoying this new facility. The Athletic Center will add an indoor turf field (65-75 yds long) and will be a "rec center" for students to use as well, not just athletes. The building will cost 13 million and so far 10 million has been raised so far. Myers Contracting Systems will be the contractor and the plan is to begin building in May, 2022.

Father Dunnan also shared that the school has purchased the Bai Yuka Farm property(2.5 million over 5 years: \$500K per year from school). The hope is to use this property to build a conference center and guest house.

Father shared admissions are booming right now. The plan too is eventually to build another boys' dorm which would be similar to Coors.

He shared there will be 5 teachers departing this year and during Covid there were very few departures. Three of the five have been replaced and the school is in the process of replacing the other two positions. Father shared that inflation has affected the school budget for next year. There were \$250K in faculty increases and 3.5 million committed to financial aid which he hopes to keep. Father stressed the importance of the Annual Fund and how it decreased during covid. Last year only 70% was raised from current parents, and right now only 50% has been raised from current parents. Father and other staff shared to encourage parents to donate to the Annual Fund.

**Upcoming Events(shared by President Starkoski):**

- Chapel Decorating: April 16<sup>th</sup>
- Alumni Weekend: April 29<sup>th</sup>
- Prom Mocktails: May 20<sup>th</sup>, 4:30-6 PM (need 2<sup>nd</sup>-4<sup>th</sup> form parents to help with this)
- Cookie Day: June 1<sup>st</sup> 3:30 PM
- Field Day: June 3rd

**Campus Decorations:** Elena Echenique will serve as chair next year. Roostervane Gardens in Funkstown will provide decorations for Alumni Weekend. Tina Butcher also shared that Karina Rodriguez is interested in serving as co chair as well.

**Chapel Decorations:** Tina Butcher shared that the committee decorated for Lessons and Carols at Christmas and will work with Father Montgomery to decorate at Easter. Next year, Campus Decorations and Chapel Decorations will merge together as one committee.

**Teacher Appreciation Committee:** no report shared

**Concessions:** no report shared

**Athletic Liaison:** Todd McMahon shared that there was only one exemption request allowed during the exemption request process this year. Tom thanked Todd for all of his help with sporting events this year as well as the SJIT this year.

**PAC:** Deanna Starkoski and Cindy Scott shared that they are no longer the co chairs and that currently Karla McNamee is running this committee until co-chairs can be found. Deanna asked for parents present today to consider volunteering for this position and shared the responsibilities of the job. Deanna also shared that currently there are wonderful ambassadors to work with new families for next year and that the Admitted Student day held at the school last Saturday was very successful and well received by new families.

**Annual Fund:** Tom Starkoski shared that a Chair is needed for this committee. Father shared that the school is actually talking to someone about taking on this role. He also shared the Development Office is working with someone to write the Annual Fund letter.

**Dean of Students Report:** Mr. Hutchings shared that it has been exciting to finally get back to student activities both on and off campus. He shared that student led events are very popular. He said movie runs and ski trips were brought back and were successful. He shared the students are looking forward to Prom, Hershey trip, and Field Day. He said he is working on speakers for Senior Week. Cindy Scott thanked him for the weekly newsletters and said parents appreciate the weekly communication this school year with the weekend schedule included.

**Old Business:** Tom Starkoski shared that the Grant Procedure Request form has been updated and is now on Blackbaud. He also shared that the previous Cocktail Party always held in the fall during Parents' Weekend will now be called Parent Mixer.

**New Business:** Father Dunnan shared that the speaker for Baccalaureate will be Mr. Zawie and Congressman Trone will be the speaker for Commencement.

Tom Starkoski shared the ballot of officers for the 2022-23 school year. (Ballot attached) There were committee chairs needed and some parents at meeting volunteered to serve as chairs. They are: Steve Zumbrun: Athletic Liaison, Carrie McMahon: Parent Ambassador Committee, Tracy McElroy: co-chair Appreciation Committee, and Amy Coale: Cookie Day

Tom Starkoski made a motion to approve the ballot and Deanna Starkoski seconded it. A vote was held and all were elected.

The meeting was adjourned at 2:43 PM.

Respectfully submitted,

Cindy Scott