

SAINT JAMES SCHOOL

Saint James Parents Association

January 12, 2020

Board Minutes

(**pending board approval at April 26, 2020 meeting)

Present: Donna Almany, Father Dunnan, Cindy Scott, Carrie McMahon, Ronnie Carter, Deanna Starkoski, Tom Starkoski, Jennifer Sherman, Kellie Root, Marie Walker, Laura Zimmerman, Catherine Ann George, Bari Drabczyk

The meeting was called to order by President Donna Almany at 1:01 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. Laura Zimmerman motioned for the minutes to be approved and Carrie McMahon seconded the motion. The minutes were approved unanimously.

Treasurer's Report: Marie shared that treasurer's report was emailed for all to review and asked if there were any questions. A motion to approve the report was made by Deanna Starkoski and seconded by Catherine Ann George.

Campus Decorations: Laura Zimmerman shared that the holiday decorating was successful and thanked all the volunteers that helped. Laura shared that next year it will be exciting to also decorate the new Fine Arts building as well.

Cocktail Party: (email report from Tina Butcher)

Cocktail Party Committee - Lucia Avellenda and Tina Butcher:

There has been no activity on this project since the last parent meeting. As mentioned at the last parent meeting, we want to share a sincere thanks once again to all those parents, faculty, and staff who assisted us in the registration, setup, and cleanup for the event. We couldn't have done it without everyone pitching in! We will start planning for next year's event in early summer and will be reaching out for volunteers to assist us. In the meantime, if anyone is interested in working with us or has ideas for next year's event, please contact Lucia (meconave@msn.com) and/or Tina (tkhbutcher@comcast.net).

Chapel Decorations: Catherine Ann shared that decorating the Chapel for Christmas went well and thanked the volunteers who helped. She suggested keeping this committee separate from Campus Decorations since at last meeting it was discussed to combine. Both committee chairs and group at meeting agreed because both committees follow different events at different times during the school year as well as the liturgical year. So both committees will stay separate.

Raffle Tickets: Carrie McMahon shared that her current records showed that 60 tickets have been sold thus far. She said there will be a push to sell them at SJIT. A suggestion was made to also reach out to alumni in their newsletter. Donna Almany said she will continue to add this in

weekly parent newsletter sent from the school and also encouraged group to be buying and selling tickets. She stated that the profit for this will help to finance the Kemp renovations. Carrie did suggest offering a lower ticket price next year as well as calling it something different than Tuition Raffle. The group agreed that changes should be explored for next year.

Faculty and Staff Appreciation: Kellie Root shared that the 6th form gifts (keychains) did eventually work out and thanked Donna Almany and Kris Mahoney for their help. The first keychain that arrived had a mistake, so then another keychain was ordered. 6th formers did end up receiving two keychains as their gifts. Kellie shared that the January appreciation gift of survival kits were a success. She continued encouraging all to volunteer on IVolunteer for upcoming events.

Cookie Day: Catherine Ann George shared that November cookie day was a success and that another one will occur in May. Deanna Starkoski asked if there would be an event at Valentine's Day like last year. The group agreed that was a good idea to do so committee is looking into doughnut options for Thursday, February 13th for the students.

Concessions: Jack Shaw was working the Youth Wrestling tournament during the meeting so Donna Almany shared information. She shared that concessions have been doing well with hosting some outside events where groups want concessions but do not necessarily want the responsibility of it. She looks for today's event to be successful. Moving forward, she shared it would be helpful if there was someone who could assist Jack with managerial duties such as food inventory and ordering what is needed for concessions. She shared this could be a remote job for anyone and that you physically do not have to be there. Tom Starkoski volunteered to assist Donna in setting this position up and being the interim person for this. Once job and responsibilities are set up then the association can seek someone who may be interested in doing this. The concessions committee was pursuing purchasing a warmer that they borrow from Gabe from events. Gabe informed Donna that he was purchasing a new warmer for his kitchen, so concessions was able to then take the warmer from the kitchen. Donna shared it is nice to have the two registers but today they were having issues with internet in Alumni Hall. Father advised them to reach out to Casey Hoffman about this issue, especially with the SJIT coming up.

Athletic Liaison: (email report from Tom Starkoski)

1. Many improvements in sportsmanship this year with an effort by leaders and Parents. The players responded well by avoiding conflict during an altercation at another school between two other schools including parents, students, and spectators...Live Bravely!

With sportsmanship announcements there have been less issues at home game.

As a parent, it is not only important to be a fan but support those student athletes that may not have family members present. It is a great support to our community to be there to comfort students when things are not going their way and to celebrate their victories...Lead for Good!

2. Updates to Alumni Hall are nearly complete with only minor tweaks needed to continue to use the facility for many more years. The upgrades will complement the new athletic facility by expanding the availability of space for teams and students while other activities are in progress. This will also facilitate improvements in fitness programs and open up space for Arts and other activities.

3. Alumni Hall will host the SJIT 30 Jan. This event will include many of the leading high school basketball teams in the nation bringing high visibility to the school and our students. Please look for volunteer opportunities to assist the school and our visitors for this important event.

4. The Student Athletic Council is helping manage and improve programs across the school. These students have been essential in improving communication and improvements with held meals and nutrition for athletes. In the future students will take more of a leadership role in recognition of current and former athletes.

5. The athletic exception process appears to have effective results. Students must read the student handbook and to apply for one exception annually with a review by their academic advisor. A committee reviews the request in accordance with the handbook and votes on the request. The AD notifies the student of the outcome and options to comply with policy on student participation by form. Students are encouraged to participate in multiple sports to develop team and leadership skills as well as to prevent injuries due to sport specialization.

6. Practice squads were discussed during the meeting. Practice squads don't currently align with the athletic policy and could have unintended effects such as self esteem, etc. there are also issues with the lack of space for multiple extra teams and in many cases no suitable external competition.

7. Several Wrestlers expressed their appreciation for attending the funeral for Admiral Holloway at the Naval Academy. Admiral Holloway wrestled at Saint James and the namesake of the annual wrestling tournament.

8. The change to the academic schedule next year will not have an impact on sports, though may allow more time for other activities. The school will maintain 3 sport seasons.

9. The annual fund supports athletics for Saint James students. Donations or lack of donations directly impact athletics as the increasing cost of equipment, uniforms, and support are the primary focus of the limited athletics budgets.

Thank you for your continued support of our community and students. Please contact me directly with questions, concerns, or suggestions at starkoskta@gmail.com.

Volunteer Platform: Marie Walker shared that Terri Burdette has taken over IVolunteer and is doing well with updating information for it.

PAC: Deanna Starkoski shared that Cindy Scott and her are working with Kerri Kline and Karla McNamee in Admissions office with choosing Parent Ambassadors for the 20-21 school year and making sure new families have an ambassador. They are also working on the upcoming New Parent Cocktail Party which will be held on Friday, March 20, 2020 at the Bavarian Inn. Deanna also shared that current ambassadors will receive an email this week asking them if they wish to continue as an ambassador for next school year.

Annual Fund: Donna shared report for Tim Almany. Currently the current parent group has 86 donors. Last year there were 117 donors. We are head of the amount of money raised last year at this time, but down in number of donors. Right now only 44% of the current parent group have donated. A significant amount of the donors from the parent group are international. Domestic donating is down. 46% of the international families have not donated yet and 64% of domestic families have not donated yet. Father and Donna both stressed to continue promoting the Annual Fund. Cindy Scott suggested that perhaps over the summer some information could be sent out to new families as to what the Annual Fund actually is and what it supports. Others in group agreed to possibly really share with all families some stories, pics, and/or videos showing what the money is used for and then asking for the donations. It was also mentioned again to tell families they can donate until June 30th and they can make monthly pledges as well.

Headmaster's Report: Father Dunnan emphasized again what was mentioned in the Annual Fund Report. He shared that admissions are going well thus far and that there are more applicants this year for the second form than last year. Several early decision students are coming from China and we are maintaining getting students from Korea. We are growing in Ghana and Nigeria. He said locally, we are seeing an increase of students coming from the Frederick and Shepherdstown areas. Father shared that the current plan is to be moving into the new Fine Arts building at the beginning of March. Completion of the Fine Arts building has been 12 months late which has then caused a delay in beginning the building of the Athletic Center. Father shared that the service for Admiral Holloway at the Naval Academy was beautiful and a wonderful experience for the students who were able to participate and attend. He shared upcoming events at Saint James are the SJIT and the musical.

For next school year there should be few staff changes which he will share later. He stated this year staff have started a points system which has proven to be successful for professional development and self assessment of their jobs.

Old Business: Donna shared that all committee chairs should be working on their manuals so that when there is a change the next person will have the information readily available. She shared that new furniture was bought and placed in the two sitting areas in Fulton.

Also, Donna encouraged members to continue to recruit parents to help in anyway they can. A big need is always concessions.

New Business: Donna shared there was a grant submission from Athletic department for donating to the SJIT \$1,000. In the past, the Parents Association has donated \$1500 but last year concessions sales were down for the association so \$1,000 was suggested instead from the Parents Association. The group unanimously voted to donate \$1,000.

Donna also shared that the Parents Association has been asked to help fund the renovations to Kemp Hall. The project is estimated to be close to \$50K when finished. Donna proposed that the Parents Association donate \$15K a year over the next three years for this project. The group voted and unanimously agreed to fund this project. It was shared that some type of sign should be displayed that we funded this as well as share in the parent newsletter that the Parents Association will be doing this over the next three years. Donna shared that painting to Kemp will begin in Spring with the major renovations to begin over the summer.

The meeting was adjourned at 2:45 PM.

Respectfully submitted,

Cindy Scott