

SAINT JAMES SCHOOL

Saint James Parents Association

May 3, 2020

Board Minutes

(meeting held via Zoom)

Present: Donna Almany, Kris Mahoney, Antoinette Parker, Jennifer Martirano, Ted Bamforth, Kellie Root, Tim Almany, Ronnie Carter, Carrie McMahan, Todd McMahan, Laura Zimmermann, Mrs. Sherman, Dan Dotson, Will Durham, Tom Starkoski, Deanna Starkoski, Dom Danielle, Father Dunnan, Mr. Lachut, Maura Fisher, Marie Walker, Brenda Green, Cindy Scott

The meeting was called to order by President Donna Almany at 12:35 PM and Father Dunnan opened it with a prayer. Cindy Scott shared the minutes from the last board meeting and asked for the minutes to be approved. Kellie Root motioned for the minutes to be approved and Ronnie Carter seconded the motion. The minutes were approved unanimously. Cindy Scott also shared that the minutes can now be found on Blackbaud for parents to read as well.

Treasurer's Report: Marie shared that the treasurer's report was emailed for all to review and asked if there were any questions. She shared that this year the Parents Association gave back to the school mostly what was made. A motion to approve the report was made by Kris Mahoney and seconded by Ted Bamforth.

Campus Decorations: Laura Zimmermann shared the highlights of what the committee did this year. She stated that she will work with the school about decorating times next year but at this point will have to wait and see what the school calendar looks like. Carrie McMahan asked if there was anything to do to school grounds to help before school starts. Father Dunnan liked the idea of getting help from parents to help prepare the grounds before the start of the school year. Laura said she will work on getting volunteers for this.

Cocktail Party: Tina Butcher was absent but emailed the following:
"Nothing to report since our last meeting. I'm not sure what the fall will look like in terms of a party or gathering, but I'm glad to continue as a co-chair and am hoping Lucia is as well."

Chapel Directions: Tina Butcher also shared in her email that she has cleaned all of the linens and they have been returned. She will be in communication with Father Montgomery to see if any other linens need cleaned.

Raffle Tickets: Carrie McMahon shared that 65 tickets were sold. The winning number will be pulled virtually during meeting today by Donna Almany. The winning ticket belonged to Brenda Greene and she won \$2500. Carrie McMahon asked the group to consider lowering ticket prices for next year to \$50 per ticket and 2 for \$75. Also, it was agreed upon to name the raffle something else besides Tuition Raffle since anyone can purchase tickets not just Saint James families. Since there are still so many uncertainties about next year at this point, a decision will be made about ticket price when school resumes in the fall. It had been stated that ticket prices have always been \$100 a ticket so lowering it may be something to try for one year to see if more tickets are possibly sold overall.

Faculty and Staff Appreciation: Kristi Mahoney shared highlights of activities the committee did this year. Said committee is preparing for Teacher Appreciation this week with parents mailing gift cards to Jennifer Martirano for her to do raffles with staff. Kristi shared that cards will be given to staff members leaving who have been there less than five years. During this COVID 19 time, the committee has ordered treats and had them delivered to the school instead of getting parent donations. The staff is very appreciative of all of this. Also parents have been mailing notes of appreciation and the staff have appreciated this as well. Kellie shared that this is truly needed right now because this is overwhelming for everyone right now and a note of encouragement is always helpful. Also she said the students will be doing a special gift for the staff at the end of May too. Kellie also shared that as of the meeting, Mrs. Ellis still did not have her baby yet. The committee had given her a gift as well as Mrs. Davis is celebrating 40 years at Saint James. Kellie asked for gift ideas for her to give from the Parents Association. Kellie Root is a sixth form parent so Ronnie Carter will take over her role of co-chair with Kristi Mahoney.

Cookie Day: Doughnuts from Burkholders were ordered and given to the students back in February for a Treat Day.

Concessions: Ted Bamforth shared that overall it was a very successful year in concessions and just now waiting to see what the fall schedule will look like to

prepare for those events. Donna Almany shared that Donna Foster will work with Jack Shaw to take over his role next year with Concessions.

Athletic Liaison: Tom Starkoski shared that overall athletics were great this year at Saint James. He said that SJIT and Holloway were both successful events. The exemption process went smoothly this year and the chairs donated by the Parents Association were a big hit with fans. He is looking forward to hopefully having a fall sports season.

IVolunteer: Marie Walker shared that Terri Burdette took over running this site and is doing a great job with it.

PAC: Deanna Starkoski shared that unfortunately the New Parent Cocktail Party at the Bavarian Inn was cancelled due to COVID-19. She said if there is a party next year that we should consider booking there again because Mr. Asam (alumni and current parent) and his staff were great to work with. She stated that this year that more new parents are reaching out to their ambassadors, and the ambassadors are doing a great job communicating with their families. Karla McNamee is working with Cindy Scott and Deanna to update new student information. Cindy then shares this with the ambassadors. She shares if a family has enrolled or declined. Deanna also shared that Admissions at the school has started a Facebook group for new families as well as Father Dunnan held a virtual question and answer session and 42 families attended that. Admissions will hold two more virtual events with Mrs. Sherman and Mr. Batson and Mr. and Mrs. Lachut.

Annual Fund: Will Durham shared that so far \$950K /1.2 million has been raised so far. Right now the COVID-19 situation could impact this from increasing. Father Dunnan did share that Boarders who were eligible to receive a boarding refund were given an option to donate their refund to the Annual Fund. So far he said that half of these families have said they will give back their refund. If they donate it then that could potentially add \$100-200K to the Annual Fund.

Headmaster's Report: Father Dunnan shared that the Distance Learning was a quick turnaround with less than a week of instruction lost. The full curriculum is being delivered. It is a learning process for all involved and everyone had to grow into it. Students do prefer active learning but are embracing this new way for

now. He said Mr. Batson and Mrs. Sherman are working closely with staff and students monitoring it and working on any issues that may arise. Mrs. Sherman shared that she commends the students and is impressed with how they have adapted to this and that it has been a learning curve.

Father shared that the pandemic did cause for six employees to be furloughed. He was able to maintain Sage Dining Hall staff because the faculty is still living there on campus and the dining hall is providing them their meals. Right now projects around campus are being completed such as new furniture and repairing the turf on the field.

Father stated that the staff is currently working on Prize Day, Chapel, Baccalaureate, and Commencement all which will be held virtually. Because of Governor Hogan's current executive order, unfortunately these events will have to be held online. He said more information will be emailed to students and families soon. He shared that enrollment for next year is way ahead from where it was last year at this time. He thanked the Parent Ambassador Committee and Admissions office for their work with the new families. He shared at this point the opening of school is delayed until September. At this time, it is very hard to plan for anything in the fall since there are still many unknowns. Right now, it is just a "wait and see" approach to the fall.

The Arts Center is currently 95% completed. There have been a lot of delays with this project and right now there is a wait on getting supplies for the "finishing touches". The board has decided at this point to wait on starting the Athletic Center project. The cost of the building is 9 million and 8 million has been raised so far. Father said because of the current situation, the board has decided to temporarily delay the start of this.

Dean of Students: Mr. Lachut said that he and the staff are working on ways to let students know they are thinking of them. He has asked all students to be honest with the staff and to please let them know if something isn't working. He said he has just sent out to students Roommate request forms and Advisor forms. He is also right now working on scheduling boarders to return to campus to retrieve belongings. He has scheduled international students last with hopes they can return. If not, then the school will look into storage or shipping options as needed. Father Dunnan then shared that he also wanted to thank Mr. Harry for

the great work he did with the Sixth form class and their college admissions. Father shared the sixth form is a very impressive class. Mr. Lachut shared that Prefect Selection for 2020-2021 school year will be determined using Microsoft teams and the students will get to vote on May 25th.

President's Report: Donna Almany gave her yearlong report of what the Parents Association has accomplished over this year as well as over her tenure. (successful concessions operations with 2 cash registers/credit card capability, successful staff appreciation celebrations, the purchase of Adirondack chairs around the campus, Kemp Hall renovations) She took this time also to say goodbye and thank you to everyone she and Tim, her husband, have had the opportunity to work with during her years at Saint James School.

Old Business: Kemp Hall is being currently renovated. Donna shared the flooring is beautiful and just waiting on the furniture to arrive. This project should be completed over summer.

New Business: Mr. Lachut made a grant request for the Parents Association to donate \$300 for the hospitality suite at the Holloway tournament. The request was approved unanimously.

Donna Almany presented the ballot for the 2020-21 Officers of the Parents Association:

Tom Starkoski- President
Laura Zimmermann-Vice President
Cindy Scott- Secretary
Marie Walker-Treasurer

A vote was held and all were voted in unanimously.

Tom Starkoski took a moment to thank the Almanys for all their years of service to Saint James School.

Maura Fisher made a motion to adjourn the meeting. Ted Bamforth seconded the motion. The meeting was adjourned at 2:04 PM.

